



**BYLAWS OF THE  
PARKS AND RECREATION ADVISORY BOARD  
CITY OF RAPID CITY, SOUTH DAKOTA**

**ARTICLE I - DUTIES AND FUNCTIONS**

The Parks and Recreation Advisory Board shall have the duties assigned to it by Chapter 2.89 of the Rapid City Municipal Code

**ARTICLE II - MEMBERS**

The membership of the Parks and Recreation Advisory Board is established by Chapter 2.89 of the Rapid City Municipal Code.

**ARTICLE III - OFFICERS**

**Section 1 - Officers**

The Parks and Recreation Advisory Board shall elect officers as required by Chapter 2.89 of the Rapid City Municipal Code.

**Section 2 - Chairperson Duties**

The Chairperson shall preside at all meetings of the Parks and Recreation Advisory Board, shall direct (or cause to be) staff to notify the Rapid City Common Council and other involved bodies to be notified of the recommendations and actions of the Advisory Board, shall direct staff to see that all decisions of the Advisory Board are properly carried out, and shall perform other duties and functions as may be determined by the Advisory Board. The Chairperson may select other members of the Advisory Board to assist in carrying out the duties of the office. The Vice Chairperson shall assume these responsibilities in the absence of the Chairperson.

**Section 3 - Terms of Office**

The Chairperson and Vice Chairperson shall be elected at the first regular meeting of the Board in January of each year. In case the Chairperson or Vice-Chairperson vacates their appointment, the Board shall immediately select a replacement. The Chairperson and Vice Chairperson shall be eligible for re-election.

## ARTICLE IV - SUB-COMMITTEES

### Section 1 - Appointment

The Chairperson, with the concurrence of the Parks and Recreation Advisory Board, may establish such sub-committees as may be necessary for the conduct of the business of the Advisory Board. The Chairperson shall appoint the members of such sub-committees.

### Section 2 - Sub-Committee Meetings

Any meetings of the sub-committees created pursuant to this section shall be held in accordance with all applicable sections of the South Dakota Codified Laws and the requirements of the Rapid City Municipal Code. All members of the Advisory Board shall be entitled to attend meetings of the sub-committees.

## ARTICLE V - MEETINGS

### Section 1 - Open Public Meetings

- (a) All meetings of a quorum of the Parks and Recreation Advisory Board, or committees thereof at which any public business is discussed, are public meetings. The Parks and Recreation Advisory Board and its sub-committees shall have the right to hold executive sessions in accordance with applicable state law.
- (b) Minutes shall be taken of any meetings which are public meetings open to the public pursuant to the provisions of this section, and shall be promptly recorded. The minutes shall be open to the public at the Department of Parks and Recreation during normal business hours.

### Section 2 - Regular Meetings

Regular meetings of the Advisory Board shall be held monthly and in accordance with the schedule established by the Advisory Board. At such meetings the Advisory Board shall consider all matters properly brought before the Advisory Board as set forth on the agenda, pursuant to the provisions of Section 6 of this article.

### Section 3 - Agenda

The agenda for regular meetings shall be prepared under the direction of the Chairperson and shall be posted at the Parks and Recreation Department Office at least 24 hours prior to any meeting.

#### Section 4 - Special Meetings

The Chairperson of the Advisory Board may call a special meeting as needed; however, notice of the special meeting shall be given at least twenty-four (24) hours in advance. Such notice shall set forth the time, place, date and purpose of the special meeting.

#### Section 5 - Quorum

A quorum for the conduct of business at any meeting shall be three (3) members of the Advisory Board. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

#### Section 6 - Advisory Board Action

In all actions coming before the Advisory Board, the affirmative vote of a majority of those present and voting shall be required to forward a recommendation to the City Council. In the event of a tie vote on an item, the motion shall be defeated. The Chairperson may vote on all matters to come before the Advisory Board. Members voting shall be in attendance at the meeting, and no voting by proxy shall be allowed.

#### Section 7 - Rules of Procedure

All meetings shall be conducted in accordance with these bylaws. Where these bylaws do not prescribe specific procedural rules, the Parks and Recreation Advisory Board shall conduct all business in general compliance with Robert's Rules of Order.

### ARTICLE VI - CONFLICT OF INTEREST

#### Section 1 - Disclosure of Conflicts of Interest

No member of the Parks and Recreation Advisory Board or any sub-committee thereof shall participate in the voting upon, or recommendation to the City Council, of any matter before the Parks and Recreation Advisory Board in which the member has a pecuniary interest.

#### Section 2 - Application

The provisions of Article VI shall apply to all proceedings of the Parks and Recreation Advisory Board or committees thereof, deemed open public meetings provided that nothing contained in this subsection shall be construed to authorize a Parks and

Recreation Advisory Board member to participate in any proceedings where such participation is otherwise prohibited by law.

## ARTICLE VII - AMENDMENT

### Section 1 - Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Parks and Recreation Advisory Board, provided that the proposed amendment has been introduced in writing at least two weeks prior to a regular meeting of the Advisory Board. Amendment of the bylaws shall require the affirmative vote of three of the members of the Parks and Recreation Advisory Board and the final approval of the amendment by the Rapid City Common Council.

Approved by the City Council on July 17, 2023.

PARKS AND RECREATION  
ADVISORY BOARD

  
Roger Heacock, Chairman