

**CITY OF BIRCHWOOD VILLAGE
DOG PARK COMMITTEE
BYLAWS**

I. NAME OF THE COMMITTEE

The name of the committee shall be the Dog Park Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Dog Park Committee shall be: Pursue research, review options, and make recommendations to City Council about a dog park(s).

III. COMMITTEE MEMBERSHIP

A. Members. The committee shall consist of up to 7 members appointed by the City Council.

B. Terms. The terms of each member shall be for three years. A person may be reappointed to the committee by the Council and serve more than one term. Terms shall run from February to February.

C. Resignation. Any member of the committee may resign before his or her term expires by providing written notice of such intent to the City Administrator. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.

D. Removal. The City Council may remove any member from the committee prior to expiration of the member's term upon the request of a majority of the committee members.

E. Vacancy. In the event of a vacancy through resignation or removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full three year term upon expiration of the filled term.

F. Council Liaison. The Council shall appoint one Council member to be the liaison to the committee. The Council liaison shall not be a voting member of the committee but may participate in committee functions and may vote on all matters before the Council involving the committee.

G. List of Members. The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

IV. COMMITTEE OFFICERS

A. Chair. The committee shall elect a Chair of the committee. The Chair shall be elected for a one year term. The term shall run from February to February. The Chair may serve up to three consecutive terms.

B. Secretary and Treasurer. The committee shall also elect a Secretary and a Treasurer. The terms shall run from February to February. The Secretary and Treasurer may serve up to three consecutive terms. The committee may determine to combine the office of Secretary and the office of Treasurer and decide to elect one person to serve these roles. Whether the office is combined or not may be changed from year to year.

C. Majority Vote. All officers shall be elected by a simple majority vote.

D. Resignation. Any officer may resign his or her position by providing written notice of the resignation to the City Administrator. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates.

E. Vacancy. Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

V. COMMITTEE MEETINGS

A. Meetings. The committee shall meet to address matters assigned by the City Council. The committee shall report back to the Council with its recommendations in a timely manner. The committee chair may call a meeting of the committee at his or her discretion, and will do so in accordance with bylaw 5b.

B. Open Meeting and Notice. All meetings of the Dog Park Committee shall be open to the public. Notice of all committee meetings shall be given at least three days in advance by posting notice on the City's webpage, along with a draft agenda. The meeting notice and agenda will be posted on the City Hall outdoor bulletin board in addition to the City website.

C. Quorum Not Necessary. The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting.

D. Minutes. The committee shall keep minutes of all its meetings. The Secretary or other person shall be responsible for keeping the minutes of each meeting. The Secretary shall forward the minutes, clearly identified as Draft Minutes, to the committee to check for errors. When the Draft Minutes are approved at the following committee meeting, the Chair will provide the Approved Minutes to the City Clerk for posting on the City website.

VI. COMMITTEE ACTION

A. Majority Required. A majority vote of all appointed committee members shall be required for the committee to take final action, regardless of how many members are present at the meeting at which the action is proposed.

B. Authority. The committee shall have no authority to make final decisions that permanently affect any of the public spaces within the city, such as cutting trees, removing structures, or

making other decisions that clearly require Council authorization. When in doubt, the committee shall bring the matter to the attention of the Council.

VII. COMMITTEE CONTINUATION The committee shall continue in existence until terminated by action of the Council.

VIII. AMENDMENT OF BYLAWS These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

****ADOPTED May 9, 2017****