

## MARION COUNTY PARKS COMMISSION BYLAWS

1. The name of the advisory board for the Marion County Parks program is the **Marion County Parks Commission**.
2. **Mission Statement:** To support a Marion County Parks program that will provide a broad diversity of natural and developed parks providing a multitude of safe, high quality education and recreation opportunities.
3. **Purpose**  
The Parks Commission will serve the public interest in an informed, ethical and responsible manner by:
  - a. Assisting the County in making decisions that will allow the County to produce safe, high quality parks and recreation opportunities.
  - b. Receiving information from staff in order to make informed decisions.
  - c. Cooperating with local interest groups and state and federal agencies thereby promoting partnerships.
  - d. Assisting in accessing funding.
  - e. Taking into consideration educational opportunities.
  - f. Providing continued support for the Marion County Natural Heritage Parks Program when making decisions.
  - g. Reporting and making recommendations to the County Board of Commissioners.
4. **Membership**
  - a. The Parks Commission shall consist of seven (7) members.
  - b. All members serve at the pleasure of the Marion County Board of Commissioners.
  - c. Representation will consist of entirely at-large members of the county. An effort will be made to have commissioners that represent a broad county distribution and a wide range of expertise.
  - d. Appointment or reappointment terms are through staff interviews from which recommendations are submitted to the Board of Commissioners. Terms are to be four (4) years. Prior to expiration of a term, a member may submit a written request for reappointment to staff to present to the Board of Commissioners.
5. **Termination**
  - a. Meeting attendance requirements: an excused absence includes notification to staff in advance unless proof of unavoidable or emergency circumstances is evidenced. Three unexcused absences shall warrant discussion of the retirement of the commissioner and the opening of the vacancy.
  - b. Resignation: A Parks Commissioner's resignation must be submitted in writing to Marion County Parks staff for delivery to the Board of Commissioners.
  - c. Reasons for Dismissal: The Parks Commission may recommend removal of a member for misrepresentation of the Parks Commission, excessive absences from meetings, violation of Parks Commission bylaws, or other inappropriate conduct as

determined by the Parks Commission. In the event a recommendation for removal is made, it shall be submitted by the Parks Commission for the Board of Commissioners due consideration.

- d. Removal: The members of the Parks Commission serve at the pleasure of the Board of Commissioners and may be removed at any time by the Board of Commissioners.
- e. Removal by Board of Commissioners or the Parks Commission: The County Board of Commissioners may remove a Parks Commission member on its own motion or upon the recommendation of the Parks Commission. If the Parks Commission determines by a majority vote that a member should be removed, the chair of the Parks Commission shall report that recommendation to the County Board of Commissioners for its consideration.

## 6. Meetings

- a. The Parks Commission is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.
- b. Minutes will be taken in summary form with tape recording available for review of complete meeting.
- c. Regular meetings shall occur on a quarterly basis. Reasonable notice shall be given to all members of the commission and to members of the public reachable through the usual and reasonable means available, such as media centers, maximizing public awareness of the meeting. Regular meetings are normally held at Marion County Public Works at 5155 Silverton Rd. NE in Salem. Agendas will be made available on the Parks website within 5 days of the meeting. They will also be distributed at the meetings.
- d. The Chair or Parks Coordinator may call special meetings, and all members will be notified. Public notice will be given as soon as possible upon announcement of the meeting.
- e. Decisions will be made by consensus, with majority vote as back up. (Majority is defined by the number of people seated on Commission, not those present at the meeting).
- f. A quorum consists of a majority of the appointed voting membership.

## 7. Officers

- a. Selection of officers, the Chair and the Vice Chair, will be done during the first meeting of the year, and occur every two years.
- b. The terms of both the Chair and Vice Chair will be two years with no term limits.
- c. Duties of the Chair include opening meetings, presiding over meetings, taking motions, closing meetings, acting as a spokesperson for the Commission. Duties of the Vice Chair include all of the Chair's duties in his or her absence.
- d. The Vice Chair will fill a vacant Chair position. A vacant Vice Chair position will be filled by appointment by the Board of Commissioners on recommendation by the Parks Commission.
- e. An officer may be removed from office through a majority vote or by consensus by the Parks Commission to recommend to the Board of Commissioners that the individual be removed from office.

**8. Subcommittees**

- a. The Parks Commissioners may form a subcommittee as needed and approved by the entire Parks Commission.
- b. Participants must declare to entire group that they are on a specific subcommittee.
- c. Any deliberation by any subcommittee must be publicly noticed.

**9. Conflicts of Interest**

- a. Declaration: The Parks Commission is subject to ORS 244.020, 244.040(1), and 244.120 to 244.030, defining conflict of interest and establishing protocols for members of public bodies in Oregon. Parks Commission members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict.
- b. Potential conflict defined: A potential conflict of interest exists when a Parks Commission member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The Parks Commission member may participate in an action after declaring the potential conflict and announcing its nature.
- c. Actual conflict defined: An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the Parks Commission member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

**10. Revision or amendment of bylaws**

- a. Bylaws are to be reviewed every two years at the time of election of new officers.
- b. Bylaw revision and/or amendments will be approved by a quorum, providing fourteen (14) days notice to all members of the Parks Commission.
- c. Bylaws are to be distributed to Parks Commissioners and appropriate county staff at the time of new membership and upon revision or amendment. Public distribution will be through the Parks website. Hard copies will be available at request for the cost of the copies and mailing.

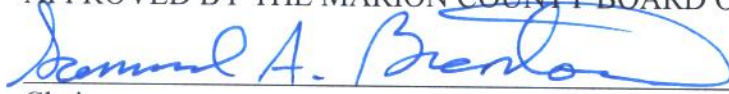
**11. Community Relations/Public Input**

Any member of the public will be welcome to attend and provide input at Parks Commission meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Parks Commission can attend meetings or contact either the chair, the vice-chair, or staff of Marion County Parks. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

ADOPTED BY Marion County Parks Commission

this 7th day of July, 2005.

APPROVED BY THE MARION COUNTY BOARD OF COMMISSIONERS



Chair



Commissioner



Commissioner

Date: 08/31/05

Revised September 2005

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