

Bylaws of the University City Parks Commission

Section 1: Name

1. The name of the organization is the University City Parks Commission.

Section 2: Offices

2. The principal office of this commission shall be in University City, MO.

Section 3: Purpose

- 3.01 This commission shall serve as advisors to the University City Parks, Recreation and Forestry Department.

- 3.02 The Parks Commission shall have the authority to perform the following:

- A. Survey, through observation and inquiries, and make plans for the maintenance of an adequate system of parks and recreational facilities and activities, and for the enlargement, reduction, improvement or acquisition of parks or recreational areas and activities and make recommendations therefore;
- B. Approve rules, regulations and policies for the administration of the activities of the parks and recreation department, which shall become effective when approved by the city council;
- C. Advise the council and / or the Director on problems concerning management of the parks;
- D. Make any investigation which it may consider desirable with reference to the management of the parks and report to the city council at least once a year its findings, conclusions and recommendations via the city council liaison.
- E. Review the fees and charges pertaining to the parks department, and make recommendations thereon directly to the city manager and the city council;
- F. Perform such other duties with reference to the management of the department, not inconsistent with the Charter, as may be provided by this code or by ordinance.

- 3.03 This commission shall not engage in any activities that are not in the furtherance of the purposes stated in this section.

Section 4: Members

- 4.01 The parks commission shall consist of nine members who shall be appointed by the city council and who shall have been residents of the city for at least two years immediately prior to their appointment. Such members shall be appointed for terms of three years, except that of those first appointed, three shall be appointed

for terms of two years each and three for terms of one year each. Thereafter, on or before the first meeting in January of each year, the city council shall make appointments to fill the terms expiring at that time. The members of the parks commission shall receive no compensation for their services as such. The city council may remove any member of the commission for misconduct or neglect of duty. Vacancies on the commission occasioned by a removal, resignation or any other cause shall be filled for the remainder of the term in like manner as in the case of original appointment.

4.02 Three unexcused absences is cause for dismissal.

Section 5: Meetings

5.01 Meetings of the membership shall be held on the fourth Tuesday of each month except for August and December. Location is at Centennial Commons, 7210 Olive Blvd. (time and location are subject to change)

5.02 A special meeting of the members may be called by any of the following:

- A. Park Commission members (at least three)
- B. Parks Recreation and Forestry Director
- C. City Council

5.03 A quorum shall be constituted by majority of the total number of commissioners (i.e. including vacancies).

5.04 Any commission meeting may be adjourned from time to time by the vote of the majority of the members represented.

5.05 Notice of a meeting shall be prepared by the Parks, Recreation and Forestry Department and posted 24 hours in advance at the University City Library, Community Center, Centennial Commons, Ruth Park Golf Course, City Hall and the City web page.

5.06 Each commission member shall be entitled to cast one vote on all matters submitted to a vote of the members.

5.07 Citizens are permitted to attend all meetings. Public comments not related to a specific agenda item, are regularly scheduled at the beginning of all meetings. Citizens may also request to speak on specific agenda items. There is a maximum of 5 minutes for individual comments.

Section 6: Officers

6.01 The offices shall consist of the following officers: President, Vice President.

The commission may also have, at the discretion of the officers, such other officers as may be appointed by the president. Any number of offices may be held by the same person.

- 6.02** Any officer may be removed, with cause, by the majority of the commission membership, at any regular or special meeting.
- 6.03** Any officer may resign at any time by giving written notice to the commission.
- 6.04** A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the following manner:
 - A.** Vacancy in the office of President shall be filled by the Vice President until the next scheduled election.
 - B.** Vacancy in the office of Vice President shall be filled by nomination from the remaining Commission membership and shall be voted upon at the meeting following nominations.
- 6.05** The president shall:
 - A.** Chair all commission meetings.
 - B.** Subject to the control of the commission, generally supervise, direct and control the business and officers of the commission, and shall have such other powers and duties as shall be prescribed by the commission or the bylaws.
 - C.** Appoint chairpersons of any standing and special committees.
 - D.** Be an ex-officio member of all committees except the nominating committee.
 - E.** At or before the regular November meeting each year, appoint a member of the commission as chairperson plus one additional member to serve as a nominating committee. This committee may appoint up to two additional members to the nominating committee, who are not currently President or Vice President. The nominating committee shall report back to the commission not later than the regularly scheduled commission meeting for January, their selection of at least one candidate for each office. Further nominations for office may be made any time prior to the call for a vote on election night of any one who will state their willingness to serve in the capacity for which they are nominated.
- 6.06** The Vice President shall assist the President and assume the duties of the President in the President's absence.

Section 7: Elections

- 7.01** Elections shall be held at the regular monthly meeting in January of each year. In the event of lack of a quorum, elections shall be held at the next regular meeting at which a quorum is present and all officers shall serve until such elections.

- 7.02 Elections shall be by secret ballot; simple majority wins.
- 7.03 Term of office shall be one year and all officers shall assume their term immediately.

Section 8: Rules Determining

8. Roberts Rules of Order, newly revised, shall govern the meetings of the group and shall be the final authority of all matters not covered in these bylaws.

Section 9: Records

- 9.01 The records, articles and bylaws as amended to date, and minutes or proceedings of the commission in any committee shall be kept by the city of University City Parks, Recreation and Forestry Department. The minutes shall be kept in written or typed form or in any other form capable of being converted into written, typed, electronic or printed form.
- 9.02 Every commissioner shall have the absolute right at any reasonable time to inspect all records and documents of every kind and the physical properties of the department. This inspection by a commissioner may be made in person and the right of inspection includes the right to copy and make extracts of documents.

Section 10: Effective Date

10. These bylaws shall take effect as of _____.

By: _____
President

By: _____
Vice President

University City, Missouri, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.14 - DEPARTMENT OF PUBLIC WORKS AND PARKS >>

Chapter 2.14 - DEPARTMENT OF PUBLIC WORKS AND PARKS [1]

Sections:

[2.14.010 - Established—Composition—Divisions.](#)

[2.14.020 - Appointment of director.](#)

[2.14.030 - Powers and duties generally.](#)

[2.14.040 - City engineer.](#)

[2.14.050 - Donations for parks and recreation.](#)

[2.14.060 - Closing time for city parks—Exception.](#)

[2.14.070 - Parks and recreation facilities designated.](#)

[2.14.080 - References to former departments of public works and parks and recreation.](#)

2.14.010 - Established—Composition—Divisions.

There is established a department of public works and parks, which shall consist of a director of public works and parks and such divisions as may from time to time be assigned to it, together with such subordinate employees as may be recommended by the city manager and approved by the council.

(Ord. No. 6860, § 1, 8-8-2011)

2.14.020 - Appointment of director.

The director of public works and parks shall be appointed by the city manager, and shall be the administrative head of the department.

(Ord. No. 6860, § 1, 8-8-2011)

2.14.030 - Powers and duties generally.

The department of public works and parks shall have charge of:

- A. The designing, construction, reconstruction, supervision and repairing of all municipal buildings, bridges, sidewalks, waterways, sewers, drains, public market facilities, tunnels and structures, including any repairs, additions and appurtenances thereto, and the maintenance of the same, unless otherwise provided by this code or by ordinance;
- B. The grading and improvement of all streets, alleys, highways, sidewalks, spaces and public ways, and keeping them open and in a safe condition for the use of the public;
- C. The construction, reconstruction and maintenance of all curbs, sidewalks and pavements;
- D. The lighting of public grounds and highways, the laying of conduits, the location, direction and construction of poles, and all other structures in, on, or over public grounds and highways;
- E. The granting of all permits to excavate upon any highway or public property, or to make any special use thereof;
- F. The supervision and control, as far as the city can exercise such control, over all privately owned or operated public utilities in the city, and the enforcement of the terms of all franchises and ordinances relating to such utilities;
- G. The making and keeping of records of all necessary plats, surveys, drawings and estimates, and the procuring of all information and reports relating to public works as may be required;
- H. The making and keeping of records of location, directions and depths in connection with all underground equipment;
- I. The administration, maintenance and improvement of parks and recreational facilities.

(Ord. No. 6860, § 1, 8-8-2011)

2.14.040 - City engineer.

There shall be a city engineer who may be the director of public works and parks or who shall be under the

supervision of the director of public works and parks, and who shall perform such duties as may be required of the city engineer by law, by this code or other ordinance or by the city engineer's superior officers.

(Ord. No. 6860, § 1, 8-8-2011)

2.14.050 - Donations for parks and recreation.

Any person desiring to make donations of money, personal property or real estate for the benefit of parks and recreation in the city shall have the right to vest the title to the money or property so donated in the city, to be held, used and controlled when accepted according to the terms of the deed, gift, devise or bequest of such property.

(Ord. No. 6860, § 1, 8-8-2011)

2.14.060 - Closing time for city parks—Exception.

All city parks shall be closed to the use of the public between the hours of ten-thirty p.m. and the hour of five a.m. on each succeeding day. Any person within the confines of any city park between the hours of ten-thirty p.m. and five a.m. shall be guilty of a misdemeanor; provided, however, the director of public works and parks is authorized to issue a permit for a date certain to any applicant upon application thereof; such permit may include the applicant and members of the applicant's group, and the use of the park thereunder may be authorized until the hour of twelve midnight.

(Ord. No. 6860, § 1, 8-8-2011)

2.14.070 - Parks and recreation facilities designated.

- A.** The following are designated as parks within the meaning of this chapter and [Section 98](#) of the City Charter with exceptions with respect to use only as specified herein:

Ackert Park

Balson Median (from Saxony to Wild Cherry)

Clemens Median (from Kingsland to Leland)

Clemens Plaza (722 Limit)

Eastgate Park

Epstein Plaza

Flynn Park

Fogerty Park

Greensfelder Park

Greenway South

Heman Median (from Loop North to Clemens)

Heman Park, except those areas east of the tennis courts and River Des Peres and the fenced area adjacent to the west bank of the River Des Peres, now used for forestry, park maintenance, city garage, public works and the community center

High School Plaza

Jackson Median (from Amherst to Balson)

Kaufman Park, except for a residential building now located therein

Kingsbury Median (from Trinity to Melville)

Kingsland Park

Leland Median (from Loop North to Clemens)

Lewis Park

Majerus Park

Metcalfe Park

Midland Median (from Delmar to Vernon)

Millar Park

Mooney Park

Northmoor Median (between Asbury and Essen)

Northmoor Park

Oakbrook Median (from Delmar to Balson)

Pershing Median (from Rossi to Linden)

Rabe Park

Ruth Park, except for that area now used for collecting and processing natural materials

Swarthmore Median (from Stanford to Groby)

Westgate Plaza

- B.** The locations and boundaries of the parks and recreational facilities established herein are as shown upon the park map, which is hereby incorporated into and made a part of this chapter. The park map, together with all notations, references and other information shown thereon and all amendments thereto shall be a part of this chapter and shall have the same force and effect as if the park map, together with all notations, references and other information shown thereon, were fully set forth and described herein.

(Ord. No. 6860, § 1, 8-8-2011)

2.14.080 - References to former departments of public works and parks and recreation.

References to the department of parks and recreation or its director or to the department of public works or its director in this code or in any regulation or rule adopted pursuant thereto shall mean the department of public works and parks or its director.

(Ord. No. 6860, § 1, 8-8-2011)

FOOTNOTE(S):

⁽¹⁾ **Editor's note**— Ord. No. 6860, § 1, adopted Aug. 8, 2011, repealed Ch. 2.14, in its entirety and enacted new provisions to read as herein set out. Prior to this amendment, Ch. 2.14 pertained to Department of Parks and Recreation. See Cross-Reference Table for derivation. ([Back](#))

University City, Missouri, Code of Ordinances >> Title 2 - ADMINISTRATION AND PERSONNEL >> Chapter 2.35 - PARK COMMISSION >>

Chapter 2.35 - PARK COMMISSION

Sections:

[2.35.010 - Established.](#)

[2.35.020 - Park commission—Number, appointment, qualifications, term, compensation and removal of members, vacancies.](#)

[2.35.030 - Park commission—Meetings, organizations, rules and regulations.](#)

[2.35.040 - Park commission—Powers and duties generally.](#)

[2.35.050 - Certain ordinances to be referred to commission prior to consideration by council.](#)

2.35.010 - Established.

There is established a park commission.

(Ord. No. 6860, § 1, 8-8-2011)

2.35.020 - Park commission—Number, appointment, qualifications, term, compensation and removal of members, vacancies.

The park commission shall consist of seven members who shall be appointed by the council and who shall have been residents of the city for at least two years immediately prior to their appointment. Such members shall be appointed for terms of three years, except that of those first appointed, three shall be appointed for terms of two years each and three for terms of one year each. Thereafter, on or before the first meeting in January of each year, the council shall make appointments to fill the terms expiring at that time. The members of the park commission shall receive no compensation for their services as such. The council may remove any member of the commission for misconduct or neglect of duty. Vacancies on the commission occasioned by removal, resignation or for any other cause shall be filled for the remainder of the term in like manner as in the case of original appointment.

(Ord. No. 6860, § 1, 8-8-2011)

2.35.030 - Park commission—Meetings, organizations, rules and regulations.

The park commission shall, immediately after the appointment of its members, meet and organize by the election of one of its members as president and by the election of such other officers as it may deem necessary. The commission shall make and adopt such rules and regulations for its own guidance and proceedings as may be expedient, not inconsistent with the Charter, the provisions of this code or other ordinances of the city.

(Ord. No. 6860, § 1, 8-8-2011)

2.35.040 - Park commission—Powers and duties generally.

The park commission shall have the power and shall be required to:

- A. Survey and make plans for the maintenance of an adequate system of parks and recreational facilities and activities, and for the enlargement, improvement or acquisition of parks or recreational areas and activities and make recommendations therefor;
- B. Approve rules and regulations for the administration of the parks and recreation activities of the departments of public works and parks and community development, which rules shall become effective when approved by the council;
- C. Advise the council and the director of public works and parks on problems concerning the administration of the parks;
- D. Make any investigation which it may consider desirable with reference to the administration of the parks and report to the council at least once a year its findings, conclusions and recommendations;
- E. Review that portion of the annual budget of the city pertaining to parks and recreation in the departments

of public works and parks and community development, and make recommendations thereon directly to the city manager and the council;

- F. Perform such other duties with reference to the administration of parks and recreational activities of the departments of public works and parks and community development, not inconsistent with the Charter, as may be provided by this code or by ordinance.

(Ord. No. 6860, § 1, 8-8-2011)

2.35.050 - Certain ordinances to be referred to commission prior to consideration by council.

No ordinance pertaining to parks or recreational facilities or the recreational activities of the city shall be considered by the council without first referring the same to the park commission and receiving its recommendation with reference thereto; provided, however, that if no recommendation is received from the commission within a period of thirty (30) days after the matter is referred to the commission, then the council may take action without such.

(Ord. No. 6860, § 1, 8-8-2011)