

Jamaica Beach Park Board Committee By-Laws

(Revised November 20, 2017)

Park Board Committee Members:

Chairperson
Co-Chairperson
Secretary
2 Members At-Large

Mission Statement:

Accepts responsibility for Jamaica Beach Parks.
Assist with planning, organizing, and presenting Jamaica Beach Park Events and fundraising projects.
Park Board Committee Members and Volunteers serve without compensation.

Qualifications:

1. Park Board Committee Members (“Members”) must live within Jamaica Beach city limits.
2. Members are required to attend meetings, 3 unexcused absences will result in termination.
3. Volunteers will be considered to the board based upon level of service, log 50 volunteer hours in a calendar year, and have the approval from the Jamaica Beach Park Board Committee (“Park Board”) and the Jamaica Beach City Council (“City Council”).

Quorum:

A quorum will consist of a simple majority of Park Board Committee Members present for general business.

Terms:

1. Any prospective member(s) must be approved by the Park Board, who in turn, will present possible members(s) to the City Council for affirmation of service.
2. Park Board Committee Members are appointed by the City Council and terms do not expire.
3. There will be a Park Board Committee election of the Park Board Chairs every 2 years.
4. Whenever a Member has a conflict of interest (financial or personal) they must come before the Park Board and shall fully disclose the nature of the interest and withdraw from discussion, lobbying and voting on that matter.

Termination or Suspension:

1. The Park Board, by two-thirds majority vote, may suspend or expel a member for conduct inimical to the best interest of the City of Jamaica Beach after an appropriate hearing by the City Council.

Cause of Termination:

2. Occurrence of any event that renders a Member ineligible for membership, or failure to satisfy membership qualifications.
3. Conduct by a Member which is seriously detrimental to the purposes, goals, objectives of the City of Jamaica Beach or in violation of the rules and documented procedures of the Park Board, including but not limited to a violation of these By-Laws.

Loss of Membership Rights:

1. A suspended Member shall not be considered a Member in good standing during the period of suspension, and shall take no part in any of the activities, funds, property, rights, and interest belonging to the Park Board until such Member complies and satisfies the requirements for the removal of the suspension and the return to good standing.
2. Re-instatement of said Member after being removed may be eligible to rejoin by submitting a petition to the Park Board, and the City Council. Such petition must be approved by a two-thirds majority vote of the entire Park Board.

Chairperson Responsibilities:

1. The Chairperson will preside at Park Board meetings by keeping meetings brief and orderly, and follow the "Robert's Rules of Order".
2. Meetings will be held once a month, the first Sunday of each month at 3:00 pm at the Jamaica Beach City Park pavilion, weather permitting, or at another public location conducive to holding a public meeting (i.e. Jamaica Beach City Hall).
3. Coordinate with Park Board Secretary for agenda for each meeting.
4. Delegate specific jobs to each Member of the Park Board for park events and follow up that each job has been completed.
5. Coordinates with the City Council liaison or the Jamaica Beach City Administrator ("City Administrator") for park events planned by the Park Board.
6. Attends the City Council meetings and reports to Park Board on any plans that the City Council has for the parks, and arranges for another Member to attend if unable to do so.
7. Act as coordinator for planned events.
8. Submits requests for repairs needed at the City Park(s) to the City Administrator.

Co-Chairperson Responsibilities:

1. Will aid the Chairperson and will assume duties that the Chairperson may assign.
2. If the Chairperson is not available, the Co-Chairperson will preside at Park Board meetings.
3. Is responsible to contact City Administrator for obtaining Health Department permits when food and liquor permits are needed.
4. Duties include organizing and making purchases of paper goods for events and turning in receipts to the Jamaica Beach City Secretary ("City Secretary").
5. Is responsible to assign Member/Volunteers to monitor the park and pavilion that the kitchen, bathrooms, pavilion and grounds are left respectfully after each event and rental.
6. The Co-Chairperson will be the liaison between the City Secretary regarding the rental of the pavilion.
7. Acknowledge donated items or services.

Secretary Responsibilities:

1. Will prepare the agenda for each meeting by coordinating with the Chairperson.
2. Coordinate with City Secretary of upcoming Park Board meetings, so it can be posted publicly 72 hours before Park Board meetings.
3. Take minutes of current Park Board meetings and assignments.
4. Keep orderly records of past Park Board meetings.
5. Inform the City Secretary of planned events so they may be added to the City of Jamaica Beach website, and to the City Park calendar book kept at City Hall.
6. Is responsible for all social media, advertising and/or marketing of Park Board events.
7. Follow up on assignments from the Chairperson.
8. Maintain log of volunteer service hours.

City Secretary Responsibilities:

1. Process checks for Park Board events.
2. Keeps copies of invoices/receipts for Park Board events and supplies.
3. Keeps records of budgets and expenditures for each event.
4. Reports to the Park Board with running total of Park Board monies.

City Council Member Responsibilities:

1. Is the liaison between the City Council and the Park Board.
2. Advise Members on any city decisions that may affect the Jamaica Beach City Park(s).
3. If at any time a decision cannot be decided by a simple majority vote by the Park Board, the City Council Liaison or the City Administrator will help make the decision that benefits the best interest of the City Park(s).

All Park Board Members Responsibilities:

1. Park Board Events:
 - a. Assist in planning, organizing, and following through with Park Board events. This includes collecting supplies, decorating and cleaning up as needed for Park events.
 - b. Discuss budget for planned events.
 - c. Events may include but are not limited to:
 - Mardi Gras Golf Cart Parade, Gumbo Cook Off, and Dance
 - Easter Egg Hunt
 - Jamaica Beach Spring Bazaar
 - Memorial Day Weekend
 - Labor Day Dance
 - Oktoberfest
 - Halloween party at City Park, Trunk or Treat, and Pumpkin Patch
 - Christmas in the Park with Santa's arrival
2. Park Board Members are responsible for the following park rental checklist.
 - a. Picnic tables are returned to pavilion by the renters.
 - b. Contact a housekeeper before events to clean kitchen, bathrooms, and make sure garbage cans are washed and returned to kitchen.
 - c. Trash is put in large trash bins and put on the Bob Smith curb on Monday & Thursday for trash pickup and that said trash bins are then put back in a timely manner.
 - d. Report to City Secretary via email, text or in-person at City Hall, the condition of pavilion and park after rental. Take pictures, if necessary, when park is not left respectfully.
 - e. Kitchen and bathroom doors are locked after park events and rental of pavilion.
 - f. Responsible for the general upkeep of the City Park(s) and to report to City Administrator any repairs that are needed.

Conducting Park Board Meetings: Follow "Robert's Rules of Order"

1. Start the meeting by saying, "The meeting will come to order."
2. Invite the Park Board Secretary to read the minutes from the previous meeting, or ask if there are any corrections to the minutes (if minutes were shared with the Members in advance). If there are no corrections, ask for a motion to approve and a second, then vote to make the minutes part of the official record of the meetings events.
3. Call on Members to report about specific roles or activities. If any recommendations are made, additional parliamentary procedures (debating or voting for example), may need to take place. If not, the meeting moves forward to address other agenda items and/or reports.
4. Address unfinished business only if a previous meeting ended when there were still items to be discussed. These will be brought up in the order they were originally scheduled.
5. Ask the Park Board if there is new business to discuss.
6. The Chairperson reserves the right to open the floor for new business for discussion with the audience.
7. End the meeting by saying, "Since there is no further business, the meeting is adjourned", and second it.