



CITY OF NEW PORT RICHEY BOARDS/COMMITTEES  
Parks and Recreation Board

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Seven (7) regular members and two (2) alternate members, all of whom shall be registered voters who reside within the city. Three-year terms.

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**Through 01.19.24**

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**Through 12.20.22**

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**Through 09.06.25**

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**Through 09.06.25**

**OPEN**  
**OPEN**  
**OPEN**

**Alternates**

**OPEN**  
**OPEN**

**Staff Liaisons: Terri Moore  
Donna Hallmark (minutes)**

**3.07.00 Parks and recreation board**

**3.07.01 Created; purpose.**

There is hereby created a parks and recreation board for the purpose advising the city council on the use of city parks and to promote the use of public recreational facilities. The parks and recreation board will plan, promote and assist the director of parks and recreation in conducting recreational projects for citizens and visitors of all ages, both on its own initiative and in cooperation with other agencies.

(Ord. No. 1468, § 1, 9-15-98)

**3.07.02 Membership.**

1. The parks and recreation board shall be comprised of seven (7) regular members and two (2) alternate members, all of whom shall be registered voters who reside within the city. A quorum shall consist of four (4) members.

2. The appointment of members to serve on the parks and recreation board will be for three (3) years. The city council shall select the board members by a majority vote. The city council, by a majority vote, may remove any member with or without cause. If available, vacancies shall be filled from the alternate positions. A board member who misses two (2) consecutive meetings shall be deemed to have resigned unless the absence has been excused by the chairman prior to the meeting. The chairman of the committee shall notify the city clerk of the member's resignation.

3. The alternate member(s) shall be entitled to attend all meetings of the parks and recreation board and to enter into discussions concerning the business before the board. If a quorum is not in attendance at the meeting, an alternate member shall then be counted as a member of the board and participate in all business then and there before the board and shall be entitled to vote thereon, which vote shall be considered under those circumstances in the same manner as the vote of any regular member thereof.

4. Members of the parks and recreation board shall receive no salaries for their services thereon but may receive necessary travel and other expenses while on official business for the board if funds are available for this purpose.

(Ord. No. 1468, § 1, 9-15-98)

**3.07.03 Officers.**

The voting members of the parks and recreation board shall elect one (1) of their members to serve as chairman, one (1) of their members to serve as vice-chairman and one (1) of their members to serve as secretary. The secretary shall record minutes for each meeting of the board. The secretary shall keep the original copy of the minutes and furnish a copy of the minutes to the city clerk. The city council shall provide clerical and administrative support as may be reasonably required by the parks and recreation board for the proper performance of its duties.

(Ord. No. 1468, § 1, 9-15-98)

**3.07.04 Adoption of rules; record of meetings.**

The parks and recreation board shall adopt rules for transaction of its business and shall keep a record of its meetings which shall include its resolutions, reports, transactions,

findings and determinations, which record shall be a public record. Such records shall be kept in the office of the city council or such other place designated by the city manager. (Ord. No. 1468, § 1, 9-15-98)

**3.07.05 Reports to city council.**

The parks and recreation board may render special reports to the city council as the board members may deem advisable; provided, however, that the minutes of board meetings shall be adequate to advise the city council of the board's activity. (Ord. No. 1468, § 1, 9-15-98)

**3.07.06 Voting authority.**

All members and alternates, as well as the public, shall have a voice pertaining to the business brought before the parks and recreation board. Only members are entitled to vote on all proceedings. Alternates may not vote unless taking the place of an absent member. Members of the board shall not vote if they have a conflict of interest pursuant to Florida Statutes. (Ord. No. 1468, § 1, 9-15-98)

**3.07.07 Meeting schedule.**

The parks and recreation board shall meet once every ninety (90) days, unless it determines to meet more frequently. Meetings shall be open to the public pursuant to section 286.011, Florida Statutes. The date, time, place and the agenda of the meeting shall be placed by the city clerk in City Hall one (1) week prior to the meeting unless an emergency exists. All meetings shall be conducted in accordance with Robert's Rules of Order. (Ord. No. 1468, § 1, 9-15-98)