

## ORDINANCE 12-04

### AN ORDINANCE ADOPTING THE CREATION OF THE TOWN OF ELK MOUNTAIN PARK AND RECREATION BOARD AND BY-LAWS

**WHEREAS;** the Governing Body of the Town of Elk Mountain has determined that it is the best interests of the citizens of the Town of Elk Mountain to create a Parks and Recreation Board; and

**NOW, THEREFORE,** be it ordained by the governing body of the Town of Elk Mountain, State of Wyoming, these bylaws be adopted and this board is created as the Town of Elk Mountain Parks and Recreation Board; and

**WHEREAS;** there is hereby created and established a Parks and Recreation Board for the Town of Elk Mountain, which shall consist of 6-9 members being residents of this town, who will be appointed by the Mayor with the approval of the Town Council; and

**WHEREAS;** the term of the members of the Parks and Recreation Board shall be two (2) years except that the initial term of 3 members shall be for one (1) year. In the event of a vacancy of any member, a successor shall be appointed by the Mayor for the unexpired portion of the term; and

**WHEREAS;** the Parks and Recreation Board shall elect from the members a Chairperson and shall elect other officers as it deems necessary. The term of the elected officers shall be one (1) year or until a successor is legally appointed. The board shall abide by the internal controls of the Town of Elk Mountain to conduct any business and transactions. All members are responsible to the Town Council; the Chairperson shall make periodic reports to the Town Council; and

**WHEREAS;** the Parks and Recreation Board shall hold meetings on a regularly scheduled basis. Special meetings may be called at any time by the Chairman or by a majority on the board with proper notice provided to all board members. Any action of the Parks and Recreation Board shall require a majority vote of at least a quorum of the board. Three (3) voting members of the board shall constitute a quorum; and

**WHEREAS;** the Parks and Recreation Board shall keep a record of its resolutions, transactions, findings and determination, all of which shall be public record; and

**WHEREAS;** any member of the Parks and Recreation Board may be removed, after a public hearing, before the Town of Elk Mountain Council for inefficiency, neglect of duty or malfeasance in office, by a two-third (2/3) vote of the town council; and

**WHEREAS;** A member's position may become vacant when:

- A member misses 4 consecutive regular meetings without good cause
- A member moves out of town
- A member resigns
- A member's term expires

When a position becomes vacant, the board shall notify the Mayor that a replacement needs appointed; and

**WHEREAS;** the Parks and Recreation Board funding shall remain in the Town of Elk Mountain budget. All billing and expenditures shall be handled by the Town Clerk /Treasurer and must be accompanied by receipts or invoices reviewed and signed by board officers. No exceptions will be made; and

**WHEREAS;** the purpose of the Parks and Recreation Board shall be to:

- Make budgetary requests of the Town Council, and use the budget accordingly
- Make recommendations for park maintenance and upkeep
- Make plans to improve the park
- Create and execute recreation activities for our community

- Pursue grant opportunities as needed
- Encourage citizen participation in projects and activities
- Assure all new projects and facilities are not dependent on the Town of Elk Mountain resources to be completed and maintained including labor without the council's prior approval;

**NOW, THEREFORE BE IT ORDAINED** by the Council that the Town of Elk Mountain Park and Recreation Board be created and by-laws, be adopted.

Passed on this 12<sup>th</sup> day of March, 2012

Passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2012

Passed on this \_\_\_\_\_ day of \_\_\_\_\_, 2012

**TOWN OF ELK MOUNTAIN**

\_\_\_\_\_  
**Morgan Irene, Mayor**

**ATTEST:**

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**Linda Crane, Town Clerk**