

Bylaws
Mint Valley Golf Course Advisory Committee
Adopted: August 21, 1991

Organization and Membership

The Mint Valley Golf Course Advisory Committee shall consist of nine (9) members appointed by the City Manager. The members of said Committee shall serve without compensation, and no member shall be employed by the Parks and Recreation Department of the City of Longview during his or her term on the Committee.

The Golf Course Advisory Committee members shall be residents of the Longview Community. In addition to the nine (9) member committee authorized, the Director of Parks and Recreation shall be an ex-officio member of said committee, the Golf Professional and the Golf Maintenance Superintendent shall be ex-officio non-voting members of said committee. Except as otherwise hereinabove provided, six (6) members appointed for the following terms: Two (2) members for a term of three (3) years, two (2) members for a term of two (2) years, two (2) members for a term of one (1) year. Three members shall be appointed for a term of one (1) year each [one (1) member "at large", one (1) Men's Golf Club representative and one (1) Women's Golf Club representative]. At the expiration of the terms of the first six (6) members of the committee, the vacancies thereby created shall be filled for full three (3) year terms, and other three (3) one year terms shall be annual appointments. In the event of a vacancy due to death, resignation or otherwise, the City Manager shall appoint a member to fill such vacancy for the balance of the term thereof.

Absence from three (3) consecutive meetings without notifying the Chair or the Park Department Administrative Office, shall be considered as a formal resignation and an appointment shall be made to fill said vacancy at the pleasure of the City Manager.

Elections and Officers

The Chair and Vice-Chair shall be elected by the Committee for a term of one (1) year or until a successor is elected.

The Vice-Chair shall be the presiding officer in the absence of the Chair.

Meetings

The meetings are open to the public. The regular meeting of the Mint Valley Golf Course Advisory Committee shall be at 4:15 p.m., on the third Wednesday of each month. In cases of conflict or cancellations, the Committee will then convene at a time and place convenient to the majority of the committee.

Special meetings may be called by the Chair or staff or upon the written request of at least three (3) members. Action of a special meeting is not valid unless every Committee member has been duly notified of the time, place and agenda of the special meeting.

Quorum

A majority of five (5) members shall constitute a quorum.

Duties of Members

(1) It shall be the duty of each member of the Committee to take an active part in the Committee deliberations and to act in whatever capacity they may be called upon.

(2) Any duty imposed upon the Committee as a body must be performed at a regular or special meeting, and must be made a matter of record. The consent of individual members when not in session is not an act of the Committee and is not binding. Although each member agrees to a proposition separately it still is not binding, except as acted upon in meeting.

(3) Members of the Mint Valley Golf Course Advisory Committee have no more authority as individuals than have other citizens of the Community.

(4) The committee should establish a long-term philosophy toward the development of the Mint Valley Golf Course. All questions should be considered from the future as well as the present viewpoint.

(5) The Committee is a policy recommending body. It should deal impartially with all questions which it considers. The Committee represents the Longview community as a whole; it should make decisions consistent with the welfare of the whole.

(6) Committee members' work is primarily that of general policy recommendations to the City Council of the City of Longview and the Director of Parks and Recreation, rather than that of administration of Mint Valley Golf Course. The Director, employed by the City, is given the authority and responsibility for overseeing the management of Mint Valley Golf Course affairs for the City. The Director shall report accomplishments and needs, and make recommendations in legal meetings.

(7) The Committee shall provide recommendations relative to general policies, development, planning, general fiscal conditions, general staffing levels and such other things as may be referred to them by the City Council, City Administration or the Director of Parks and Recreation. They shall not be involved in personnel matters, contractual arrangements, overall scheduling of facilities, etc. that are the responsibility and authority of the Director of Parks and Recreation and Golf Course staff.

(8) Committee members should be careful to conduct all business in legal meetings. Complaints relative to Golf Course Policy should be heard in committee meetings, not by individual committee members. If complaints are not properly Committee business, subject to hearing in meeting, the Committee member as an individual is no more concerned than is any other individual of the Community. If a proposition or complaint comes to a Committee member, they should be courteous but should not commit themselves. Routine matters should be referred to the Director of Parks and Recreation, and matters of policy should come before the Committee in session.

(9) The citizen who has either a proposition or a complaint, which deserves the attention of the Committee, should submit it to the Committee meeting in person or in writing. This will avoid misunderstandings. One of the greatest mistakes a Committee member can make is to give decisions individually when not in meetings. Conflicts can be avoided if Committee members make all decisions in Committee meetings and stand together on the decision of the majority.

Duties of the Chair

The Chair shall perform duties devolving upon the position by law; shall preside at all meetings, shall preserve order and decorum, enforce the rules and regulations of the Committee and, as prescribed by law, shall otherwise perform the duties devolving upon a presiding officer. The Chair shall be an ex-officio member at all sub-committee meetings.

Parliamentary Procedures

Roberts Rules of Order (revised) will govern procedures of the Mint Valley Golf Course Advisory Committee meetings.

Communications

All communications written to outside groups shall be identified as from the Mint Valley Golf Course Advisory Committee. Written requests from outside groups should be received by noon on the day of the meeting of the Committee.

Amendments

These rules may be altered, amended, revised or supplemented at the next scheduled meeting, following that in which the changes are proposed, by a majority vote of the members of the Mint Valley Golf Course Advisory Committee.

Special Committees

The Chair may appoint Special Committees for the purposes of gathering information, review and recommendation to the total Committee on such matters as the Chair may deem appropriate and necessary and which are within the scope of the Mint Valley Golf Course Advisory Committee's authority.

In general, the special committee organization is a convenient and more efficient way for the Advisory Committee to give more thought to the matters coming before it, by delegation of some review and investigation functions to a portion of its members, rather than reviewing all matters by the complete membership.

Agenda

An agenda shall be prepared by the Director and sent to Committee members prior to the scheduled meeting.

AMENDMENT

Mint Valley Golf Advisory Committee

BYLAWS

Add new paragraph under Organization and Membership

If a member is going to be absent for (3) or more meetings due to scheduling conflicts, it shall be the member's responsibility to write a letter to the Park and Recreation Administrative Office requesting inactive status on the committee for the period of time they anticipate being unavailable for meetings. All other members having not been designated as inactive, shall be considered and counted as active members.

•Revision--ELECTIONS AND OFFICERS

Present Reading

The Chair and Vice-Chair shall be elected by the Committee for a term of one (1) year or until a successor is elected.

The Vice-Chair shall be the presiding officer in the absence of the Chair.

Proposed Change

The Chair and Vice-Chair shall be elected by the Committee for a term of one (1) year or until a successor is elected. Such election shall be conducted at the regular meeting in the month of April. Those duly elected shall assume office at the conclusion of the meeting and shall serve until the following April.

•Revision -- QUORUM

Present Reading

A majority of five (5) shall constitute a quorum.

Proposed Change

A majority of the active members of the Committee (as designated under Organization and Membership) shall constitute a quorum.

Presented to the Committee March 17, 1993

Adopted by Committee vote March 17, 1993