



### COUNTY PARK AND RECREATION COMMISSIONS

**NRS 244.3071 Definitions.** As used in NRS 244.3071 to 244.30792, inclusive, unless the context requires otherwise:

1. "Board" means the board of county commissioners and includes the Board of Supervisors of Carson City.
2. "Commission" means the county park and recreation commission.
3. "Commissioner" means a member of the commission.
4. "Facilities" means any recreational, cultural or park property authorized by NRS 244.3071 to 244.30792, inclusive. (Added to NRS by 1965, 535; A 1969, 321; 1991, 397)

**NRS 244.3072 Power of county to create.** In addition to the powers elsewhere conferred upon counties, any county, regardless of population, may create a county park and recreation commission in conformity with the procedure prescribed by NRS 244.3073 to 244.30792, inclusive.

(Added to NRS by 1965, 536)

**NRS 244.3073 Petition for creation of commission; study of feasibility; approval by appropriate state agency.**

1. Upon the petition of 5 percent or more of the registered voters of a county expressing a desire or interest in the creation of a county park and recreation commission, the board is authorized to conduct a recreation feasibility study which will meet the planning criteria set forth by the Bureau of Outdoor Recreation, the National Recreation Association or any other nationally recognized recreation authority.

2. Any study which shows a need for, and the feasibility of, a county park and recreation commission must be submitted to the Division of State Parks of the State Department of Conservation and Natural Resources or any other appropriate state agency. Acceptance and approval of the study by the Division of State Parks or other appropriate state agency empowers and authorizes the board to organize by ordinance a county park and recreation commission for the express purpose of planning, acquiring, developing, operating and maintaining recreational and cultural facilities and programs.

(Added to NRS by 1965, 536; A 1991, 397)

**NRS 244.3074 Organizational ordinance: Contents.** The organizational ordinance shall state:

1. That the ordinance thereby creates a county park and recreation commission;
2. The name of the commission;
3. The number of commissioners to be appointed;
4. The powers to be exercised by the commission;
5. That the facilities to be acquired, if any, are those therein designated;
6. That the facilities previously acquired or to be acquired under or pursuant to NRS 244.3071 to 244.30792, inclusive, or any other law by the board on behalf of the county, jurisdiction over and responsibility for which facilities are to be assumed subsequently by the commission, are those therein designated;
7. The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county; and
8. The names of the appointed commissioners who shall serve on the first county park and recreation commission.

(Added to NRS by 1965, 536)

**NRS 244.3075 Supplementation of organizational ordinance.**

1. Any organizational ordinance may be supplemented after its adoption from time to time by the board by an ordinance stating:

- (a) Additional powers to be exercised by the commission;
- (b) That the additional facilities, if any, to be acquired are those therein designated;
- (c) That the additional facilities of the county, jurisdiction over and responsibility for which are to be assumed by the commission, are those therein designated; and
- (d) The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county.

2. Any supplemental ordinance may diminish any powers which the commission is authorized to exercise or may take from the commission jurisdiction over and responsibility for any facilities of the county which have been previously granted to the commission.

(Added to NRS by 1965, 536)

**NRS 244.3076 Number, qualifications and appointment of members.** The commission shall be:

1. Appointed by the board.
2. Composed of not less than five nor more than nine members, one of whom shall be a member of the board and one of whom shall be a member of the board of trustees of the county school district. The remaining members shall be qualified electors of the county.

(Added to NRS by 1965, 537)

**NRS 244.3077 Commissioners: Terms; vacancies; compensation and expenses.**

1. The terms of office of the commissioners shall be set so that there is never a termination of the terms of all members at one time and of the first commissioners appointed, one or more shall hold office for 1 year, one or more for 2 years, one or more for 3 years, and two or more for 4 years. Thereafter all commissioners shall be appointed for terms of 4 years.

2. Commissioners shall hold office until their successors are appointed and qualified.

3. Any vacancy in the office of commissioner shall be filled for the unexpired term in the same manner as original appointments.

4. Commissioners shall serve without compensation but shall be entitled to the same travel expenses and subsistence allowances as county officers.

(Added to NRS by 1965, 537)

**NRS 244.3078 Oath of office; no bond required.** Within 10 days after their appointment, commissioners shall qualify by taking the oath of office. No bond shall be required of them.

(Added to NRS by 1965, 537)

**NRS 244.3079 Election of officers; treasurer; seal.**

1. Within 10 days after their appointment, the commissioners shall organize as the commission by the election of one of their number as chair, one as secretary, and by the election of such other officers as they may deem necessary. Annually during January the commission shall reorganize by the election of new officers.

2. The county treasurer of the county shall be the treasurer of the commission. The treasurer shall receive and pay out all the moneys of the county under the control of the commission, as ordered by it, but shall receive no compensation for any such additional duties.

3. The commission shall adopt a seal.

(Added to NRS by 1965, 537)

**NRS 244.30791 Meetings; records; quorum.**

1. The commission shall hold at least four meetings each year and shall keep a complete record of all its transactions.

2. A majority of the commissioners shall constitute a quorum for the transaction of business.

3. Any resolution, motion or other action shall be adopted or ordered taken by a majority of the commissioners forming a quorum.

(Added to NRS by 1965, 537)

**NRS 244.30792 Powers and duties.** The commission may have the following powers and duties as determined by the board and as set forth by the board in the organizational ordinance:

1. To determine policy in regard to recreational, cultural and park facilities.

2. To promulgate regulations governing the use of such facilities.

3. To prepare plans for additional recreational, cultural and park facilities and the development of existing facilities.

4. To operate and maintain existing facilities.

5. To fix, and from time to time increase or decrease, rates, tolls and charges for services and the use or availability of facilities.

6. To employ technical and clerical staff.

7. To prepare and submit annual budgets to the board.

8. To purchase or lease land subject to the statutes governing purchases and leases of land by the board.

9. To acquire by gift, bequest or devise any personal property, or any real property within the county, for recreational, cultural or park facilities.

10. To administer any trusts declared for recreational, cultural and park facilities in the county.

11. To enter into contracts for the construction and development of recreational, cultural and park facilities.

12. To expend all money collected to the credit of facilities under the control of the commission, but all money received for such facilities must be deposited in the county treasury to the credit of the commission and paid out only upon warrants drawn by the commission upon properly authenticated vouchers of the commission after approval of the same by the county auditor.

13. To perform such additional duties for park, recreational and cultural programs as may be delegated by the board.

(Added to NRS by 1965, 537; A 1991, 397)

## INTRODUCTION

Revised March 1, 2005

The following guidelines are an attempt to outline the role and function of the Parks & Recreation Commission as an agency of Douglas County; the Commission's relationship to organized groups, the County administration and the general public; and how the Commission can function more effectively.

Recreational services are unique among the services provided by local government. Most government services are provided by legal mandate rather than personal option. Participation in recreational, cultural, hobby or leisure activities and the use of park and recreational facilities are matter of free choice. The use of parks and recreational facilities are absolutely dependent upon an individual's attitude toward them. Unless people are convinced that quality services and facilities are being offered, and that they will gain enjoyment and satisfaction therefrom, they will not take advantage of the recreational opportunities offered.

It is a field where relationships with government entities and community groups are continuous, that the collective judgment of an informed Parks & Recreation Commission is most valuable. Here, diverse public interests frequently must be reconciled. Cooperation between the County government, and the local school district, is vital to the delivery of recreation programs. The Commission is the medium through which cooperative action in planning facilities, programs and operating policies is achieved.

DOUGLAS COUNTY PARKS & RECREATION COMMISSION

BY-LAWS

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MISSION STATEMENT

The mission of Douglas County Parks & Recreation Department is to Continue to create and preserve quality parks and recreation opportunities, serving people of all ages and interest, that positively affect the community and enrich life.

SUCCESS OF COMMISSION

The ultimate success of an advisory Parks & Recreation Commission depends upon the recognition and performance of the following four (4) factors:

1. The Commission must maintain a clear cut division of responsibilities between itself, and Douglas County Board of Commissioners (hereafter referred to as the BOARD) and the professional staff.
2. The Commission is responsible for advising on the basic policies which guide the Department in administration of the Parks & Recreation budget programs.
3. The Commission makes recommendations to the Board of County Commissioners and administrative staff.
4. The Commission, in making decisions or advising on policies must look at the total Parks & Recreation needs in Douglas County.

I CREATION

A Douglas County Parks & Recreation Commission is created to act in advisory capacity in determining need for the County.

II MEMBERSHIP

The Douglas County Parks & Recreation Commission shall consist of seven (7) members, six (6) of whom shall be appointed by the Board. Members shall be appointed equally from Douglas County, three (3) members appointed from Carson Valley, and three (3) members from Lake Tahoe. The remaining member shall be a representative from the Douglas County School District Board of Trustees, appointed by the School Board. A Douglas County Board of Commissioner may serve as ex-officio member as determined by the Board, and in the event of appointment shall have all the powers and duties of the other members except to vote on any recommendation made by the Commission to the Board.

III QUALIFICATIONS

The qualification necessary to become a member of the Douglas County Parks and Recreation Commission is to be a resident of Douglas County.

Applications may be obtained from the County Manager's office at the Douglas County Administration Building.

IV APPOINTMENT-TERM-VACANCIES-REMOVAL-COMPENSATION

1. The members of the Parks & Recreation Commission shall be appointed by the Chairman of The Board of County Commissioners, with approval of the Board.
2. The term of each member shall be two (2) years.
3. Appointments to the Parks & Recreation Commission shall be staggered.
4. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term in the same manner as set forth above.



5. Members may be removed, after public hearing, by a majority vote of the Board for inefficiency, neglect of duty or maleficence of office.
6. Members of the Parks & Recreation Commission shall serve without compensation.
7. If any member fails or refuses to attend two (2) consecutive regularly scheduled meetings or misses three (3) regularly scheduled meetings of the Douglas County Parks & Recreation Commission within a twelve (12) month period, the Board may remove him/her from office.

V ABSENCES

Regular attendance at meetings shall be expected of all members. The following procedure shall be followed in all cases of absence:

1. Two consecutive absences of a member from regular meetings shall require a satisfactory explanation to the Chairman of the Commission prior to the next regular meeting of the Commission.
2. Three consecutive absences from Commission meetings, with or without an explanation, shall be call for a recommendation to the Board that the member be removed from the Parks & Recreation Commission.

VI PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order shall apply at any time that a matter under consideration is not covered by these By-Laws.
2. A quorum of four (4) members must be present for business to be conducted at a meeting of the Commission.
3. A majority vote of the quorum present of the Parks & Recreation Commission shall be necessary for any act of the Commission. A quorum shall consist of a simple majority of the Members of the Commission.

VII CHAIRMAN AND OFFICERS

1. The Parks & Recreation Commission shall elect a chairman and vice-chairman from its membership.
2. The Parks & Recreation Commission shall create and fill such other offices as it may determine necessary.
3. Officers shall serve for a period of one (1) year commencing February of each year.
4. Elections will be held during the February meeting of each year.
5. Special committees may be appointed by order of the Chairman as need arises. Each committee so appointed shall be chaired by a Member of the Commission. All committee findings and recommendations are to be brought back to the Commission for their consideration prior to establishing policies or forwarding to the Board.

VIII MEETINGS AND RECORDS

1. Regular Meetings: Regular meetings of the Parks & Recreation Commission shall be held the first Tuesday of each month at 6:00 P.M.  
  
Regularly scheduled meetings will have a three (3) hour constraint on the meeting.  
  
Any change in date, place, or time of meeting shall be sent to all members in writing in accordance with the Nevada Open Meeting Law.
2. Special Meetings: Special meetings of the Parks & Recreation Commission may be called by the Chairman or by a quorum of the Commission members or by the Director of Parks & Recreation Departments. Notice of the special meeting must be made in accordance with the Nevada Open Meeting Law.
3. Meeting sites will be in the Carson Valley or Lake Tahoe on a monthly basis. Sites will be determined by the availability of meeting rooms in each area.

4. The Parks & Recreation Director's office shall be responsible for keeping an official record of all minutes of the Commission meetings and attendance records of Members. In the absence of both the Chairman and Vice-Chairman, The Commission members in attendance shall call for the election of the Chair Pro-tem.

IX ADOPTION AND AMENDMENTS TO THE BY-LAWS

1. These By-Laws shall be adopted by a two-thirds vote of Members of the Commission.
2. Proposed amendments to these By-Laws may be submitted by Members of the Commission in writing at least one (1) month in advance of any regular meeting, and may be amended by a two-thirds vote of the members present at said regular meeting.

X DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To act in an advisory capacity to the Board in promoting, aiding and encouraging public recreation, including the development of Parks & Recreation Facilities.
2. To act in an advisory capacity to the Director of Parks & Recreation on such issues as maintenance, development and operation of all county-owned or operated recreation areas and facilities.
3. To cooperate with other government agencies and civic groups in the advancement of sound Parks & Recreation planning and programming.
4. To review the programs of the Parks & Recreation Departments.
5. To promote the recreation program to public officials and to the general public in order that the Parks & Recreation program may receive adequate support from public and private sources.
6. To provide initiative in developing plans for future Parks & Recreation areas and facilities.

7. To advise and consider staff recommendations to the Planning Commission and the Board on deviations from, alterations to, or additions to the master plan for Parks & Recreation.
8. To advise and consider staff recommendations to the Board regarding rates, tolls and charges for services and the use or availability of facilities.
9. To review, advise and consider the annual Parks & Recreation Department budget with the Parks & Recreation Director.
10. To encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of the Parks & Recreation facilities.
11. To confer with the Board from time to time in an effort to work out a unified program of recreation and to facilitate a better understanding pertaining to the recreation needs of Douglas County.
12. To review contemplated contracts to the Parks & Recreation Department for the operation, construction and development of Parks & Recreation facilities.