

METROPOLITAN PARKS AND RECREATION ADVISORY BOARD BYLAWS

- I. **PURPOSE:** The Metropolitan Parks and Recreation Advisory Board, hereafter referred to as the “Board”, shall keep itself informed of City parks and recreation needs and serve as a forum for public discussion. The Board shall encourage the greatest use of parks and recreation programs including cooperation with other agencies and organizations that are involved in providing recreation services for the public good. The Board shall represent the community at large and shall not promote any specific recreational organization.
- II. **MEMBERSHIP:** The Mayor of the City, with the advice and consent of the City Council, shall appoint an eleven-member Board. In making these appointments, consideration shall be given to the City Parks and Recreation Department’s relationship with the University of New Mexico, the Bernalillo county Parks and Recreation Department and the Albuquerque Public Schools. Traditionally, this has resulted in one Board member from each of the nine City Council Districts and two at-large members.

All terms of members of the Board shall be for three years, ending September 30, and staggered as to the year of termination. Members may not serve more than two consecutive, three-year terms provided, however, those members who are originally appointed to fill an unexpired term of one year or less may be reappointed to two full three-year terms. Members of the Board shall serve without pay.

Whenever a Board vacancy occurs, the Mayor, with the advice and consent of the City Council shall appoint a replacement from the same representation area that was vacated.

- III. **OFFICERS:** Elections shall be held at the first official meeting of each calendar year. Officers of the Board shall be nominated and elected at that meeting and shall be the Chairperson and Vice-Chairperson. Terms of the Board Officers shall be for two years and may serve another successive two year term if reappointed. In addition, a Board member may be appointed to serve out the remaining time when a position becomes vacant mid-term. The Parks and Recreation Department shall furnish a Recorder.

Chairperson: It is recommended, but not mandatory, that the Chairperson shall have served on the Board for a minimum of one year prior to election; shall be the presiding officer at all meetings; shall appoint all committees; and may call special meetings as deemed necessary. The Chairperson is responsible for establishing the Agenda and pursuant to the Open Meetings Act, forwarding it to the Recorder for the purpose of publication to the public at least 72 hours prior to the scheduled Board meeting,

Vice-Chairperson: It is recommended, but not mandatory, that the Vice-Chairperson shall have served on the Board for a minimum of one year prior to election; shall preside as Chairperson in either the temporary or permanent absence of the Chairperson; and shall assist the Chairperson in his/her duties.

Recorder: Shall serve as Secretary and shall keep an accurate and true account of all proceedings of the Board meetings; shall issue notices of regular meetings with the

agenda of said meetings; shall have custody of the minutes and all of the records pertaining to the activities of the Board.

- IV. **MEETINGS:** The Board shall meet at least quarterly at such time and place as designated by the majority of the Board, and may hold additional meetings at its discretion. Special meetings may be called by the Chairperson, the Director of the Parks and Recreation Department; or by any three members of the Board. Notice of the time, place and subject matter of such special meetings shall be made in writing and mailed (or emailed) to the members not less than five days before said meeting.

A quorum for the transaction of business shall consist of a simple majority of the Board's officially appointed membership of record. Robert's Rules of Order, current edition, shall govern the order of business at all meetings, except that in the event of a conflict these Bylaws shall prevail.

Meetings shall be open to the public and notice of all meetings will be posted on the city's website.

- V. **POWERS AND DUTIES:** The Board shall recommend to the Mayor policies for overall development of the park system to include plans for additional parks and recreation facilities involving the joint-use concept with the Albuquerque Public School System and ways and means of financing improvements.

The Board may form such subcommittees as are necessary from the public at large and/or its membership to make recommendations to the Board so as to carry out the assigned responsibilities of the Board. A member of the Board shall serve as Chairperson of any subcommittee so formed. Agendas for and minutes from such subcommittee meetings shall be the responsibility of the subcommittee Chairperson or his/her appointee. Notice of such subcommittee meetings shall be in compliance with the same rules governing Board meetings.

The Board may request reports from either the Parks and Recreation Department or other City departments, as may be necessary for the understanding and carrying out of its duties.

The Board shall prepare and submit an annual report of its activities to the Mayor and the City Council during the month of June.

- VI. **CONFLICT OF INTEREST:** Any member of the Board having a private interest in matters before the Board shall disqualify himself/herself from discussion of, and voting on those matters.
- VII. **AMENDMENTS:** These Bylaws may be amended, or added to, at any meeting of the Board by a two-thirds majority vote (rounded up to the nearest whole number) of the officially appointed membership of record, provided the amendment was published in the

official notice of meeting. The subject, date and details of such amendments shall be permanently attached to this document.

No language in this Bylaws document should be deemed to contradict any City Ordinance or Resolution either now in effect or any legislation approved in the future.

PASSED AND ADOPTED THIS 5th Day of May, 2026

BY A VOTE OF ____ FOR and 0 AGAINST.

AYES:

Excused /Absent: