

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:** The Parks Commission will support the Marion County Parks program that provides a broad diversity of natural and developed parks, safe and high quality education and recreational opportunities.
3. **Purpose:** The Parks Commission will serve the public interest in an informed, ethical, and responsible manner by:
 - 3.1. Assisting the county in making decisions that will allow the county to produce safe, high quality parks and recreation opportunities.
 - 3.2. Receiving information from staff in order to make informed decisions.
 - 3.3. Cooperating with local interested groups and state and federal agencies thereby promoting partnerships.
 - 3.4. Assisting in accessing funding.
 - 3.5. Taking into consideration educational opportunities.
 - 3.6. Providing continued support for the Marion County Natural Heritage Parks Program when making decisions.
 - 3.7. Reporting and making recommendations to the County Board of Commissioners.
4. **Membership**
 - 4.1. The Parks Commission shall consist of not less five (5) or more than seven (7) members.
 - 4.2. All members serve at the pleasure of the Marion County Board of Commissioners.
 - 4.3. 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.
 - 4.4. Appointment to the Parks Commission is eligible after a meeting has been attended, an application submitted, and the applicant has been interviewed by staff and the Chair. Applicant's appointment will be recommended by a majority vote of the Parks Commission. The Parks Commission will recommend to the Board of Commissioners to approve appointment of applicant. Staff will present request to the Board of Commissioners for consideration and approval. Terms are to be four (4) years.
 - 4.5. Reappointment - Prior to the expiration of a term, a member may submit a written request for reappointment for another four-year term. Staff will present request to the Board of Commissioners for consideration and approval.
5. **Termination**
 - 5.1. Meeting attendance requirements: an excused absence includes notification to staff in advance unless proof of unavoidable or emergency circumstances is evidenced. Three unexcused absences within one (1) year shall warrant discussion of the retirement of the commissioner and the opening of the vacancy.
 - 5.2. Resignation: A Parks Commissioner's resignation must be submitted in writing to Marion County Parks staff for delivery to the Board of Commissioners.
 - 5.3. Reasons for Dismissal: The Parks Commission and/or staff may recommend removal of a member for misrepresentation of or to 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 and/or staff for the Board of Commissioners' due consideration.
 - 5.4. 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.
 - 5.5. 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.

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6. Meetings

- 6.1. 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.
- 6.2. Minutes will be taken in summary form with tape available for review of complete meeting. Minutes will be available online once approved by the Parks Commission.
- 6.3. Regular meetings shall occur on a bi-monthly 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; this includes media centers, meeting notice sent to media, and posting on Marion County Parks' website. Regular meetings are normally held at Marion County Public Works at 5155 Silverton Rd. NE in Salem, Oregon. Agendas will be made available on the Marion County Parks' website within five days of the meeting. They will also be distributed at the meetings.
- 6.4. 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.
- 6.5. Decisions will be made by consensus, with a majority vote as needed.
- 6.6. A motion must be pending before a decision may be made. Every effort will be made to reach consensus when the Parks Commission is deliberating toward a decision. If consensus cannot be reached, the chairperson or any member may call for a voice vote. In all cases, the minimum number of affirmative votes for any motion to pass must be a majority of the appointed positions on the Commission who are present for the meeting.
- 6.7. A quorum consists of a majority of the appointed voting membership.

7. Officers

- 7.1. Selection of officers, the Chair, and the Vice Chair will be done during the first meeting of the year and occur every two years.
- 7.2. The terms of both the Chair and Vice Chair will be two years.
- 7.3. Duties of the Chair include opening meetings, presiding over meetings, taking motions, closing meetings, and acting as a spokesperson for the Commission. Duties of the Vice Chair include all of the Chair's duties in their absence.
- 7.4. 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.
- 7.5. 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

- 8.1. The Parks Commissioners may form a subcommittee as needed and approved by the entire Parks Commission.
- 8.2. Participants must declare to the entire Parks Commission that they are on a specific subcommittee.
- 8.3. Ad hoc members may be appointed by the Parks Commission to any sub-committee.
- 8.4. Any deliberation by any subcommittee must be publicly noticed.

9. Conflicts of Interest

- 9.1. 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.
- 9.2. 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

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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.

- 9.3. 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. 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

- 10.1. Bylaws are to be reviewed every four years, at the time of election of new officers, or as needed.
- 10.2. Bylaws revision and/or amendments will be approved by a quorum, providing fourteen (14) days' notice to all members of the Parks Commission. Once approved by the Parks Commission, staff will present the revisions or amendments to the Board of Commissioners for approval.
- 10.3. 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 of bylaws can be made upon request and 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 the Parks Commission Chair, the Vice Chair, or Marion County Parks staff. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

**Bylaws embedded in handbook*

****Revised and approved: 8-13-2025**