

**BY-LAWS  
CITY OF NORTHFIELD  
PARKS AND RECREATION ADVISORY BOARD**

**ARTICLE I – THE BOARD**

Section 1.     Name of Board. The name of the Board is the Parks and Recreation Advisory Board, sometimes also known as “PRAB,” Advisory Board,” and the “Board.”

Section 2.     Authorization. The Parks and Recreation Advisory Board is Authorized by Ordinance Section 54, Article II of the Ordinance Code of the City of Northfield.

Section 3.     Purpose. The Board acts in an advisory capacity to the City Council regarding the public park system and all public recreational facilities and programs of the City of Northfield.

Section 4.     Membership. The Board consists of seven (7) voting members appointed by the Mayor with the consent of the City Council for three (3) year terms, which are staggered. A member wishing to be reappointed for a subsequent three-year term must complete the proper application form and submit it to the City in order to be considered for reappointment.

Section 5.     Non-Voting Members. Any ex-officio member of the Board from the City Council or from the community shall have no voting privileges but may participate in discussions of the Board.

Section 6.     Resignation. Any member wishing to resign from the Board shall give a written notice of resignation to the Mayor and to the Board Chair. The Board Chair shall present the resignation to the Board at its next meeting.

Section 7.     Limitation on Employment. No current member of the Board may apply for employment with the City of Northfield.

Section 8.     Conflict of Interest. No member of the Board shall use City property, funds or contract for personal use or profit.

**ARTICLE II – OFFICERS**

Section 1.     Officers. The officers of the Board shall be a Chair, a Vice-Chair, and a Secretary. The Chair, the Vice-Chair shall be voting members of the Board and shall be elected annually. The Secretary shall be non-voting staff person designated by the City and affirmed to serve as Secretary by the Board, provided that if the Secretary is not available to keep minutes at a meeting of the Board, a voting Board member shall be appointed by the Chair to act as Secretary and to keep the minutes of that meeting.

Section 2. Election of Officers. At the last meeting of the Board in each calendar year, the Chair shall open the floor for nominations for the offices of Vice-Chair in the upcoming year. Election of officers shall occur at the first meeting of each calendar year.

Section 3. Chair. The Chair shall preside at all meetings of the Board, appoint all sub-committee members, assist in developing meeting agendas and perform all other duties of the presiding officer.

Section 4. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In the event that a vacancy of the Chair occurs, the Vice-Chair shall become the Chair for the remainder of the vacant term.

Section 5. Vacancies. Should the office of Chair and Vice-Chair become vacant at the same time, the Board shall elect successors at the next regular meeting, or at a special meeting called for such purpose, and such elections shall be for the unexpired terms of each office.

Section 6. Additional Duties. The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board or the by-laws or rules and regulations of the Board.

### ARTICLE III – MEETINGS

Section 1. Regular Meetings. Regular meeting dates, times and location shall be established by the Board at the first meeting of each calendar year. The chairperson may call special meetings of the Board and must do so upon the request of four voting Board members or at the request of the council. Notice of all meetings of the Board shall be given in compliance with the law.

Section 2. Attendance. Board members shall attend all regular and special meetings. Members shall report to the City Staff Liaison when they will be absent from a meeting. The Board may recommend to the City Council that a member be dismissed from the Board if three or more successive meetings are missed without adequate justification.

Section 3. Special Meetings. Special meetings may be called by the Chair or any three (3) members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting other than an emergency meeting must be delivered to each Board member at least three (3) days before the date of such meeting. If the call is mailed to Board members, it must be mailed at least six (6) days before the date of such meeting. If a special meeting is needed on an emergency basis because of circumstances which in the judgment of the Board require immediate consideration, notice of the meeting by telephone, email or other means shall be given to Board members as soon as is reasonably practicable. In the case of any special or emergency special meeting, notice of the meeting shall be posted, mailed, and/or published or otherwise delivered as required by State law. At an emergency meeting, no business shall be considered other than as designated in the call; provided that at

least four (4) members of the Board are present at a special meeting, which is not an emergency meeting, any and all business may be transacted by the Board.

Section 4. Quorum. Four (4) members of the Board shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Board and for all other purposes, provided that a smaller number may adjourn from time to time until a quorum is present. When a quorum is in attendance, action may be taken by the Board upon a vote of majority of the members present.

Section 5. Order of Business. At the regular meetings of the Board, the following shall be the order of business:

- a. Call to Order
- b. Additions to and Approval of the Agenda
- c. Approval of Minutes
- d. Presentation(s)/Public Comment
- e. Reports
- f. New Business
- g. Old Business
- h. Adjournment

Section 6. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of order, unless such Rules are suspended by consent of the Board.

#### **ARTICLE IV – AMENDMENT OF THE BY-LAWS**

Section 1. Procedure. The By-Laws may be amended by the Board by a two-thirds vote of all voting members, provided that notice of the proposed amendment was mailed to each member at least one week prior to the meeting at which the vote was taken. All amendments shall be effective immediately after the vote, unless a different effective date is specified in the resolution proposing the amendment.

Unanimously approved

January 19, 2017