

**CONSTITUTION**  
**PARKS AND RECREATION ADVISORY BOARD**  
**OF THE CITY OF MAITLAND, FLORIDA**

**ARTICLE I**  
**ESTABLISHMENT OF THE PARKS AND RECREATION ADVISORY BOARD**

The Parks & Recreation Advisory Board of the City of Maitland, Florida, is hereby authorized by action of the City Council of Maitland and shall perform all advisory functions appropriate of said Board as designated in the Constitution and By-Laws governing this Board and as authorized by the City Council of Maitland.

**ARTICLE II**  
**PURPOSE: GENERAL FUNCTIONS, POWERS AND DUTIES**

**SECTION A. Mission Statement**

The Parks & Recreation Advisory Board shall develop and review plans to meet the present and future parks, recreation, leisure activities and conservation needs of the City, with the exception of the Maitland Public Library and Maitland Art Center, and shall, by report, recommend to the City Council programs, facility requirements, parks utilization, beautification proposals, and similar recommendations to provide the City with a continually updated parks, recreation, leisure activities, and conservation program.

**SECTION B. General Functions, Powers and Duties**

1. The board, ~~after conferring with the City Manager on budget and staffing needs, may make recommendations to the City Council on these matters.~~ on an annual basis, shall review the 5 year Parks Capital Improvement Plan.
2. To ensure interdepartmental cooperation, the Board may request presence of a representative of other departments at any of its regular or special meetings through the City Manager.
3. Any ~~and all~~ land dedication ~~or fees~~ resulting from ~~subdivision~~ developments, for the purpose of park use as defined in the Parks and Recreation Master Plan, shall be subjected to review and comment prior to the first Planning and Zoning Commission public hearing on the project ~~preliminary subdivision review.~~ If no comments are received by this date, it shall be presumed that the Parks and Recreation Advisory Board does not ~~with~~ wish to comment.
4. The Board shall review, comment and recommend to City Council on all issues relative to recreation, parks, and conservation land acquisition or disposal.

5. The Board shall review and make recommendations to the City Council on issues involving parks and recreation user fee structure.
6. The Board shall perform other duties which may be lawfully assigned to it.

### **ARTICLE III MEMBERSHIP AND OFFICERS**

#### SECTION A. Membership

The Board shall consist of seven (7) members to be appointed by and serve at the pleasure of the City Council. Members of the Board shall be residents of the City of Maitland. No person shall be appointed with private or personal interests likely to conflict with the general public interest.

#### SECTION B. Terms of Members

Board members shall each serve on the Board for a term of three (3) years. A member may be reappointed by the City Council for one successive term. Terms share a common expiration date and month, June 30, but stagger expiration years. If a member is appointed to fill a vacancy, pursuant to II.C. below, that appointment shall not be considered a full term unless the appointment period is for eighteen (18) months or greater.

#### SECTION C. Filling Vacancies

Vacancies shall be filled by appointment of the City Council for the remainder of the unexpired term of office. ~~The City Council shall fill such vacancies within thirty (30) days of notification from the chairman of the Board or City Clerk.~~

#### SECTION D. Removal from Office

Members of the Board may be removed from office by the affirmative vote of three (3) of the members of the City Council for cause upon written charges and after public hearing, if requested by the member.

If any member is absent from three (3) consecutive regular meetings, or from fifty percent (50%) of the scheduled meetings in any continuous six-month period and that member has not resigned, that member is assumed to have resigned from the Board. That member shall be notified within thirty days by the City Clerk that the member's office is vacant and City Council shall promptly fill such vacancy. The member shall have the right to reapply.

#### SECTION E. Officers and Committees

The Board shall annually elect a Chairman and Vice-Chairman, and may create and fill other offices and committees as needed.

SECTION F. Executive Secretary and Administrative Assistance

The City Manager shall designate a Department which shall provide clerical and administrative support to the Board as may be reasonably required by the Board for the proper performance of its duties.

SECTION G. Funding and Compensation

Members of the Board shall receive no salaries or fees, but may receive necessary travel, per diem, and other expenses while on official business for the City. The City Council shall make available to the Board such appropriations as it may see fit for expenses necessary in the conduct of Board work through the City Budget allocation process and appropriate City administrative procedures.

SECTION H. Ethics and Statutory Reference.

Members shall be bound by State Statutes regarding Government in the Sunshine and Conflict of Interest.

**ARTICLE IV  
PROCEDURES, MEETING AND QUORUM**

SECTION A. Adoption of Rules

The Board shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of this Constitution.

SECTION B. Meetings

~~The Board shall hold at least six (6) meetings each year~~ The Board shall meet as required, on a day to be established by the Board, and may hold such additional regular meetings as may be designated by the Board. In addition, the Board may hold such special meetings as may be called by the chairman or by the request of three (3) members. Each member of the Board shall be entitled to at least two (2) days' written notice, ~~to be delivered to his residence~~, of any special meeting of the ~~Board Commission~~. All meetings shall be open to the public.

SECTION C. Minutes and Records

The Board shall keep minutes of its proceedings, showing the vote of each member upon each question. If a member is absent or fails to vote, the minutes shall reflect this fact. The Board shall also reflect in its minutes all official actions, which minutes shall be a public record and be filed in the office of the City Clerk.

SECTION D. Quorum and Votes

~~The Board shall not transact any business at any regular or special meeting unless a quorum of four (4) members are present, and every action taken and every decision rendered by the Board shall be approved by at least three (3) members.~~ The Board shall consider a quorum present when a simple majority of the total membership of the Board is in attendance. If any matter

coming before the Board shall inure the special private gain of a member of the Board (as defined in Chapter 112.3143, Florida Statutes), said member shall declare his conflict of interest with the pending request. After a conflict of interest has been declared, the declarant shall file a Memorandum of Voting Conflict form within fifteen (15) days with the City Clerk disclosing the nature of the interest in conflict. Said form will be attached to and made part of the Board minutes. If no conflict of interest as defined above has been declared, then the member is required to vote on each issue before the Board.

SECTION E. Recommendations to City Council

The Chairman shall take special care to convey in writing any formal recommendation of the Committee to City Council. In the event that the recommendation is an Ordinance, Resolution or Budget item, then the Committee shall conduct a minimum of two (2) meetings on the item. The first shall be for public input and the second shall be to formulate and adopt the recommendation.

**ARTICLE V  
APPEALS**

Any person or persons, or any board, taxpayer, department, or bureau of the City jointly or severally aggrieved by any decision of the Board may petition the City Council for review of the decision. The petition must be filed with the City Clerk within thirty (30) days of the determination of the Board.

~~**ARTICLE VI  
FEES**~~

~~The City Council shall establish by resolution a schedule of fees to cover administrative costs for the functions of the Board.~~

**ARTICLE VI  
TERMINATION**

SECTION A. Formal Termination

The City Council may, by majority vote, cause the Board to cease operations at any time as it may deem appropriate.

Approved by Maitland City Council on \_\_\_\_\_, 2017.

By: \_\_\_\_\_  
Mayor A. Dale McDonald

Attest: \_\_\_\_\_  
Maria Waldrop, City Clerk