

MURRAY-CALLOWAY COUNTY PARKS BOARD

BY-LAWS

(updated 2-7-2000)

These By Laws are enacted by direction of the resolution establishing the Murray-Calloway County Park Board and shall remain in full force and effect unless revoked or amended as provided herein; or unless said By Laws conflict with the resolution establishing the board.

PURPOSE

This board shall be responsible for maintaining the Park properties owned by the City of Murray and County of Calloway and shall operate and promote the recreational system in Murray, Kentucky, and Calloway County, Kentucky.

ARTICLE I

OFFICERS

Section I: The officers of the board shall be Chairman, Vice Chairman, Treasurer, and Secretary.

Section II: Officers shall be elected by the board annually at the January meeting and shall take office immediately upon conclusion of the meeting. Officers shall be members of the board.

Section III: The officers shall have such powers and duties as are provided herein and if not stated herein they shall have such powers and duties as are commensurate with the office.

ARTICLE II

Meetings

Section I: Regular meetings of the board shall be held monthly at such time and place as may be determined by the board.

Section II: Special meetings may be called by the Chairman upon three (3) days notice to each board member. Upon written request signed by four (4) members of the board, the Secretary shall call a special meeting giving at least three (3) days notice to each board member prior to said meeting. The only matters to be considered at a special meeting shall be those for which the meeting was called. Provided, however, if all members of the board are present any matter may be considered at said special meeting.

Section III: Six (6) members of the board shall constitute a quorum for the transaction of business.

ARTICLE III

Section I: Board members shall be appointed by the County Judge of Calloway County, Kentucky, and the Mayor of the City of Murray, Kentucky, in accordance with the resolution establishing the Murray-Calloway County Park Board and in accordance with KRS Chapter 97. Board members shall serve at the pleasure of the appointing authority.

Section II: No board member shall miss three (3) consecutive meetings without a valid reason being presented to the Secretary. In the event a member is absent from three (3) consecutive meetings without valid reason presented to the Secretary, the Secretary shall notify the appointing authority of said board member concerning his absence.

ARTICLE IV

Conflict of Interest

Section I: No member of the board or the board member's immediate family may be an employee of the board or of the Park System.

Section II: A board member shall not benefit either directly or indirectly from any written contract or other agreement made by the board.

Section III: Any violation of the provisions in this Article shall be reported immediately in writing by the Chairman of the board to the appointing authority appointing said board members.

ARTICLE V

Committees

Section I: The standing committees of the board and their duties are as follows:

- (1) Personnel Committee Composed of one officer and a minimum of two (2) other members of the board.

This committee shall make recommendations to the board regarding personnel policies, including but not limited to hiring, firing, salary, sick leave, vacation, fringe benefits, grievances, and hours of work. The Chairman of the personnel committee shall submit personnel needs, including salary recommendations, to the financial committee prior to April 1 of each year for purpose of budget preparation.

- (2) Construction and Planning Committee Composed of one officer and at least two (2) other members of the board.

This committee shall make recommendations to the board regarding land acquisition, constructions, repairs and maintenance together with bidding and contracting for same.

- (3) **Program Committee** Composed of one officer and at least two (2) other members of the board.

This committee shall make recommendations to the board regarding type, quantity and quality of Park programs, aide in resolving schedule conflicts and make recommendations regarding use of facilities.

- (4) **Finance Committee** Composed of the Treasurer plus two (2) other members of the board.

This committee shall present the budget to the board no later than the scheduled meeting date in the month of April of each year. The finance committee shall monitor the receipts and disbursement of the board and advise the board as to the condition of the budget. This committee shall also make recommendations concerning sources and fees to be charged for facilities. This committee shall annually review the type and amount of insurance and report to the board annually regarding this matter.

- (5) **Nominating Committee** Composed of not less than three (3) persons.

The function and responsibility of this committee shall include nominating officers and making recommendations to the board regarding filling of vacancies in office.

Section II: The Chairman of the board, not later than one month after his/her election, shall make appointments to all committees and shall appoint a chairman of each committee.

Section III: The Chairman with the consent of the board may appoint such other committees as are necessary to carry out the responsibilities of the board.

ARTICLE VI

Amendments

Section I: These By Laws may be amended by a majority vote of the members present at any board meeting provided the notice of the meeting in writing and substantially states the change in the By Laws to be considered. Said amendment shall become effective after approval of the Murray Common Council and the Calloway County Fiscal Court.