

City of Augusta, Community Services Department

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**Dog Park Advisory Committee
BYLAWS**

Article I. Name

This organization of the City of Augusta shall be called the Augusta Dog Park Advisory Committee.

Article II. Purpose of Committee

- A. To act in an advisory capacity to Augusta City Council.
- B. To act in an advisory capacity to the Parks & Recreation Advisory Board.
- C. To provide advice to the Director of Park and Cemeteries in the planning, design, renovation, acquisition and policy development of dog park areas.
- D. As needed, under the direction of the Parks & Cemeteries Director provide volunteers to help with dog park projects.
- E. To be familiar with the park areas, facilities and various resources of the Recreation Bureau and the Parks and Cemeteries Bureau.
- F. To make recommendations to City for dog park needs and improvements.
- G. To maintain communication regarding the dog park needs of the City of Augusta between the people, the Parks and Cemeteries Bureau, the City Council and other City Departments and Bureaus.

Article III. Membership, Appointments, Terms of Office

- A. Membership
 - a. The membership of the Committee shall be five.
 - b. All members shall be residents of the City of Augusta.
 - c. The Parks and Cemeteries Director or his/her designee shall be a non-voting ex-officio member of the Committee.
 - d. The City's Animal Control Officer or his/her designee shall be a non-voting ex-officio member of the Committee.
- B. Appointments
 - a. The Mayor of the City of Augusta shall appoint members.
 - b. City Council will approve the appointments.
 - c. Appointments will be made each December.
 - d. Temporary appointments may be made by the Mayor to fill un-expired terms of members who leave the Committee prior to completion of their full-term.
 - e. Each year the Mayor shall appoint new members for the term of three years to succeed the outgoing members.
- C. Terms of Office
 - a. Terms of office shall be three years.
 - b. Terms begin in January.
 - c. The term of office shall be staggered so that every year up to one-third of the members' term shall expire.
 - d. Members may serve consecutive terms.

Article IV. Officers, Elections and Duties

- A. Officers of the Dog Park Advisory Committee
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary

- B. Elections
 - a. Elections will be held at the organizational meeting held each year in January.
 - b. There must be a majority of the Committee members present for elections to occur.
 - c. If a majority does not exist, elections will be held at the first instance where a majority does exist.
 - d. Officers will serve for a one-year term or until the January meeting which ever comes first.
 - e. All officers shall be elected by ballot, nominations having been made for the floor.
 - f. A majority vote of those present shall constitute an election provided a quorum is present.
 - g. No person shall be nominated without consent.

- C. Duties
 - a. Chairperson
 - i. Preside over all meetings.
 - ii. Appoint committees and the respective chairperson.
 - iii. Generate and disseminate meeting agendas.
 - iv. Represent the Committee at public affairs.
 - v. Supervise Committee Functions and activities.
 - vi. Inspect dog park area.
 - vii. Monitor program development and implementation.
 - viii. Make reports to the City Council as needed or requested.

 - b. Vice-Chairperson
 - i. Preside over meeting in the absence of the Chairperson
 - ii. Assume all other duties in the absence of the Chairperson.

 - c. Secretary
 - i. Keep minutes of all meetings.
 - ii. Submit copies of minutes for review and approval to the Committee at each meeting.
 - iii. Maintain on file all communications to the Committee and replies thereto.
 - iv. Preside at meetings in the absence of the Chairperson and Vice-Chairperson.
 - v. Issue notice of all regular and special meetings.

City of Augusta, Community Services Department

- d. Members
 - i. Members shall attend all meetings unless unavoidable circumstance dictates otherwise.
 - ii. Three consecutive absences from meetings by any member without good cause acceptable by the Committee shall be deemed automatically to have resigned their membership and the vacancy shall be filled in the same manner as any other vacancy on the Committee
 - iii. Upon appointment by the Chairperson, members shall serve on the committee to which they are suited by knowledge, skill, and or interest.
 - iv. Members will act in the interest of the citizens of Augusta in the establishment, operation and maintenance of dog park areas that meet community needs.
 - v. To help develop the operating policies of the dog park by reviewing and advising the Director on proposed policies.

Article V. Meetings

- A. Quarterly Meetings
 - a. To be held on the second Tuesday of January, April, July and October.
 - b. Exception may be ordered by the Committee.
 - c. Meetings shall convene at 6:00 P.M. unless otherwise ordered.
- B. Annual Meeting

The annual meeting for the purpose of the election of officers shall be held at the time of the regular meeting in the month of January.
- C. Special Meetings
 - a. The Chairperson may call for a special meeting.
 - b. A written request by two or more Committee members may call a special meeting.
- D. Public Meetings

All Dog Park Advisory Committee meetings are open to the public.
- E. Quorum

A quorum shall consist of a simple majority of the appointed Committee members.

Article VI. Committees

- A. Standing Committees
 - a. The Parks and Cemeteries Director or his/her designee shall be an active or ex-officio member of all committees that pertain to dog parks.
 - b. Annually the Chairperson shall appoint a chairperson to the following standing committees.
 - c. Committees
 - i. Special projects

City of Augusta, Community Services Department

- ii. Fundraising
- iii. Spring clean-up
- iv. Policies and Rules

B. Special and Ad Hoc Committees

- a. Such committees shall be appointed by the Chairperson
- b. Chairpersons of such committees shall be current members of the Dog Park Advisory Committee.
- c. Other members of the committee need not be members of the Committee.
- d. Members of the committee shall be residents of Augusta.

C. Authority

No committee shall have other than advisory powers.

Article VII. Amendments

- A. At a duly called meeting of the Committee, these bylaws may be recommended for amendment by a majority vote of those members present and voting provided a quorum is present.
- B. Recommended bylaw amendment changes require Augusta City Council approval.

Approved by Augusta City Council July 19, 2012 Order # XXXX