

**OREGON CITY PARKS & RECREATION  
ADVISORY COMMITTEE  
BY-LAWS**

Last amended February 16, 2022

**I. CREATION**

The Oregon City Parks and Recreation Advisory Committee was established by the City Commission of Oregon City to advocate for recreational opportunities for the City, and to oversee the implementation of the Oregon City Park and Recreation Master Plan.

**II. NAME**

Title name of this organization is the Oregon City Parks and Recreation Advisory Committee, hereinafter referred to as the PRAC.

**III. PURPOSE**

The PRAC exists to aid the City of Oregon City in providing ample and diverse recreational opportunities for City residents, in part by advising the City Commission, through the Community Services Director, on the implementation of the Park and Recreation Master Plan. The following partially lists the objectives and responsibilities relative to the purpose; objectives may be added to or deleted as necessary:

1. Maintain active communications with the Community Services Director and other relevant City staff.
2. Provide recommendations to the City Commission relative to parks and recreation.
3. Solicit citizen opinions relative to parks and recreation.
4. Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate.
5. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions.
6. Provide public meeting time for citizen input.

#### **IV. ORGANIZATION**

1. There will be nine (9) members-at-large. Members shall represent a broad range of interests and experience necessary to achieve the goals and objectives of the Committee.
2. There may be one (1) non-voting, member representing youth perspective on the PRAC. The non-voting member shall be younger than 18 years of age at the beginning of their term and serve a one-year term.
3. There will be Chair and Vice-Chair positions for the PRAC. Each position will be for a one-year term. The PRAC will select members as Chair and Vice-Chair each January with a nomination and voice vote process.
4. The Chair is responsible for identification of subcommittees and subsequent member selection.
5. The Community Services Director or designee shall attend all meetings. Their purpose is to aid the PRAC through information, initiation of projects, perspective, referrals, and other customary staff support services.
6. The PRAC encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

#### **V. MEMBER ELIGIBILITY**

1. Appointment to the PRAC will be made by the Mayor of Oregon City.
2. The terms for voting members of the PRAC will be three (3) years and non-voting members for one (1) year.
3. The terms will be structured so that no more than three members' terms expire during any one-year.
4. No more than two (2) members shall reside within the same Neighborhood Association.
5. No more than two (2) members shall reside outside the city limits.
6. Member resignations will be filed with the Chair as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
7. After two (2) consecutive unexcused absences, the Chair will contact the committee member. The remainder of the committee shall then determine continued membership.

#### **VI. MEETINGS**

1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee. The meetings shall ordinarily begin at 7:00 PM and end no later than 10:00 PM.
2. The Chair, Community Services Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.
3. A quorum shall exist when half plus one (1) of the appointed, voting, membership is present.
4. Parks and Recreation Staff shall be responsible for recording minutes for all meetings.
5. Voting will be by voice vote. No voting by proxy.
6. Formal agenda items must be submitted to the Staff Representative 10 working days prior to the meeting date.
7. Citizens may make comments and introduce future agenda items at the beginning of each meeting (limited to 3 minutes).
8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chair. In the event there is a disagreement or objection to the procedures pursued by the Chair, Roberts Rules of Order, Newly Revised, shall constitute the authority.

## **VII. AMENDMENTS**

1. Modification of these By-Laws must be approved by the City Commission before they become effective.
2. The procedure to recommend modification of these By-Laws to the City Commission shall be:
  - a. All recommended modifications are to be presented and discussed at a regularly scheduled PRAC meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
  - b. A majority vote of the PRAC membership present is necessary to recommend a change in the By-Laws.
  - c. With a majority vote of the PRAC members, an exception to these bylaws for a specific and unique purpose may be presented to the City Commission for approval and implementation.

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