



## **City Code Governing the History, Arts, Recreation and Parks (HARP) Advisory Board for the City of Edgewater**

### ***Section 2-11-10 – Creation***

Pursuant to Section 11.1 of the Charter, the City Council created the History, Arts, Recreation and Parks Advisory Board (the "Board") with the powers and duties set forth in Article 11.

### ***Section 2-11-20 – Membership***

- A. The Board shall consist of seven (7) members, each appointed by the Mayor for a term of two (2) years. No appointment to the Board shall be made without posting and publishing notice of the vacancy at least fourteen (14) days prior to the appointment. The Mayor shall consider the recommendation of the Board regarding any appointment. In order to reconcile the new terms of office established by Ordinance No. 21-08, on and after June 1, 2021, the term of office of each member of the Board that was appointed to a five (5) year term shall expire on March 1, 2022, and the term of office of each member of the Board that was appointed to a four (4) year term shall expire on March 1, 2023.
- B. All members of the Board shall serve without compensation.
- C. Any member may be removed for negligence of duty, malfeasance or inefficiency by the Mayor with the approval of the City Council, after written notice of the charge by the Mayor and an opportunity for a hearing before the City Council.
- D. No person convicted of embezzlement, bribery, solicitation of bribery, perjury, subornation of perjury or any offense involving fraud shall be eligible to serve on the Board.
- E. No elected official, officer or employee of the City shall be appointed to the Board.

### ***Section 2-11-30 – Purpose and Duties***

- A. The Board shall, upon the request of the City Council from time to time, cooperate with its liaison to make recommendations to the City Council on:
  - 1. Methods and procedures to preserve, enhance, protect, and display items of historic, artistic, and cultural value, such as pictures, albums, trophies and memorabilia;
  - 2. Methods and procedures to encourage and assist with the establishment of educational and cultural programs, tours, and events of historic, artistic, or cultural value;



3. Maintenance and preservation of buildings, improvements, structures, and facilities within the City as museums;
  4. Designation of historic landmarks in the City, as provided in Section 2-11-50;
  5. A proposed master plan for the maintenance of a modern park system;
  6. The portions of the proposed City budget pertaining to parks and recreation; and
  7. The establishment and conduct of recreational programs for the City.
- B. The Board shall choose its own Chair and Vice Chair and such other officers as it deems appropriate.
- C. The Board shall adopt its own rules of procedure, which shall provide that all meetings of the Board shall be open to the public, except that the Board may adjourn into executive session as provided by law. Such rules shall not conflict with the Charter or the ordinances of the City and shall not take effect until reviewed and approved by the City Council.
- D. The Board shall meet at least once each year with the City Council.
- E. The City Council may delegate such other duties to the Board as the City Council deems necessary to affect the purposes of the Board.

### **Section 2-11-30 – Powers**

The Board is empowered to conduct activities in furtherance of the purposes and duties set forth in Section 2-11-30, such as holding public meetings, performing independent research, enlisting the assistance of volunteers and others, coordinating with other agencies and similar activities. The Commission has only advisory power, and, except as may be otherwise set forth in this Article, shall report its recommendations to the City Council. The Parks and Recreation Director shall be the liaison between the Board, City staff members and the City Council.

### **Section 2-11-50 – Nomination and Designation of Historic Landmarks**

- A. Properties may be nominated for designation as historic landmarks by the property owner, a resident of the City or the Board, by filing a letter of nomination with the Board with a copy to the property owner. The property owner must consent to the nomination.
- B. Upon nomination, the Board shall determine whether the Board should recommend to the City Council that the property be designated as a historic landmark based on the criteria in Subsection (c) hereof. Such a determination shall be based on all information provided to the Board and obtained by the Board through its own research.
- C. When making its determination, the Board shall consider the following criteria:



1. The association of the property with events that have made a significant contribution to history;
  2. The connection of the property with persons of historical significance;
  3. The apparent distinctive characteristics of a type, period, method of construction or artisan on the property;
  4. The geographic importance of the property; and
  5. The possibility of important historical discoveries on the property.
- D. No property shall be eligible for nomination or designation as an historic landmark solely by virtue of its age.
- E. After consideration of the criteria set forth in Subsection (c) hereof, the Board may make a recommendation to the City Council that the property be designated as an historic landmark. The recommendation shall include a description of the property and the findings upon which the recommendation is based.
- F. Upon receipt of the Board's recommendation, the City Council, acting by resolution, may designate the property as an historic landmark. Upon designation, the City shall supply a plaque to be affixed to the outside of the building or placed on the property, including any information the City Council deems appropriate to convey the historic nature of the property.
- G. The City Clerk shall maintain a list of all historic landmark designations made by the City Council pursuant to this Article.
- H. Designation of a property as an historic landmark pursuant to this Article shall not restrict the property owner's rights with respect to the property.



## **Rules of Procedure of the History, Arts, Recreation and Parks (HARP) Advisory Board for the City of Edgewater**

### ***Section I – Officers***

- A. At its May meeting of each calendar year, or as soon thereafter as meeting scheduling and agenda space permits, the Board shall elect a Chair, Vice-Chair and Secretary annually. Officers shall be elected from the current members of the Board by a majority vote of those present.
- B. The Chair shall preside at Board meetings following the procedural prompts in Attachment B. The Chair shall have the duties normally conferred by parliamentary rules on such officers and shall have the privilege of participating in and discussing matters before the Board and making motions and voting thereon. The Chair shall decide all points of procedure, subject to these Rules of Procedure, unless otherwise directed by the majority of the Board members present. The Chair shall collaborate with the Parks and Recreation Director, or their designee, to set monthly meeting agendas.
- C. The Vice-Chair shall assume the duties of the Chair in the Chair's absence. In the event neither the Chair nor the Vice-Chair is present, the majority vote of the Board members present shall elect a Chair for that meeting only.
- D. The Secretary shall provide for the keeping of detailed minutes and records of the Board, the transmittal of all appropriate records of the Board to the City Clerk, notices of meetings and other matters before the Board, and shall attend to such other duties as directed by the Board.

### ***Section II – Members***

- A. All members of the HARP Board are responsible for becoming familiar with the mission, vision and various recreation facilities, services and activities of Edgewater Parks and Recreation. Participation and volunteerism in Edgewater Parks and Recreation activities, events and programs is strongly encouraged. Community understanding is critical to the success of the Board.
- B. Board members who may not be capable of filling their term should identify their vacancy as soon as possible to allow the Board adequate time to find a replacement. Board members who will not be applying to renew their term or who wish to resign during their term should notify the HARP Board and Parks and Recreation Director as soon as possible verbally or in writing and notify the rest of the Board at a regular meeting.
- C. When making recommendations to the Mayor to fill seats on the HARP Board, the Board will generally prioritize those candidates willing to serve a complete two-year term.



- D. Aside from regular meetings, Board members are expected to contribute to at least two city events or projects per year. At least one project must be directly related to History, Arts, Recreation or Parks.

### ***Section III - Meetings***

- A. The Board shall meet at least once a month. Members should estimate contributing a minimum of two hours per month to Board meetings and activities. Regular meetings may be held at the Edgewater Civic Center or virtually, or at other locations within the City as the Chair shall designate. Meetings shall be held only after at least twenty-four (24) hours' notice to the public, via posting. Any regular meeting may be adjourned and reconvened at a time and place determined and publicly announced by a majority of the Board members present.
- B. A minimum of four (4) Board members shall constitute a quorum for the transaction of business at all Board meetings, but in the absence of a quorum, a lesser number may convene a business meeting for the sole purpose of adjourning the meeting to a later time and date.
- C. All meetings of the Board shall be open to the public.
- D. Voting may be by voice, by show of hands or by roll call. A record of the vote and the means of voting shall be made in the minutes. A majority vote of the members presents and voting on a motion shall represent the Board's decision on the motion. In the case of a tie vote, the motion does not pass, and the Chair may reopen the discussion to solicit a second motion.
- E. The order of business for all meetings shall be the order as it appears in the agenda except that the Chair may under special circumstances rearrange the order of business unless otherwise directed by a majority of the Board members present. The Parks and Recreation Director (or their designee) shall provide for the preparation of a printed agenda for all meetings of the Board.
- F. No Board member shall participate in any discussion or vote on any matter before the Board in which the Board member believes they have a conflict of interest. In any matter in which a Board member believes they have a conflict of interest, the Board member shall declare said belief prior to any discussion on the matter and thereafter refrain from voting on the matter and from participating in discussion of the same.
- G. All board members are expected to attend and/or volunteer for a minimum of seventy-five percent (75%) of scheduled meetings and at least two city events or projects, one of which must be directly related to HARP. Any excused absences will be excluded from the percentage of absent meetings or events. Board members that do not attend the required number of meetings may be recommended to the Mayor for removal from the Board.



Excused meeting criteria:

- Sickness/ Medical
- Death in family
- Board approved absences

#### ***Section IV - Adoption and Amendment of Rules of Procedure***

These Rules of Procedure may be amended by a vote of two-thirds (2/3) of the current voting members and must be proposed in written form, excepting the Attachments hereto, which may be updated and approved by Board motion.

The adoption and amendment of these Rules of Procedure are subject to approval by the Edgewater City Council. The recommended changes shall be submitted to the City Council for approval. If approved, the Rules of Procedure shall be amended.

The HARP Board will review these Rules of Procedure annually at their regular January meeting, or as soon thereafter as meeting scheduling and agenda space permits, for any modifications.



## Attachment A: Board Member Appointment Dates

### **Casey Davis**

Chair

Term Start: April 2022

Term End: April 2024

### **Laney Ruddell**

Vice Chair

Term Start: April 2023

Term End: April 2025

### **Lauren Klepac**

Secretary

Term Start: April 2023

Term End: April 2025

### **Joel Newton**

Member

Term Start: March 2024

Term End: March 2026

### **Maria Lewis**

Member

Term Start: April 2022

Term End: April 2024

### **Anne Yoncha**

Member

Term Start: March 2024

Term End: March 2026

### **Vacant**

Member

Term Start: May 2024

Term End: May 2026



## **Attachment B: Procedural Prompts of a Typical Meeting Agenda**

### **To open a meeting:**

"I now call the [DATE] meeting of the Edgewater HARP Board to order. It is \_\_\_:\_\_\_ o'clock. May I please have a roll call on who is present?"

### **Pledge of allegiance:**

"If you are able, please rise for the pledge of allegiance." *[lead the pledge]*

### **Approval of agenda:**

"Are there any requests from Staff to amend the agenda?"

"May I have a motion to approve the agenda as presented? *[or "as amended" if necessary]*

"And a second?" *[if no one seconds it without prompting]*

"All in favor, please say 'aye' – all opposed, say 'nay'"

### **Public comment:**

"Would anyone like to speak as public comment this evening? Please remember that public comment is limited to 3 minutes and is for comments rather than conversations or debate. If you have questions only, we encourage you to contact City Staff. They are usually better equipped to answer questions and to follow up with you outside of meetings.

I now invite anyone interested in public comment to come forward *[or speak up, if virtual]*"

### **Consent agenda:**

"May I please have a motion to approve the consent agenda *[as presented/as amended]*?"

"And a second?" *[if no one seconds it without prompting]*

"All in favor, please say 'aye' – all opposed, say 'nay'"

### **To provide requested direction to Staff:**

"Staff seeks direction on this matter. May I hear a motion giving direction – or Staff, do you have a suggested motion?"

### **To take action on a Resolution:**





“May I have a motion on Resolution No. \_\_\_\_ ?”

“And a second?” *[if no one seconds it without prompting]*

“May I please have a roll call on this motion?”

**To conduct an interview for a vacancy:**

“Next is an interview of \_\_\_\_\_ to fill a current vacancy. Let’s begin with inviting \_\_\_\_\_ to give us an introduction, explain their interest and anything else they’d like us to know.”

*[proceed with asking questions, letting Board members ask questions, allowing the interviewee to respond, etc. When all questioning is done – direct Staff in completing the Candidate Recommendation Form – then.....]*

“May I have a motion to approve the completed Candidate Recommendation Form, as discussed, and submit the form to the Mayor for formal appointment?”

**Board member comments:**

“I now invite Board member comments. Let’s start with Board Member \_\_\_\_\_ .” *[then proceed through every member with an invitation to comment]*

**Discussion of upcoming agendas/Staff comments:**

“Staff – please tell us about upcoming agenda items and any comments you have this evening.”

**Adjournment**

“The time is now \_\_\_\_ : \_\_\_\_, and I declare this meeting adjourned.”