

**HAINES BOROUGH PARKS AND RECREATION  
ADVISORY COMMITTEE  
BY-LAWS**

**ARTICLE I  
Name**

The name shall be the Haines Borough Parks and Recreation Advisory Committee.

**ARTICLE II  
Purpose**

The purpose of the Haines Borough Parks and Recreation Advisory Committee, herein referred to as the advisory committee, shall be to facilitate the use of the borough owned parks and borough-owned lands for recreation purposes, recreational facilities, and to promote recreational activities in general in the Haines Borough.

**ARTICLE III  
Advisory Committee Membership**

Section 1. Representation

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

Section 2. Term of Office

Members 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 (1<sup>st</sup>) of the year of appointment and shall expire on November thirtieth (30<sup>th</sup>) the year the member's term expires.

Section 3. Vacancies

A member's position on the advisory committee shall be deemed vacated if the member fails to attend three consecutive meetings without being excused by the advisory committee.

In the event of a vacancy on the advisory committee, either at the end of the committee 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 committee member(s) as set out in HBC 2.60.055. The Advisory Committee shall review all applications for new committee member(s), making recommendations for appointment to the Mayor. The Mayor, after reviewing all applications and considering the committee's recommendation(s), shall appoint a new member or members subject to confirmation by the Borough Assembly. The advisory committee 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 Committee shall make their interest and qualifications known in writing to the Borough Mayor.

Members will be appointed to reflect the diversity of the user groups in the Haines Borough.

#### Section 5. Non-Voting Advisors

The Borough Mayor will appoint a Borough Assembly member as a liaison to the Advisory Committee. The Community Youth Development Coordinator shall serve as an ex officio member of the advisory committee.

#### Section 6. Compensation

All members of the Advisory Committee shall serve without pay.

#### Section 7. Quorum

A simple majority of four (4) members of the Advisory Committee shall constitute a quorum for transaction of business at any regular or special meeting of the committee. 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 Committee. Any number less than a quorum may recess a meeting to a later time or date.

#### Section 8. Responsibilities

The Haines Parks and Recreation Advisory Committee shall: Advise the Borough in the operation and maintenance of parks and recreation programs, facilities, and activities.

#### Section 9. Removal of Advisory Committee Members

If an Advisory Committee member fails to attend three consecutive committee meetings, unless an explanation of the absence is submitted and accepted by the Advisory Committee, he/she will be notified in writing by the Mayor of his/her removal from the Haines Parks and Recreation Advisory Committee. The Advisory Committee members serve at the will of the Mayor of the Haines Borough.

### **ARTICLE IV Meetings**

#### Section 1. Advisory Committee Meetings

A meeting of the Advisory Committee shall be held as often as required. Special meetings may be called by the Chairperson or a majority of the Members, 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 Committee, Robert's Rules of Order shall be applicable and govern.

Once approved by the committee, a copy of the committee meeting minutes shall be delivered to the borough clerk for inclusion in the assembly's next meeting packets.

### Section 3. Notice

All meetings are open to the public. Public notice shall be given by the Haines Borough Clerk for Advisory Committee 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 Committee, 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 Committee shall elect officers annually from among the appointed **Advisory** Committee members at the first meeting following the annual appointments by the Mayor. Positions are: Chairperson, Vice-Chairperson, and Secretary. All officers shall hold their offices for one year.

### Section 2. Chairperson

The Chairperson shall preside at and direct all meetings of the Advisory Committee and shall perform other duties as may be prescribed by the Advisory Committee.

### Section 3. Vice-Chairperson

The Vice-Chairperson shall assume the Chairperson's duties in the absence of the Chairperson.

### Section 4. Secretary

In the absence of the Clerk's office, the Secretary shall keep minutes of the Advisory Committee proceedings and such minutes shall record the vote of each member upon every question. If the minutes are amended the Committee 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 Committee meeting. Also, the Secretary shall prepare the agenda and forward it to the Advisory Committee members and Borough Clerk no later than 3 days prior to the date of the meeting.