

Town of Prescott Valley

PARKS, ARTS, AND RECREATION COMMISSION BYLAWS

ARTICLE I. PURPOSE

The Parks, Arts, and Recreation Commission, through the Parks and Recreation Director, shall recommend regulations and policy for the administration, control, and improvement of the public parks of the Town of Prescott Valley and the advancement of the visual arts and other cultural art forms in the Town (including commissioning works of art, establishing arts events, and incorporating art into public works projects).

ARTICLE II. POWERS AND DUTIES

The Commission shall generally have the following powers and duties:

- A. Recommend fees for the use of public park facilities.
- B. Assist and advise the Parks and Recreation Director in the development of a continuing plan for the Town's parks and trails system and recreation programs. Plans and programs may be sent to the Commission for official review. The results of such reviews shall be forwarded to the Town Council.
- C. Advise the Council concerning recreational needs and recommended acquisition, location, and nature of facilities to meet said needs.
- D. Advise the Council, when requested by the Town staff, regarding offers to the Town of real and personal property to be used for parks, trails, or recreational purposes.
- E. Serve as the Tree Advisory Commission with the responsibility to study, develop, update annually, and administer a written plan for the care, planting, replanting, and removal or disposition of trees and shrubs within parks, preserves, street rights-of-way, and public places owned by the Town to ensure that the Town will continue to realize the benefits provided by community forest. Such a plan will be presented to the Council and, upon its acceptance and approval, shall constitute the official tree plan for the Town.
- F. Make recommendations to and advise the Council on matters pertaining to the visual and performing arts, and other popular cultural events.
- G. Implement programs and activities designed to create a cultural climate in which numerous diverse activities can thrive in the community, including any programs, activities, and funds assigned to it by the Council.
- H. Promote cooperation, coordination, and communication among the arts and culture groups in the Town and related segments of the community.
- I. Assess and encourage community support for arts and cultural activities within the

Town and surrounding area.

- J. Serve as a catalyst and advocate for public art and cultural activities.
- K. Make recommendations regarding gifts of artwork to the public, and location and setting of planned public artwork.
- L. Review and make recommendations regarding Town grant applications for activities related to the arts, as well as the disposition of grants or donation amounts to be expended on artwork in such cases.
- M. Develop and maintain a Town Arts and Culture Assessment, subject to regular review and approval by the Council.

ARTICLE III. MEMBERSHIP AND TERMS OF OFFICE

- A. The Commission shall consist of nine (9) members who shall be appointed by the Town Council. Ex officio members, without voting privileges, may also be designated by the Council.
- B. The initial appointment of seven (7) members occurred in 1988 to serve for a term of three (3) years (or until their successors are duly appointed and qualified). Terms were staggered so that the terms of no more than 3 members would expire in any one (1) year on June 30 of the applicable year. When the Parks and Recreation Commission was combined with the Arts and Culture Commission to form the Parks, Arts, and Recreation Commission in 2021 with 9 members, the terms of two (2) members from the Arts and Culture Commission were modified to correctly stagger terms of 3 members each year. If a reduction in membership is ever approved by the Council, the terms of office due to expire or unfilled at the time of amendment shall remain so and no future appointments shall be made to replace those members.
- C. All members shall be residents of the Town of Prescott Valley.
- D. On February 13, 2025, the Town Council approved a Code of Conduct and Statement of Values that applies to all board, commission, or commission or committee members (as amended from time to time).

ARTICLE IV. SALARIES AND PERSONAL EXPENSES

The members of the Commission shall receive no salary or other remuneration for their services in such capacity and shall not be entitled to personal expenses incurred by them in the discharge of their official duties (except for purposes and amounts first authorized and approved in advance by the Town Council).

ARTICLE V. OFFICERS

- A. The Commission shall elect a Chair, Vice-Chair, and Secretary from its members to serve for a period of one (1) year. The Vice-Chair shall preside at meetings in the absence of the Chair.

B. Commission Officer Roles

Role of the Chair: Managing effective meetings is the duty of the Chair. The Chair leads all meetings, making sure everything runs smoothly. The Chair is expected to (a) prepare the agenda by working with the Deputy Director and/or Director, (b) start and end the meeting on time, (c) keep the meeting moving by following the agenda, (d) introduce each agenda item and facilitate discussion, (e) not let discussions stray from the agenda issue, (f) understand and have a working knowledge of parliamentary procedures, (g) bring items to a conclusion, and (h) hold commissioners accountable for attending the meeting.

Role of the Vice-Chair: The Vice-Chair provides additional Commission leadership and assumes the role of the Chair when the Chair is absent. The Vice-Chair is expected to (a) attend all meetings, (b) lead meetings if the Chair is absent, and (c) serve on committees when needed

Role of the Secretary: The admin staff is responsible for taking official minutes of meetings. However, the Secretary is expected to (a) take roll call at the start of meetings, (b) review agenda meeting minutes for accuracy, and (c) respond to citizen correspondence.

ARTICLE VI. MEETINGS

A. The Commission shall establish from time to time a regular meeting day and time (at least once a month), excluding July and December. The Commission may also hold Study sessions. Special meetings may be called by the Chair as required. A quorum shall consist of five (5) voting members for the transaction of all business. The time and place of said meetings shall be posted in accordance with applicable Arizona open meeting statutes, and agendas and minutes shall be maintained as required by said statutes.

B. The format of regular Commission meetings shall generally be:

1. Call to Order & Roll Call
2. Call to the Public
3. Old Business (for Consideration & Possible Action)
4. New Business (including necessary public hearings) (for Consideration & Possible Action)
5. Adjournment

ARTICLE VII. VACANCIES

Vacancies shall be filled by the Town Council in accordance with Town Code Section 2-04-070 for the unexpired term of the member affected.

ARTICLE VIII. REMOVAL OF MEMBERS

Members of the Commission serve at the pleasure of the Town Council and may be removed by the Council. A member shall not be absent from Commission regular meetings for more than three (3) consecutive times without a reasonable excuse. After an absence of 3 consecutive meetings, the remaining members of the Commission may vote to retain or recommend to the Council that the absentee member be relieved of their duties on the Commission.

Adopted: May 13, 2025

Commission Chair

Commission Secretary