

SMITH VALLEY PARK AND RECREATION BOARD BY-LAWS

I. MISSION

The mission of the Smith Valley Park & Recreation Board (hereinafter referred to as Parks Board), in their advisory capacity to the Lyon County Board of Commissioners (hereinafter referred to as Commissioners), is to help create and preserve quality parks, infrastructure and recreation opportunities for the people of Smith Valley.

II. MEMBERSHIP

1. The Smith Valley Park & Recreation Board will consist of 13 members appointed by the Commissioners from those persons selected by the following organizations of Smith Valley and two Members-At-Large approved by the Parks Board.
 1. Rotary International of Smith Valley
 2. Soroptimist International of Smith Valley
 3. Beta Sigma Phi
 4. Smith Valley School
 5. Smith Valley Friends of the Library X
 6. Smith Valley Booster Club
 7. Smith Valley Youth Baseball
 8. AYSO Soccer
 9. Adult Softball League
 10. Smith Valley Tennis Club
 11. Smith Valley Equestrian Center
 12. Member-At-Large (even year appointment)
 13. Member-At-Large (odd year appointment)
2. The term of each member shall be for two consecutive years. Terms will start on January 1 and end on December 31. In order to provide continuity to this body, appointment shall be made as follows: Odd numbered organizations will provide members on odd numbered years and even numbered organizations on even numbered years. Member organizations shall provide the name of their chosen representative in writing to the Secretary of the Board no later than September 30th of the year in which their seat would be vacated, or within 30 days upon a vacancy for any other reason. Each year letters requesting selection to the Member-at-large position shall be provided in writing to the Secretary of the Board by September 30th. At their October meeting the Parks Board will select a Member-At-Large, approve organization selections, and forward them on to the Commissioners for appointment. Organizations which fail to submit choices may have their membership

vacated on the Board.

3. A vacancy shall be deemed to exist on the Park Board upon the occurrence of any of the following:
 - a. Written resignation delivered to the Parks Board;
 - b. Death or incapacity;
 - c. Failure or refusal of any member to attend two (2) consecutive regularly scheduled meetings or miss three (3) scheduled meetings within a twelve (12) month period without a satisfactory explanation.
4. All Board members shall actively seek individual, business and service organization donations of labor, money and/or materials and encourage volunteer activities from residents of the valley to expand and maintain existing facilities and programs and develop new ones to serve youth, families and seniors. The Board will investigate and apply for grant money which may be available at the County, State and Federal levels and develop a Master Plan so that long range planning may be accomplished.

III. OFFICERS AND THEIR DUTIES

1. Officers shall be elected by the Parks Board annually at the first Board meeting of each year. No officer may serve more than four consecutive years in an office.
2. Officers shall consist of the Chairperson, Vice Chairperson, Secretary and Treasurer and must be in good standing with the board.
3. Chairperson shall preside over all meetings.
4. Vice Chairperson shall preside in the absence of the Chairperson.
5. Secretary shall prepare and post agendas for all meetings, take the minutes of meetings and see that copies are distributed to the Lyon County Commissioners, County Manager and Public Works Facilities Division Manager and handle all correspondence.
6. Treasurer shall keep track of county funds and keep records of expenses, deposits and account balances. A financial report shall be presented to the board at each meeting.

IV. MEETINGS

1. Any and all meetings shall be posted and held in compliance with the Nevada Open Meeting Law.
2. The Parks Board shall meet at least once per calendar quarter.
3. Special meetings of the Parks Board may be called as necessary by the Chairperson or upon written request of at least two (2) members of the Parks Board. A special meeting may be called for and scheduled at any session of a regularly scheduled meeting.
4. Agendas may be posted in five (5) public places within Smith Valley by 9 a.m., three (3) working days prior to any meeting. Members of the Parks Board shall be notified of such meetings not less than three (3) working days prior to such meeting.
5. A majority (half + one) of all members shall constitute a quorum for the transaction of all business.
6. Meetings shall be conducted in accordance with Robert's Rules of Order, and any issues not specifically addressed by these By-Laws will be addressed in the same fashion.

V. ADOPTION AND AMENDMENTS TO THE BY-LAWS

These By-Laws shall be effective from and after their adoption by the Commissioners. Proposed amendments may be submitted by any member of the Parks Board in writing at least one (1) month in advance of any regular meeting. After approval by a two-thirds vote of the members present at said regular meeting, the proposed amendment will be submitted to the Commissioners for final approval.