

Parks & Recreation Advisory Committee

or

P.A.R.A.D.E

Parks And Recreation And Downtown Events

ARTICLE 1. PURPOSE

The Parks And Recreation And Downtown Events (PARADE) committee serves as a volunteer advisory body for the city of Jefferson City's Parks & Recreation department, serving as a liaison between the Parks & Recreation Department and the citizens of the community. The Committee shall act in an advisory capacity only and shall have no authority to bind the City Council nor the City of Jefferson City in any way except as the City Council may direct.

ARTICLE 2. COMMITTEE COMPOSITION

1. The committee shall be comprised of 7 members – 6 appointed by city council from the Jefferson City community, and 1 councilmember appointed by the Mayor. The staff assist shall be the Director of Parks & Recreation and/or designee.
2. Each member of the committee must be a resident of Jefferson City and shall serve a term of two years. The council may review and consider the reappointment of each member at the expiration of each two-year term or extend a member's term an additional year in order to stagger out committee appointments. However, the city council retains the right to remove a committee member at any time.
3. The officers of the committee shall be the chair, the vice chair, and secretary of the committee. The chair shall preside over PARADE meetings and provide reports, if requested by the city council or the city manager. The vice chair shall assist the chair when requested and will preside over meetings in the chair's absence. It shall be the duty of the secretary to notify members of all meetings, to keep a permanent record of the proceedings of all meetings and to have a copy of the proceedings of the meetings sent to each member. With the exception of its initial year, officers shall be nominated and elected amongst the membership of the committee each year in January.

ARTICLE 3. MEETINGS

1. All meetings are open to the public and in accordance with Tennessee State Laws regarding Open Meetings and Open Records act.
2. Regular meetings of the PARADE committee shall be held quarterly, at a minimum, with dates set by the committee but publicly advertised for the public to attend, agenda items published for public review within 48 hours of the meeting, and with public comment as required by Tennessee State Law.
3. A majority of the members shall constitute a quorum and business shall be conducted under Robert's Rules of Order. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

4. The absence of any member from three consecutive regular meetings without leave except when such absence is made necessary by sickness or other similar causes will declare vacant the seat of such member.
5. In the event of any vacancy, the city council shall appoint a replacement member(s) to the committee to begin term at the next regularly held PARADE meeting.
6. The agenda for all PARADE meetings shall be prepared under the direction of the staff assist, either the Director of Parks & Recreation and/or designee, and shall be posted for public notice in accordance with Tennessee state law.

ARTICLE 4. POWERS AND DUTIES

1. The committee shall collaborate with the Director of Parks & Recreation and/or designee to develop/implement a broad and comprehensive recreation program for the City, interpret the recreation and parks services of the Department to the community, and interpret the needs and desires of the community to the Department.
2. The committee shall build on community input to advise the Parks & Recreation Director and/or designee on matters affecting recreation policies, programs, maintenance, periodic modernization of parks and recreation facilities, long-term planning, and other recreational needs of our growing community.
3. The Committee shall also work with staff to generate ideas and guidelines for usage of public space, program fees, and assist in promoting community activities and downtown events.
4. The committee shall assist the city in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens.
5. The committee shall assist the city in recruiting voluntary leadership staff to work with park/recreation facilities, programs and activities.
6. The committee shall assist in matters relating in maintaining the highest standards in park development and operation, park/recreation leadership and in well-balanced programs
7. The committee shall assist in developing a comprehensive master plan to meet the present and future needs for programs, services, park facilities, open spaces and trails and to advise in developing priorities for each of these
8. The committee may request information and reports from staff concerning the evaluation of programs, facilities, policies and procedures
9. Upon request, recommend approval of rules and procedures pertaining to the use of public parks and facilities including suggested fees and charges.

10. In all actions coming before the PARADE committee, the affirmative vote of a majority of those present and voting shall be required in order to forward a recommendation to the City Council.

ARTICLE 5. ADOPTION AND AMENDMENT TO BYLAWS

1. Committee Bylaws shall be adopted by a majority vote of the Jefferson City Council.
2. The by-laws may be amended from time to time by majority vote of the Jefferson City Council at a duly constituted regular meeting, provided that such proposed amendment shall have been first submitted to all Town Board members in writing prior to the meeting at which the vote is taken.

Effective: 08/07/2023