

HAINES PARKS AND RECREATION ADVISORY BOARD BY-LAWS

ARTICLE I

Name

The name shall be the Haines Parks and Recreation Advisory Board.

ARTICLE II

Purpose

The purpose of the Haines Parks and Recreation Advisory Board, herein referred to as the Advisory Board, shall be to facilitate the use of the borough owned parks, recreational facilities, and to promote recreational activities in general in the Haines Borough.

ARTICLE III

Board of Directors

Section 1. Representation

The Advisory Board shall consist of seven (7) members appointed by the Mayor with the approval of the Borough Assembly.

Section 2. Term of Office

Directors of the Haines Parks and Recreation Advisory Board shall serve staggered terms of three years. A member shall serve until expiration of the member's term. A member's term shall commence on December first (1st) of the year of appointment and shall expire on November thirtieth (30th).

Section 3. Vacancies

A member's position on the board shall be deemed vacated if the member fails to attend three consecutive meetings without being excused by the board. In the event of a vacancy on the board, either at the end of the board member's regular term, or if the seat is vacated by resignation or non-attendance, the Borough Clerk shall advertise for a replacement of the board member. The Advisory Board shall review all applications for the new board member, making recommendations for appointment to the Mayor. The Mayor, after reviewing all applications and considering the board's recommendation, shall appoint a new member or members subject to confirmation by the Borough Assembly. The Advisory Board member chosen to fill a vacancy shall serve out the unexpired term of that seat.

Section 4. Appointments

Persons interested in an appointment to the Haines Parks and Recreation Advisory Board may make their qualifications known in writing to the Borough Mayor.

Section 5. Non-Voting Advisors

The Borough Mayor will appoint a Borough Assembly member as a liaison to the Advisory Board.

Section 6. Compensation

All members of the Advisory Board shall serve without pay.

- Section 7. Quorum
A simple majority of four (4) members of the Advisory Board shall constitute a quorum for transaction of business at any regular or special meeting of the board. A simple majority of the quorum will be required to take any action with a vote, which shall be the act of the full Advisory Board. Any number less than a quorum may recess a meeting to a later time or date.
- Section 8. Ex-Officio Members
The CYD (Community Youth Development) Coordinator of the Haines Borough shall be an ex-officio, non-voting member of the Advisory Board.
- Section 9. Responsibilities
The Haines Parks and Recreation Advisory Board shall:
- A. Advise the Borough in the maintenance of parks and recreation facilities;
 - B. Provide a plan for scheduling use of parks and recreation facilities including but not limited to the Haines Borough Swimming Pool and Oslund Park;
 - C. Develop sources of revenue to support parks and recreation facilities and activities;
 - D. Submit to the Borough Manager a detailed and itemized estimate of probable revenues and expenditures for the next fiscal year;
 - E. Make rules and regulations for the administration and control of the CYD program;
 - F. Review all applications received when the position of CYD Coordinator is vacant and has been properly advertised. The Advisory Board shall make a recommendation for hire to the Borough Manager.
- Section 10. Removal of Advisory Board Members
If an Advisory Board member fails to attend three consecutive board meetings, unless an explanation of the absence is submitted and accepted by the Advisory Board, he/she will be notified in writing by the Borough Clerk of his/her removal from the Haines Parks and Recreation Advisory Board. The Advisory Board members serve at the will of the Mayor of the Haines Borough.

ARTICLE IV Meetings

- Section 1. Board Meetings
A meeting of the Advisory Board shall be held regularly. Special meetings may be called by the Chairperson or a majority of the Directors, provided 3 days prior public notice is given.

- Section 2. Procedures
The Advisory Board shall establish reasonable rules and regulations governing the order of business. In all matters of procedures not covered by rules adopted by the Advisory Board, Robert's Rules of Order shall be applicable and govern.
- Section 3. Notice
All meetings are open to the public. Public notice shall be given by the Haines Borough Clerk for regular Advisory Board meetings. Special meetings may be called with 3 days advance public notice.
- Section 4. By-laws
By-laws may be amended at any regular meeting of the Advisory Board, provided:
1. That the amendments were introduced at least one meeting prior to the vote on the question and;
 2. The amendments were a formal agenda item.

ARTICLE V Officers

- Section 1. Election of Officers
The Advisory Board shall elect officers annually from among the appointed Advisory Board members at the first meeting following the annual appointments by the Mayor. Positions are: Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- Section 2. Chairperson
The Chairperson shall preside at and direct all meetings of the Advisory Board and shall perform other duties as may be prescribed by the Advisory Board.
- Section 3. Vice-Chairperson
The Vice-Chairperson shall assume the Chairperson's duties in the absence of the Chairperson.
- Section 4. Secretary
The Secretary shall keep minutes of the Advisory Board proceedings and such minutes shall record the vote of each member upon every question. If the minutes are amended the board has 3 days to clarify amendments. The approved minutes shall be filed in the office of the Borough Clerk as soon as feasible, but no later than two weeks following the Advisory Board meeting. Also, the Secretary shall prepare the agenda and forward it to the Advisory Board members and Borough Clerk no later than 3 days prior to the date of the meeting.
- Section 5. Treasurer
The Treasurer shall provide the financial back-up paperwork needed for agenda items and assist with the budget preparation process before the budget comes to the Advisory Board.