

By-Laws

Teton County/Jackson Parks and Recreation Advisory Board

ARTICLE I. PURPOSE. The Advisory Board is established for the purpose of working in its advisory capacity to help promote and support the mission of the Teton County/Jackson Parks and Recreation Department. The Advisory Board will help facilitate communication between the Department and the public, other Boards and organizations, user groups and town and county government.

ARTICLE II. MEMBERSHIP.

Section 1. Members. The Advisory Board shall consist of not to exceed twelve persons, who shall serve without pay, and who shall be appointed by the Joint Powers of the Teton County Commissioners and Town of Jackson Council. Of the twelve Members, there will be one each, Teton County Commissioner and Town of Jackson Councilman.

Section 2. Term of Office. Members of the Advisory Board shall serve appointments ranging from 1, 2, or 3 years depending on their appointments, or until their successors are appointed. Such appointments will be made by the Joint Powers of the Teton County Commissioners and Town of Jackson Council.

Section 3. Vacancies. Vacancies on the Advisory Board shall be filled by appointments from the Joint Powers of the Teton County Commissioners and Town of Jackson Council for the unexpired portion of the term of the vacancy being replaced.

Section 4. Advisory Board Membership Responsibilities.

Section 4.1. Meeting Attendance. Each Member is expected to attend a minimum of nine board meetings a year unless there are extenuating circumstances. Members are expected to contact the Secretary 48 hours in advance of any meeting they are aware they cannot attend.

Section 4.2. Volunteer Expectations. Each Member is expected to be available for volunteer opportunities and public open forums when possible.

Section 4.3. Member Preparedness. Each Member is expected to study the issues or problems which come before the Advisory Board in order to contribute to the resolution process.

Section 4.4. Removal. The Advisory Board can recommend removal of any appointed Member to the Joint Powers of the Teton County Commissioners and Town of Jackson Council.

ARTICLE III. MEETINGS.

Section 1. Monthly Meeting. The monthly meeting of the Advisory Board shall be held once a month to be determined by the current Advisory Board and at a place designated by said Advisory Board. The regular date, time and location of the Advisory Board meetings will be decided by the Members at the first meeting of the Advisory Board after the annual appointment process. The date of the monthly meeting may be changed to another day or location by a 48 hour advance notice to each Member and public notice.

Section 2. Annual Meeting. The Advisory Board shall coordinate to meet with the Joint Powers of the Teton County Commissioners and Town of Jackson Council once a year.

Section 3. Special Meeting. Special meetings of the Advisory Board may be called by the Chairman at his/her own request, or at the request of a quorum of the Advisory Board.

Section 4. Notice of Meeting. Notice stating the place, day and hour of any meeting of this Advisory Board shall be made by email to each Member entitled to vote at such meeting, not less than 48 hours before the date of such meeting.

Section 5. Agendas. All meetings have agendas. When probable, the agenda should be sent to Members in advance of said meeting.

Section 6. Informal Action by Members. Any action to be taken at a meeting of the Members may be taken without a meeting if the Advisory Board consents in writing. The action shall be signed by a quorum of the appointed Members of this Advisory Board entitled to vote with respect to the subject matter thereof.

Section 7. Quorum. Each Member of the Advisory Board shall be entitled to one vote at any meeting held by the Advisory Board, and a quorum for such Advisory Board shall consist of not less than 50% plus one Member. A majority of the Members present shall adjourn the meeting.

ARTICLE IV. OFFICERS.

Section 1. The Officers. The Officers of the Advisory Board shall be a Chairman, Vice-Chairman and Secretary.

Section 2. Election and Term of Office. The Officers of the Advisory Board shall be elected annually at the regular January meeting for such Advisory Board or any other meeting to fill a vacancy in any Officer position. Each Officer shall hold office until his/her successor has been duly elected.

Section 3. Removal. Any elected Officer may be removed by the Members whenever in its judgment the best interest of the Advisory Board would be served.

Section 4. Chairman. The Chairman shall be the principal executive officer of the Advisory Board and shall in general supervise all of the business and affairs of the Advisory Board. He/She shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the members from time to time. The Chairman shall meet with the Director of the Teton County Parks and Recreation a minimum of one week prior to the Board meeting to set the agenda.

Section 5. Vice-Chairman. The Vice-Chairman shall serve as the principal executive officer in the absence of the Chairman. He/She shall preside at all meetings, in the absence of the Chairman, and may perform all duties as may be prescribed by members from time to time, in the absence of the Chairman. The Vice-Chairman shall meet with the Director of the Teton County Parks and Recreation a minimum of one week prior to the Board meeting to set the agenda.

Section 6. Secretary. The Teton County/Jackson Parks and Recreation Office Manager shall serve as Secretary to the Advisory Board. The Secretary shall keep the minutes of the meetings of the Members of the Advisory Board; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be custodian of the Advisory Board records, keep a register of the contact information of each member; and in general perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him/her by the Chairman or by the Members of the Advisory Board.

ARTICLE V. COMMITTEES. The Chairman with the approval of the Advisory Board shall appoint such committees as he/she deems necessary to aid the Advisory Board. The Committees shall have and exercise the authority of the entire Advisory Board in the management of the specific purpose for which the committee was created.