

CHAPTER 3

PARK/COMMUNITY INVOLVEMENT COMMITTEE

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2-3-1: ESTABLISHMENT:

The Park/Community Involvement Committee is hereby established to promote community spirit by involving residents in community events and assisting the City Council in the development of Lauderdale Community Park. (Ord. 75, 5-23-1995)

2-3-2: ADVISORY NATURE:

The Park/Community Involvement Committee shall be appointed by and serve in an advisory capacity to the City Council, and shall have no other official status or independent authority. All actions and expenditures must be voted on and approved by the City Council. (Ord. 75, 5-23-1995)

2-3-3: MEMBERSHIP:

A. Appointment: The Park/Community Involvement Committee shall consist of at least five (5) members appointed by the City Council. In addition, the Council shall annually appoint one Council member to serve as Council liaison, and the City Administrator shall name a staff liaison to the Park/Community Involvement Committee.

B. Term: The members are appointed for a term of two (2) years and may be reappointed by the City Council with submission of application. (Ord. 75, 5-23-1995)

2-3-4: MEETINGS; MINUTES; RECORDS:

A. Open Meetings: All meetings of the Park/Community Involvement Committee shall be open to the public.

B. Minutes: The proceedings shall be recorded in minute form and copies will be provided to each member of the Park/Community Involvement Committee and to the Mayor and Council.

C. Records: The Park/Community Involvement Committee shall keep a record of all resolutions, transactions and findings. The records and minutes shall be public records. (Ord. 75, 5-23-1995)

2-3-5: RULES AND PROCEDURES:

The City Council shall approve the rules and procedures of the Committee within thirty (30) days after the creation of the Committee. The rules shall provide for the appointment from its membership including a chairperson, vice chairperson, and such other officers as it shall deem necessary. The rules and procedures shall specify of the appointment of officers, term of office, duties of the officers, number of members to constitute a quorum, the order of business, attendance requirements, and other matters necessary to conduct the business of the Committee. (Ord. 75, 5-23-1995)

2-3-5-1: ORGANIZATION:

A. The Park/Community Involvement Committee is appointed and serves as per the provisions of this Chapter.

B. The Park/Community Involvement Committee shall annually rotate the position of its chairperson at the first meeting of every year.

C. A member's failure to attend three (3) meetings or fifty percent (50%) of the meetings in a year (whichever is greater) shall constitute a vacancy on the Park/Community Involvement Committee. Notification will be provided by the City Administrator.

D. The staff and/or City Council liaison or designee shall serve as an advisor to the Park/Community Involvement Committee and attend all meetings of the Community Involvement Committee. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-2: MEETINGS:

A. Regular: The Park/Community Involvement Committee will meet as needed and post agendas at City Hall in accordance with Minnesota State Law.

B. Special: The chairperson and staff or City Council liaison may call a special meeting at least twenty four (24) hours before such meeting. Notice shall state purpose of said meeting and shall be delivered to each Committee member's residence.

C. Place: All meetings shall be held in City Hall.

D. Presiding Officer: The chairperson shall preside at all meetings of the Park/Community Involvement Committee. In the absence of the chairperson, the vice chairperson shall preside and call that meeting to order.

E. Quorum: Three (3) members of the Park/Community Involvement Committee or a majority of the appointed members (whichever is greater) shall constitute a quorum at any meeting. Once the meeting is duly called to order, official action may not be taken without the presence of a quorum. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-3: AGENDA:

The chairperson and the staff or City Council liaison shall create and provide the Committee members with a copy of the agenda as far in advance of the meeting as time permits. Agendas shall be posted on the window at City Hall. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-4: MINUTES:

A. The staff liaison is responsible for minutes and reports. The City Administrator is responsible for recommendations to the City Council.

B. The City staff shall maintain all records of the Park/Community Involvement Committee. All minutes, motions, resolutions, findings and reports are to be reduced to writing and a copy provided to each Committee member and forwarded to the City Council. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-5: DUTIES OF CHAIRPERSON:

A. The chairperson shall preserve order and decorum at all Park/Community Involvement Committee meetings. The chairperson shall state every question coming before the Committee, announce the decision of the Committee, and decide all questions of order.

B. The chairperson may vote on all questions.

C. The chairperson may appoint a recording secretary. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-6: GENERAL RULES OF ORDER:

Robert's Rules of Order shall be accepted as an authority on parliamentary procedure. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-7: VOTING:

A. Silence shall be recorded as an affirmative vote. All motions with an equal number of votes for and against shall be declared a negative motion.

B. The staff and City Council liaison or designee serve in an advisory capacity and are not voting members. (Ord. 75, 5-23-1995; amd. 6-13-1995)