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**BYLAWS OF THE  
Parks and Recreation Board**

**ARTICLE 1. NAME.**

The name of the board is Parks & Recreation Board.

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose and duties of the board are as follows:

(A) The board shall advise city council and the city manager regarding:

the acquisition, development, improvement, equipment, programming, and maintenance of all land and facilities managed by the Parks and Recreation Department of the City of Austin;

the purchase of additional land be managed by the City of Austin Parks and Recreation Department.

(B) The board shall outline a general plan of development for land, facilities, and programs. The board may submit the plan to the Planning Commission and the City Manager for detail development, and the City Manager may then submit the plan to the City Council for approval as may be required by Code.

(C) The board shall promote close cooperation between the City and all private members of the public, institutions, and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest general public welfare.

(D) The board shall perform other duties as prescribed by the City Code or as directed by the City Council.

**ARTICLE 3. MEMBERSHIP.**

(A) The board is composed of eleven members appointed by the city council.

(B) A member serves at the pleasure of the city council.

(C) Board members serve for a term of four years beginning March 1<sup>st</sup> on the year of appointment.

(D) An individual board member may not act in an official capacity or speak on behalf of the board except through the action of a majority of the board in which the board identifies who is authorized to speak and identifies the actions the individual board member is authorized to take or topics on which the individual board member is entitled to speak.

1  
2 (E) A board member who is absent for three consecutive regular meetings or one-third of all  
3 regular meetings in a “rolling” twelve month timeframe automatically vacates the member’s  
4 position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not  
5 apply to an absence due to illness or injury of the board member, an illness or injury of a  
6 board member’s immediate family member, active military service, or the birth or adoption  
7 of the board member’s child for 90 days after the event. The board member must notify the  
8 staff liaison of the reason for the absence not later than the date of the next regular meeting of  
9 the board. Failure to notify the liaison before the next regular meeting of the board will  
10 result in an unexcused absence.

11  
12 (F) At each meeting, each board member shall sign an attendance sheet (or if participating  
13 virtually via videoconference, send an email as provided by City Code Section 2-1-24(D))  
14 which indicates that the member does not have a conflict of interest with any item on that  
15 agenda, or identifies each agenda item on which the member has a conflict of interest. Failure  
16 to sign the sheet results in the member being counted as absent and his/her votes are not  
17 counted.

18  
19 (G) A member who seeks to resign from the board shall submit a written resignation to the chair  
20 of the board, the staff liaison, or the city clerk’s office. If possible, the resignation should  
21 allow for a thirty day notice so the city council can appoint a replacement.

#### 22 23 **ARTICLE 4. OFFICERS.**

24  
25 (A) The officers of the board shall consist of a chair and a vice-chair.

26  
27 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting  
28 after April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the  
29 board may hold an emergency election as needed.

30  
31 (C) The term of office shall be one year, beginning May 1<sup>st</sup> and ending April 30<sup>th</sup>. An officer  
32 may continue to serve until a successor is elected. A person may not serve as an officer in a  
33 designated position of a board for more than four consecutive one-year terms. A person who  
34 has served as an officer in a designated position of a board for four consecutive terms is not  
35 eligible for re-election to that designated office until the expiration of two years after the last  
36 date of the person’s service in that office. The board may override the term limit provision  
37 for an officer by an affirmative vote of two-thirds of the authorized board members.

38  
39 (D) A member may not hold more than one office at a time.

#### 40 41 **ARTICLE 5. DUTIES OF OFFICERS.**

42  
43 (A) The chair shall preside at board meetings, appoint all committees, represent the board at  
44 ceremonial functions, and approve each final meeting agenda as provided in Article 6(A).

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46 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

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**ARTICLE 6. AGENDAS.**

- (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least seven business days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda prior to posting, except that posting language may be adjusted in order to ensure compliance with Government Code Chapter 551 (Open Meetings Act).
- (B) The board liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than the 4th business day before the scheduled meeting date.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

**ARTICLE 7. MEETINGS.**

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (F) Six members constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow members of the public to address the board on agenda items and during a period of time set aside for public communications on non-agenda items. The chair shall

1 allow a speaker to speak for no less than two minutes per agenda item and for three minutes  
2 on a non-agenda item.  
3

4 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must  
5 include the vote of each member on each item before the board and indicate whether a  
6 member is absent or failed to vote on an item.  
7

8 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws.  
9 The Parks and Recreation Department shall retain all other board documents. The  
10 documents are public records under Texas Local Government Code Chapter 552 (Texas  
11 Public Information Act).  
12

13 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue  
14 the meeting.  
15

16 (N) Each person and board member attending a board meeting should observe decorum pursuant  
17 to Section 2-1-48 of the City Code.  
18

## 19 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### 20 **COMMITTEES**

21 (A) Each committee must be established by an affirmative vote of the board. A committee cannot  
22 meet until its creation is approved by the Council Audit and Finance Committee. Each  
23 committee shall consist of at least three board members appointed by the chair. A staff  
24 member shall be assigned to each committee by the director of the Parks & Recreation  
25 Department.  
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29 (B) The board chair shall appoint a board member as the committee chair, with the member's  
30 consent.  
31

32 (C) A majority of the total number of appointed committee members constitutes a quorum.  
33

34 (D) Each committee shall meet on a regularly scheduled basis at least quarterly.  
35

36 (E) Each committee shall make an annual report to the board at the January board meeting.  
37

38 (F) Committee meetings must be posted in accordance with Texas Government Code Chapter  
39 551 (Texas Open Meetings Act).  
40

41 (G) At each committee meeting, a committee member shall sign in on a sheet provided (or if  
42 participating virtually via videoconference, send an email as provided by City Code Section  
43 2-1-24(D)) and shall indicate that the member has no conflict of interest with any item on the  
44 committee meeting agenda, or identify each agenda item on which the member has a conflict  
45 of interest.  
46

1 (H) The Parks & Recreation Board ~~currently has no committees. shall have the following~~  
2 ~~committee:~~

3  
4 ~~(1) The Contracts and Concessions Committee shall serve in an advisory capacity to the full~~  
5 ~~board on issues related to contracts managed by the Parks and Recreation Department,~~  
6 ~~not contracts managed by other departments that would ordinarily go to the City Council~~  
7 ~~for approval because they exceed the dollar amount of the City Manager's authority, or~~  
8 ~~are interlocal agreements. The Committee shall serve in an advisory capacity to the full~~  
9 ~~board with respect to agreements covered by § 8-1-62 of the City Code. The Committee~~  
10 ~~may serve in an advisory capacity to the board's representative under § 8-1-74 of the City~~  
11 ~~Code with respect to boating concessions.~~

### 12 **WORKING GROUPS**

- 14 (A) The board can determine the size of a working group but the number of board members  
15 serving on the working group must be less than a quorum of the board.
- 16 (B) A working group may designate a chair, with the member's consent, but is not required to do  
17 so.
- 18 (C) Quorum requirements do not apply to working groups.
- 19 (D) Staff support will not be provided for working groups.
- 20 (E) Working groups are not required to post their meetings in accordance with the Texas  
21 Government Code Chapter 551 (Texas Open Meetings Act).

### 22 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

23 The rules contained in the current edition of Robert's Rules of Order shall govern the board  
24 in all cases to which they are applicable, except when inconsistent with these bylaws or with  
25 special rules of procedure which the board or city council may adopt.

### 26 **ARTICLE 10. AMENDMENT OF BYLAWS.**

27 A bylaw amendment is not effective unless approved by Council after review by the Council  
28 Audit and Finance Committee.

29 The bylaws were revised by the Parks and Recreation Board at their meeting held on June  
30 28, 2016, and approved by the Austin City Council at their meeting held on November 3, 2016.  
31 The revisions included changes to Article 2 and Article 8.

32 The bylaws were revised by the Parks and Recreation Board at their meeting held on  
33 October 27, 2020, and approved by the Austin City Council at their meeting held on December  
34 10, 2020. The revisions included dissolving the Land, Facilities, and Program Committee and  
35 creating the Financial Committee.

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The bylaws were revised in accordance with Resolution 20220217-033 on March 8, 2022.

The bylaws were revised by the Parks and Recreation Board at their meeting held on March 27, 2023, and approved by the Austin City Council at their meeting held on July 20, 2023. The revisions included dissolving the Financial Committee.

The bylaws were revised in accordance with Ordinance 20251120-008 on January 7, 2026.

\_\_\_\_\_  
*(Signature of Staff Liaison)*

Tim Dombeck  
*(Staff Liaison)*

DRAFT