



# Board of Parks and Recreation Bylaw Updates

October 22, 2025

Emily Ander, Assistant Parks Planner

# BYLAW UPDATES & DISCUSSION ITEMS

---

1. Meeting Time
2. Meeting Frequency
3. Administrative Changes

### 3. MEETING START TIME: Discussion Item

---

#### Current Meeting Start Time:

- 5:00 PM

#### Proposed Meeting Start Time:

- 4:00 PM

## 2. MEETING FREQUENCY: Discussion Item

---

### Current Meeting Frequency:

- Monthly
- 11 times per year

### Proposed Meeting Frequency:

- Bi-Monthly
- 6 times per year

## 2. MEETING FREQUENCY: Schedules

---

### Potential Meeting Schedules:

- **Schedule 1:**

January / March / May / July / September /  
November (2<sup>nd</sup> Wednesday)

- **Schedule 2:**

February / April / June / August / October /  
December (2<sup>nd</sup> Wednesday)

# 3. ADMINISTRATIVE CHANGES

---

- i. Changed the name of the Board
- ii. Added Ordinance # and approval date
- iii. Removed Statement about Registered Voters
- iv. Removed *Building an Inclusive Workplace* training
- v. Added *Oath of Office* for Youth Member and Recording Secretary
- vi. Added *Anti-Harassment Training*
- vii. **Changed *Standing, Special, and Subcommittees to Ad Hoc Committees***

# RECOMMENDATION

---

The Board of Parks and Recreation recommends adopting the following amendments to their Bylaws - changing the meeting start time from 5:00 p.m. to 4:00 p.m., moving from monthly to bi-monthly meetings, updating the name of the Board from the Recreation and Parks Board to the Board of Parks and Recreation, adding the ordinance #, ORD-2025-008, ...

# RECOMMENDATION

---

... adding the ordinance adoption date, April 15, 2025, incorporating changes made to CP 000-06, including clarifying language about Oath of Office for the youth member and the recording secretary, and replacing special, standing, and subcommittee with ad hoc committee.

# Questions