

**TOWN OF PONDER
ORDINANCE 04-03**

AN ORDINANCE OF THE TOWN OF PONDER, TEXAS, ESTABLISHING A PARK BOARD WITH THE PURPOSE TO ACT AS AN ADVISORY BODY TO THE CITY COUNCIL RELATING TO THE ESTABLISHMENT AND USAGE OF CITY PARKS, THE NATURE OF SERVICES RENDERED OR TO BE RENDERED BY THE CITY PARKS AND THE MANNER IN WHICH THE CITY PARKS MAY SERVICE AND BENEFIT THE CITIZENS OF PONDER.

WHEREAS, the City Council for the Town of Ponder recognizes the importance of establishing City Parks in order to enhance the quality of life of the citizens of Ponder; and

WHEREAS, the City Council desires to create a Park Board for the purpose of an advisory body relating to the establishment and usage of the City's parks; and

WHEREAS, the appointment and responsibilities of board members, the terms of the members, and the times and frequency of meetings will be decided the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF PONDER, TEXAS:

Section 1 – Purpose

The purpose of the Park Board is to act as an advisory body relating to the establishment and usage of the city parks, the nature of services rendered or to be rendered by the city park and the manner in which the city parks may service and benefit the citizens of Ponder.

Section 2 – Park Board Organization and Appointment

A. **Membership**

The Park Board shall consist of five (5) members which are residents of Denton County and three (3) of which are residents of the Town of Ponder, each appointed by the City Council for a term of two (2) years. Appointees shall fill positions which shall be designated by place numbers (e.g. place 1, place 2, etc.). Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made. The City Council may remove a member who has accumulated three or more unexcused absences within a twelve-month period or for other good cause as determined by the City Council.

B. Terms

The terms of members filing place 1, 3, 5 shall expire on January 31st of each even number year and the terms of members filing places 2 and 4 shall expire on January 31st of each odd number year. Board members may be appointed to succeed themselves. Vacancies shall be filled for unexpired terms, but no members shall be appointed for a term in excess of two (2) years. Newly appointed members shall be installed at the first regular commission meeting after their appointment.

C. Meetings and Organization

The Board shall hold an organizational meeting in February of each year. The board shall meet regularly and shall designate the time and place of its meetings. The board shall adopt its own rules of procedure and keep a record of its proceedings consistent with the provisions of this ordinance and the requirements of law. The Park Board shall elect a chairman, vice-chairman and a secretary from its own membership at its annual organizational meeting.

D. Quorum and Compensation

A quorum for the conduct of business shall consist of three (3) members of the Board. The members shall serve without compensation, except for reimbursement of authorized expenses attendant to the performance of their duties.

E. Minutes and Voting

The Board shall keep minutes of its proceedings, showing the vote of each member upon each question or if absent or failing to vote, indicating such vote, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the City Secretary and shall be public record. Each member shall have a vote in all matters.

Section 3 – Duties of the Officers

A. Chairman

The Chairman of the Park Board shall preside at all meetings, shall appoint standing committee members and shall perform such other duties as usually pertain to his/her office or as may be instructed by the Board.

B. Vice-Chairman

It shall be the duty of the Vice-Chairman to perform the duties of the Chairman in his absence.

C. Secretary

The Secretary shall post agendas 72 hours prior to meetings, keep the minutes of each meeting, supply the board with minutes for approval, file the original minutes with the City Secretary, maintain a file of all minutes, and maintain records of park board activities.

Section 4 – Duties of the Board

The park board shall perform the following duties:

1. Act in an advisory capacity to the City Council in all matters pertaining to parks.
2. Follow a master planning guide for park buildings, structures, facilities, athletic areas or other improvements on park areas.
3. Recommend to the City Council the adoption of standards on areas, facilities, programs and financial support.
4. Recommend to the City Council rules and regulations governing the use of facilities.
5. To perform such other duties as the City Council may prescribe by.

Section 5- Severability Clause

It is the intention of the City Council that this Ordinance, and every provision hereof, shall be considered severable, and the invalidity or unconstitutionality of any section, clause, provision or portion of this Ordinance shall not affect the validity or constitutionality of any other portion of this Ordinance.

Section 6 – Effective Date

This Ordinance shall become effective immediately upon its passage.

PASSED AND APPROVED this _____ day of _____, 2004.

Vivian Cockburn, Mayor

ATTEST:

Diane Rasor, City Secretary