



**Parks & Recreation Department  
Youth Board  
BYLAWS**

**Article I. Name**

The name of the organization shall be the Parks & Recreation Youth Board (PRYB), hereinafter referred to as the Board. The PRYB was established by City of Las Cruces Parks & Recreation Staff and presented to the Parks & Recreation Advisory Board on July 18, 2017.

**Article II. Function**

The function of the Board shall be to serve as a liaison between City Government and the youth of the Las Cruces community on issues affecting youth, and to encourage the growth and development of youth by involving them in healthy social, cultural, recreational, educational, and various other activities. In the performance of its function, the Board is authorized to:

- a) Make recommendations to the Parks & Recreation Advisory Board and City staff on matters affecting the youth of the community.
- b) Plan, organize, coordinate, and carry out drug- and alcohol-free activities for the youth of the community.

**Article III. Participation**

All community and area youth are eligible to participate in activities arranged or organized by the Board, subject to the rules and regulations established by the Board for such activities.

**Article IV. Membership, Elections, and Officers**

1. The Parks & Recreation Youth Board shall be comprised of sixteen (16) members, all of whom shall be students in the seventh through twelfth grade levels and residents of the city. The members of the Parks & Recreation Youth Board (PRYB) shall be selected by the Parks & Recreation Department staff, Parks & Recreation Advisory Board member(s), and designees. Contingent upon the availability of applicants, the screening panel shall strive to recommend at least two (2) students each from the six (6) districts within the city and four (4) at-large.

2. All members shall serve a **two-year term** of office commencing **October 1 and ending September 31**. Member terms will begin and end for board members during even numbered years or odd numbered years, dependent on their approval onto the board. Whenever a vacancy occurs prior to the expiration of a term of office, the screening panel shall recommend an applicant for consideration to serve the remainder of the term.

3. No later than **November 1** of each year, the Board shall elect from its members a Chair, Vice-Chair, Secretary, and Treasurer whose terms shall end on **September 31** of the following year. The duties of the Officers shall be as follows:

**Chairperson:** The Chairperson shall preside at meetings of the Board, prepare the agenda for the meetings and make a copy available to the Secretary; call special meetings; call special elections; sign, together with the Secretary or other designated officer of the Board, any documents or instruments authorized to be executed by the Board, except in those cases where such execution has been expressly delegated by the Board or by these bylaws to another officer or is required by law to be otherwise handled; and in general shall perform all duties as may be prescribed by the Board from time to time, in accordance with all applicable State and City laws and procedures.

**Vice-Chairperson:** The Vice-Chairperson shall preside at meetings in the absence of or at the request of the Chairperson and shall become Chairperson for the remainder of the term in the event of the resignation, death, or removal of the Chairperson. In the temporary absence or disability of the Chairperson, the Vice-Chairperson shall assume the duties of the Chair and in that event, shall have all the powers of and be subject to all the restrictions of that office. The Vice-Chairperson shall perform such other duties as may be assigned from time to time.

**Secretary:** The Secretary shall be responsible for the preparation of minutes of the meetings of the Board and upon their approval, shall provide a signed copy for filing and distribution to City staff, P&R Advisory Board and any other City Council. The Secretary shall keep a copy of the Board's minutes in a record book which shall be passed on to his or her successor; shall have custody of all important records of the Board, excluding financial records; shall sign with the Chairperson or Vice-Chairperson any documents or instruments which the Board has so authorized to be executed; shall assure that all notices are duly given as required by law, these bylaws, or the Board; shall call the meetings of the Board to order in the absence of the Chairperson or Vice-Chairperson and shall conduct an election for a temporary presiding officer for that meeting; and shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board. In the absence of the Secretary, the Chairperson shall appoint another member to be responsible for the preparation of the minutes of the meeting.

**Treasurer:** The Treasurer shall be responsible for reviewing the records of any financial transactions of the Board; shall process, collect, and remit all fees and charges and deposit all funds with the City of Las Cruces; shall report on the financial condition of the Board; and shall perform such other duties as from time to time may be assigned by the Board.

4. Chairpersons of specialized areas (events, publicity, concessions, etc.) may be appointed by the Chairperson with the consent of the Board.

## **Article V. Meetings**

1. The Board shall conduct public, general purpose meetings at least once a quarter throughout the year. Regular meetings shall commence at such time and dates designated by the Board and will be held at a location to be determined or at such other location as may be designated by the Board. Special meetings shall be called as necessary to carry out the functions of the Board. The Board shall give proper notice of all meetings in accordance with the laws of the State of New Mexico. All meetings of the Board shall be open to the public and all regular and special meeting notices shall be provided to all local news outlets, the Parks & Recreation Advisory Board, as well as announced during middle and high school announcements with the Las Cruces Public School District.

2. Any business may be brought by the Board at a regular meeting but must follow the protocol for businesses/adults to present to board.
3. Special meetings may be called by the Chairperson or upon request of at least eight (8) members of the Board.
4. Written notice of a special meeting shall be given to all Board members, the local news outlets, and schools at least 24 hours prior to the meeting, stating the business to be considered. Any member may waive notice of a special meeting. The attendance of a member at a special meeting shall constitute waiver of notice, except where such member attends the meeting for the express purpose of objecting to the transaction of business because the meeting was not lawfully called or convened.
5. To the extent possible, the following order of business shall be observed at regular meetings of the Board:
  - a. Roll call
  - b. Reading and approval of the minutes of the preceding meeting
  - c. Reports of officers
  - d. Reports of committees
  - e. Unfinished business
  - f. New business
  - g. Adjournment
6. At least a majority of the members then in office shall be a quorum for the transaction of business at all Board meetings, and the affirmative vote of at least a majority of the members then in office shall be required to take any action.
7. The Parks & Recreation Youth Board will follow the City of Las Cruces and Las Cruces Public School System schedule. For example, if school is canceled due to weather conditions and the Board was scheduled to meet that same day, their meeting will also be canceled and rescheduled at a later date. If a regular meeting of the Board is scheduled on a given City/school holiday, it will also be rescheduled to a later date.
8. Absences shall be treated in accordance with the established Parks & Recreation Youth Board attendance policy.

#### **Article VI. Reports to Parks & Recreation Advisory Board**

By **March 1** of each year, the Parks & Recreation Youth Board shall submit to the Parks & Recreation Advisory Board an annual plan of work for its ensuing term. The Board shall also submit a written report of its activities at the conclusion of its term, preferably by **November 30**.

#### **Article VII. Amendments to the Bylaws**

1. Subject to the approval of the Parks & Recreation Advisory Board, these bylaws may be amended or repealed in whole or in part at any meeting of the Board, provided that written notice of the proposed

amendment or repeal is given in the notice of such meeting and at least one week in advance of the meeting.

2. If an occasion arises that a question is not specifically covered by these bylaws, the latest edition of Robert's Rules of Order will apply.

**Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.**

**Dr. Robert Harrison**

**Parks & Recreation Advisory Board Chair**