

RESOLUTION NO. 1042-0725

A RESOLUTION OF THE COUNCIL OF THE CITY OF AVONDALE, ARIZONA, AMENDING AND RESTATING THE CITY OF AVONDALE PARKS AND RECREATION ADVISORY BOARD BYLAWS, AND CHANGING THE NAME OF THE BOARD TO THE CITY OF AVONDALE PARKS, RECREATION & LIBRARIES ADVISORY BOARD.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF AVONDALE as follows:

SECTION 1. The City of Avondale Parks, Recreation & Libraries Advisory Board Bylaws, Amended and Restated July 7, 2025 (the “Bylaws”) are hereby adopted in substantially the form and substance attached hereto as Exhibit A and incorporated herein by this reference.

SECTION 2. The Mayor, the City Manager, the City Attorney and the City Clerk are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Council of the City of Avondale, Arizona, July 7, 2025.


Mike Pineda (Jul 9, 2025 09:48 PDT)
Mike Pineda, Mayor

ATTEST:



Marcella Sarmiento, City Clerk

APPROVED AS TO FORM:



Nicholle Harris, City Attorney

EXHIBIT A
TO
RESOLUTION NO. 1042-0725

[Parks, Recreation & Libraries Advisory Board Bylaws
Amended and Restated July 7, 2025]

See following pages.

CITY OF AVONDALE
PARKS, RECREATION & LIBRARIES ADVISORY BOARD BYLAWS
AMENDED AND RESTATED
July 7, 2025

I. **Name.** The name of this organization shall be the City of Avondale Parks, Recreation & Libraries Advisory Board (the "Board").

II. **Powers and Duties of the Board.** The Board shall advise the City Council and City staff on matters and issues pertaining to the quality of life for Avondale residents and visitors, particularly relating to parks and recreation. The Board shall also promote and advocate for park and recreation services. This includes, but is not limited to:

A. Parks and Recreation:

i. Plan future neighborhood, community, and regional parks and modifications to existing facilities.

ii. Promote the interest and foster closer relations between City recreation programs, communities, and schools in Avondale.

B. Tree Board: Serve as the designated Avondale Tree Board in accordance with the requirements of the City of Avondale Tree City USA designation.

III. **Membership and Composition.**

A. Number of Board Members. The Board shall be composed of seven regular members (collectively, the "Members"). The Board shall also have one alternate member ("Alternate Member") who shall attend and may participate in Board meetings but shall not vote in any Board meeting, except as provided in Section V(E) below.

B. Membership Eligibility and Appointment. Each of the Members and the Alternate Member shall be Avondale residents and shall meet all eligibility criteria as outlined in the City Council Rules of Procedure. Appointment of Members and the Alternate Member shall be conducted according to the City Council Rules of Procedure.

C. Term. Unless appointed to fill a vacancy mid-term, each Member's or Alternate Member's term of office shall be three years, unless the Member or Alternate Member resigns sooner or is removed from his or her position.

D. Term Limits. No Member may serve more than two consecutive terms; provided, however, that a Member appointed to fill a vacancy may serve two consecutive terms after the conclusion of the unexpired term to which he or she was appointed.

E. Vacancy. Any vacancy on the Board shall be filled for the unexpired term by the Alternate Member if one has been appointed by the City Council pursuant to the established procedures. If an Alternate Member has not been appointed, the position shall remain

vacant until a new Member is appointed by the City Council to fill the vacancy. In cases of a vacancy due to the expiration of a Member's term, the Member shall remain seated until a successor is appointed.

F. Attendance. All Members and the Alternate Member are required to attend all Board meetings unless excused by the Chairperson. Three consecutive unexcused or unexplained absences from any regular or special meeting shall result in a vacancy in the position and the Member shall be grounds for removal as outlined in Section G below.

G. Removal. Any Member or Alternate Member may be removed upon a vote of not less than five City Council members for any cause as determined by the City Council; provided, however, that in the case of removal of a Member or Alternate Member due to excessive absences, it shall be assumed that said Member or Alternate Member has chosen to forfeit his or her seat on the Board. The Board may vote to remove said Member or Alternate Member upon a seven-day notification to the Member or Alternate Member of the Board's intent to vote on his or her removal,

H. Statement of Ethics. Members and the Alternate Member shall observe the Statement of Ethics, attached hereto as Appendix A and incorporated herein by reference.

IV. **Board Officers and Staff.**

A. Chairperson and Vice-Chairperson. At the first regularly scheduled Board meeting of each calendar year, the Board shall elect a Chairperson and Vice-Chairperson from among the Members. The Chairperson and Vice-Chairperson shall assume Responsibilities at the next scheduled meeting. The term of the Chairperson and Vice-Chairperson shall be for one year. Any Member serving as Chairperson or Vice-Chairperson shall be eligible for re-election; provided, however, that each Member may serve no more than two terms per office.

B. Duties of the Chairperson and Vice-Chairperson. The Chairperson shall (i) preside at all Board meetings, (ii) decide all points of order and procedure, (iii) appoint committees if necessary and coordinate the work of the committees, (iv) serve as a representative of the Board to other governmental units on such matters as have been approved and designated by the Board and (v) perform any duties as required by law, ordinance or these Bylaws. The Chairperson shall have the right to vote on all matters before the Board and shall have the right to make or second motions in the absence of a motion or a second. The Vice-Chairperson shall act as an aid to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve. In the absence of the Chairperson and the Vice Chairperson, the City Staff Liaison shall call the meeting to order, and a simple majority of the Members then present shall select an acting Chairperson for the meeting. If the Members present are unable to select an acting Chairperson, the City Staff Liaison shall act as the Chairperson for the meeting but without voting privileges,

C. Vacancy. A vacancy in the office of Chairperson shall be filled by the Vice-Chairperson. A vacancy in the office of Vice-Chairperson shall be filled by a simple majority vote of the Members then present at the next meeting of the Board.

D. Removal. The Chairperson or Vice-Chairperson may be removed from office at any time at a Board meeting by an affirmative vote of a three-fourths majority of the Members then present.

E. City Staff Liaison. The City of Avondale Parks and Recreation Director or authorized designee shall serve as the City Staff Liaison to furnish support to the Board as requested or as required to advise and furnish professional and technical advice.

F. Legal Counsel. The Board may request that the Avondale City Attorney or authorized designee provide legal advice on points of order, procedure, or other matters related to the Board's duties.

V. Board Meetings.

A. Frequency. Board meetings shall be held bimonthly at the City of Avondale Civic Center, Avondale, Arizona, unless posted differently at least 24 hours in advance.

B. Additional Board Meetings. Additional Board meetings may be held (i) on the call of the Chairperson, (ii) by the request of two or more Members or (iii) by giving notice to all the Members and the Alternate Member by electronic, telephone or personal delivery or by verbal comment during a regular meeting. All notices shall be given, and posted according to the Arizona Open Meeting Law, at least 24 hours before the meeting.

C. Participation by the Public. Board meetings shall be open to the public. For any matter under consideration, any person may submit written comments and, if attending in person, may speak to the issue upon being recognized by the Chairperson and stating his or her name and, if applicable, the names of any person or organization on whose behalf he or she is appearing.

D. Quorum. A Board meeting where a majority of its Members are present shall constitute a quorum. A majority vote of those Members present shall be required to take official action. No action shall be taken at any meeting in absence of a quorum, except to adjourn the meeting to a subsequent date.

E. Alternate Member Quorum. At a Board meeting where a singular member is not present and the Alternate Member is present, the Alternate Member may be counted to constitute a quorum to conduct the meeting. The Alternate Member may also vote at the meeting. At a Board meeting where all Members are present to constitute a quorum, the Alternate Member will not count towards the quorum and may not vote at the meeting.

F. Agenda. The agenda shall be prepared by the City Staff Liaison, reviewed by the

Chairperson, and posted no less than 24 hours before the Board meeting in accordance with the Arizona Open Meeting Law.

G. Minutes. Minutes of the proceedings shall be retained and filed with the City Clerk's Department who will, in turn, file and post the minutes according to applicable law.

H. Open Meeting Law. The Board is subject to the Arizona Open Meeting Law.

VI. **Standing and Special Committees.**

A. Standing Committees. The Board may create standing committees at the beginning of each calendar year as it deems necessary to carry on the work of the Board. The term shall be for the remainder of the calendar year or until terminated by a vote of the Board at a regular meeting.

B. Special Committees. The Board may create special committees for specific purposes as it deems necessary. Such committees shall automatically dissolve when their work is completed and after their final report has been accepted by the Board.

VII. **Amendments.** Recommendations for amendments to these Bylaws must be approved by the affirmative vote of a majority of the Members then present. The Board will then forward the recommendations for amendments to the Bylaws to the City Council for its approval.

APPENDIX A
TO
CITY OF AVONDALE
PARKS, RECREATION & LIBRARIES ADVISORY BOARD BYLAWS

[Statement of Ethics]

See following page.

STATEMENT OF ETHICS

Board Members must promote a high level of service while observing ethical standards.

Board Members must avoid situations in which personal interests might be served.

It is incumbent upon any Board Member to immediately disqualify himself or herself whenever an actual conflict of interest exists or the appearance of a conflict of interest exists.

Board Members must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the organization, acknowledging the formal position of the Board even if they personally disagree.

A Board Member must respect the confidential nature of Board business while being aware of and in compliance with applicable laws governing freedom of information.

A Board Member may not represent the Board in any official capacity except as provided for in the Bylaws or as such authority is granted and approved by the Board at a regular or special meeting of the Board.

A Board Member shall not receive a salary or other compensation for services as a Board Member.