



Parks & Recreation Commission

Revised May 2018

Vision Enhancing the emotional, social, and physical quality of life of our residents through the provision of a wide variety of exceptional parks and recreation services.

Mission Statement To address the needs of our community's current and future residents through the creation of outstanding parks and recreation services, providing places and opportunities for social interaction that binds the community together.

Goals

Standardization of park amenities

The Community Services Director will provide the Commission details of the plans for the parks' amenities and receive comments and feedback from the commission to take back to the City Council.

- Commission members need to be kept up to date including approved decisions, PARAT Tax and timelines.

Closer integration with the operations of the parks and recreation department

The Commission will invite Community Services staff to attend meetings and provide information on each division, their goals and how the Commission can help them to achieve their goals.

- Commission members should be more involved in recreation programming (attending games and other events) and receive information on how programs are working.

Community involvement and feedback

The Commission will volunteer as much as possible to be out in public, get more feedback, and continue to promote the Commission as a resource to the community.

- Commission members should take a more active role in the community, taking advantage of opportunities to speak with individuals or groups within the community for feedback.
- Encourage city residents to get outside and take advantage of local parks and playgrounds with their families.

Appreciation and thanks for coaches, athletes, teams making a positive impact for Clearfield

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BYLAWS OF CLEARFIELD PARKS & RECREATION COMMISSION

ARTICLE I COMMISSION NAME

SECTION 1

The name of this commission shall be Clearfield Parks and Recreation Commission.

ARTICLE II PURPOSE & RESPONSIBILITIES

SECTION 1

The purpose of the Commission shall be to recommend policies, standards, and rules. The Recreation Commission shall be advised of, or consulted concerning proposed activities prior to any implementation of any new program or activity.

SECTION 2

The Commission shall recommend programs and activities that are consistent with the needs of Clearfield residents. The Commission may also be asked to make recommendations for improvements in programs, parks, and physical facilities, and to provide ideas for new programs and services.

SECTION 3

The Commission will establish committees as necessary to assist the Recreation Commission in the performance of its duties in the areas of parks, facility, utilization, membership, program planning and evaluation, etc. These committees render advice relative to their service and function.

SECTION 4

The Commission will assist in developing and creating public awareness, understanding, and support for parks and recreation programs. The Commission will assist in marketing and promotion of programs as well.

SECTION 5

The Clearfield Parks and Recreation Commission will serve in an advisory capacity and act as a liaison to the community. The collective judgment and advice of carefully selected commission members is valuable for public administrators to assist them in making decisions regarding the appropriateness and effectiveness of programs, activities, and services.

ARTICLE III COMMISSION MEMBERSHIP

SECTION 1

The Clearfield Parks and Recreation Commission membership shall be compromised of no more than nine (9) voting members and one (1) alternate member. The Commission shall be representative of the population to be served and be residents of the city of Clearfield.

SECTION 2

Commission members shall be appointed by the Clearfield City Council, with term of appointment to begin January 1, for a period of three (3) consecutive years, with not more than one-third of its members' terms to expire each year. Vacancies, which may occur in due course, shall be filled in like manner.

SECTION 3

If a Commission member has a total of three (3) absences from commission meetings within one year, the Commission members will notify the individual that his/her seat will be voted on during the next regularly scheduled meeting. His/her seat may be declared vacant by a majority vote of the Commission members present.

ARTICLE IV COMMISSION ORGANIZATION

SECTION 1

Officers of the Recreation Commission shall consist of a Chairperson and a Vice Chairperson, to be elected by the Commission at the November meeting. They shall hold such office for one (1) year. Officers shall be selected from membership of the Commission.

SECTION 2

The Commission Chairperson shall prepare an agenda, preside at the Commission meetings and shall be a standing member of all committees.

SECTION 3

The Vice Chairperson shall have all the powers and duties of the Chairperson in the absence of the Chairperson.

SECTION 4

The Clearfield City Parks and Recreation department secretary will also act as secretary to the Recreation Commission, to include: keeping the minutes, preparing meeting agendas under the direction of the presiding officer, keep the Commission files and records, and perform such other duties as delegated by the Commission.

ARTICLE V COMMITTEES

SECTION 1

The Commission at its discretion, may create and/or abolish its own committee or other organizational units. Committees shall serve to make recommendations to the Commission unless otherwise specified by the Commission.

SECTION 2

Committees may be designated as *standing* or *ad hoc* committees. Standing committees will be those which are formed for at least one year. Ad hoc committees will be appointed as needed.

SECTION 3

Committee chairpersons must be Commission members. All committee members must be approved by the Commission.

ARTICLE VI ADMINISTRATIVE PROCEDURES

SECTION 1

The Commission shall meet in regular session monthly, unless otherwise determined by the Commission. Written notice and agendas shall be sent by the Commission secretary to the Commission members three (3) to ten (10) days in advance on the meeting date, with the exception of emergency meetings.

SECTION 2

A majority of the current Commission members shall constitute a quorum and a majority of the members in attendance at any meeting shall, in the presence of the quorum decide its action. Also a poll of all members on the Commission may be requested by any member of the Commission.

SECTION 3

The Chairperson may call a special or emergency meeting by notifying all members.

SECTION 4

The annual meeting for the election of officers shall be held during the November meeting. The principle agenda item for this meeting shall be the election of officers, who shall take office the following January 1.

SECTION 5

Robert's Rules of Order shall apply in all situations not specifically covered by these bylaws.

ARTICLE VII BY-LAWS

SECTION 1

Amendment to bylaws: These bylaws shall be amended only by an affirmative vote of two-thirds or more of Commission members present at the meeting.

SECTION 2

Written notice setting forth the proposed amendment(s) shall be mailed or given to each member no less than ten (10) days prior to the meeting during which a vote is cast on the amendments.