

City of Logan  
Parks and Recreation Department  
**Logan River Golf Advisory Board**

**Board Policies, Functions, Responsibilities, Protocol  
Roles of Officers, Meetings, Agendas and Procedures  
(Revised September 2013)**

**Introduction**

The purpose of this document is to provide direction and instruction for the members of the Logan River Golf Advisory Board. This document is divided into specific areas including appointments, removal, compensation, functions, responsibilities, protocol, roles of officers, duties of the Chair and Vice Chair, nominations and elections, conduct of board meetings, agendas, rules of speaking, procedure in handling motions, voting, and reference to parliamentary procedure.

**Appointment to the Golf Advisory Board**

1. The Golf Advisory Board is comprised of nine (9) members; five (5) permanent members that are appointed by the Mayor and that reside in Logan, two (2) from the Logan River Men's Association (president and past president), and two (2) from the Logan River Women's Association (president and past president).
2. The Board shall organize themselves with a Chairman and a Vice Chairman. The Board shall be provided with a Secretary by the Logan Parks and Recreation Department to take minutes and distribute information to board members. The Board shall meet monthly unless otherwise decided by a majority of the Board Members.
3. Board members shall serve three-year terms so that terms are staggered.
4. The Board shall have the duty of assessing the broad needs of the community as they apply to the Golf Course and to advise Administration in carrying out the functions, duties, and responsibilities of the Administration as set forth in Section 2.02.120 of the Logan Municipal Code. The Board shall advise the Administration in the allocation of funds under the budgetary process, and in general advise the Administration and City Council in setting priorities for the Golf Course.
5. The five (5) permanent member of the Board shall be residents of Logan and shall not hold any other office in the City of Logan.

**Removal from the Advisory Board**

The Mayor may remove any Board member who displays lack of interest or who fails to attend Board meetings for three consecutive regular meetings without formally notifying the appointed Logan Parks and Recreation Department secretary of their absence prior to the meeting.

**Compensation**

Board members shall serve without pay. However, since it is very important for board members to visit and play the golf course on a regular basis, members in good standing shall receive up to 2 (two) punch passes per service year. A member in good standing is defined as “one who has attended a least three-fourths of the called meeting of the board in that service year”. Passes will be distributed after new Board members have attended four (4) consecutive meetings. Passes are non-transferable and expire within twelve (12) months of being issued.

### **Functions of the Board**

1. The Board shall advise the Administration and City Council in the allocation of funds in the budgetary process.
2. Shall make recommendations to department staff on rules and regulations governing the proper use and protection of the golf course.
3. Shall make recommendations to department staff concerning fee assessment policies as well as schedules of fees and charges for programs.
4. Shall cooperate with other governmental agencies and civic groups in the interest of sound planning and programming.
5. May make recommendations to the Department and Administration to hold public hearings on matters of general public interest related to the work of the Board.
6. Shall adopt rules and regulations for transacting the business of the Board.
7. May establish standing or ad hoc committees as directed by the Mayor. Residents of Logan who are not members of the Board shall be appointed by the Mayor to serve on such ad hoc committees.
8. Shall act in its advisory capacity to represent the needs of the citizens of Logan to the Director of the Parks and Recreation Department, Administration, and the City Council in all matters pertaining to the golf course.

### **Responsibilities**

1. The primary and general responsibility of the Board members is to the golfing community. This requires that the Board members make reasonable efforts to be well informed in the issues to be decided on by the board.
2. It is the Board member’s responsibility to demonstrate as active interest in the challenges of the golf course bringing to bear the benefits of their own background, aptitudes, skills, and judgment.
3. It is the responsibility of the Board member to make an effort to be reasonably familiar with the work of the golf course staff.

### **Protocol**

1. The Board members are selected because of their interest in providing a quality golf program for the City of Logan and their knowledge of the community and the golf business. Board members do not involve themselves in the administrative matters of the department. The Director is hired as a professional administrator and has extensive professional knowledge of golf course management. The Board members and the Director should have a clear understanding of this division of authority.
2. If Board members have concerns regarding personnel or functions of the department, their concerns are to be communicated to the Director and not to other department staff or City employees.
3. Individual Board members cannot speak for the Board except as the Board may give specific authorization by the Mayor.
4. The Board or individual Board members cannot speak for the City except as may be authorized by the Mayor.

### **Officers**

The Board shall select a Chair and Vice Chair from among its members to serve as the leadership of the Board. The Director's designee shall serve as Secretary of the Board.

### **Duties of the Chair**

The Chair is responsible for conducting the Board's meetings in an orderly and fair manner and assuring that minority opinion may be expressed and that the majority is allowed to rule. The Chair shall decide all points of order or issues of procedure unless otherwise directed by a majority of the Board in session at the time. The Chair shall determine items to be placed on the agenda of any regular meeting after consultation with the Director.

### **Duties of the Vice Chair**

The Vice Chair shall preside in the absence of the Chair and shall assume all the duties of the Chair. In the event that both the Chair and the Vice Chair are absent at a meeting, an acting chair shall be selected by a majority vote of those members present at the meeting.

### **Duties of Council Liaison**

The Council Liaison will attend meetings and be a voice to the Council in regards to pertinent information regarding the Logan River Golf Course. The Council Liaison is a voting member of the board and will be counted as a voting member.

### **Duties of the Secretary**

The Parks and Recreation Director's designee for Secretary shall serve the Board and shall be the regular technical advisor of the Board and shall present all agenda items to the Board, and shall generally supervise the clerical work of the Board.

The Secretary shall prepare the agenda, keep or cause to be kept a full and true record (minutes) of all meeting of the Board, shall be the custodian of all documents and written materials belonging to the Board and shall issue notices of meeting and calls for special meetings as previously provided.

### **Conduct of Board Meetings**

1. *Regular Meetings.* Meetings shall be held monthly or as needed.
2. *Special Meetings.* Special meetings may be called at any time by three members of the Board. This may be done by submitting a written request to the Director stating the reason for the special meeting at least 48 hours in advance of the proposed meeting. The Director will notify the Board members, giving them 24 hours notice and will provide as much public notice as practical under the circumstances.
3. *Quorum.* A quorum shall be five (5) members of the Board.

### **Agenda**

The printed agenda is distributed to Board members no later than four (4) days preceding the Board meetings, whether regular, special, or continued Board meetings. Items for the Board agenda may be submitted by Board members, the Mayor, City Council members, Department Heads of the Golf Course, the Director and citizens of Logan. Items to be considered must be submitted in writing to the Office of the Director by 12:00 noon, Monday prior to the regular meeting.

The Chair shall determine the items to be placed on the agenda of any regular meeting after consultation with the Director. The agenda of special meetings shall be set by those members of the Board calling the meeting. Additionally, by quorum, the Board may direct preparation of a matter for the agenda or may request staff to expend substantial time on any matter. The Chair shall set the order of the agenda as follows:

1. Approval of the agenda. Items may be added or deleted with the consent of the Chair.
2. Approval of the minutes. Minutes of the previous meeting must either be read and approved or approved as made available beforehand. Opportunities must be given in either case to all Board members to correct the minutes before approval, and the approval is then as corrected.
3. Citizen participation. Citizen participation shall be recognized immediately after the approval of the minutes. This portion of the meeting is provided for citizens of Logan to communicate ideas or concerns to the Board as regulated in this document.
4. Items for action.

5. Recess. At any time during the agenda, the Chair may declare a recess until a specified time.
6. Items for discussion/information. No final decision may be made under this item until after an allowance for citizen participation is made. Proposed decisions are announced by the Chair prior to opening Citizen Participation to allow for public testimony, Board questions, staff responses, Board motions, consideration and debate for a informed final decision.
7. Items from the Director.
8. Items from the Pro.
9. Items from the Superintendent.
10. Next Board meeting.
11. Adjournment. Generally, absent a deadline which the Board cannot affect, no new business shall be addressed at this section of the agenda.

### **Rules of Speaking**

1. To obtain the floor, a Board member or staff member shall address the Chair.
2. To assign the floor, the Chair recognizes by calling out the person's name. Only one person may have the floor at a time. A person shall not speak while another has the floor. The Chair generally next recognizes the person who first asks for the floor after it has been relinquished.
3. During citizen participation or public hearings, members of the public are recognized by the Chair. No person shall make a presentation (not including Board questions) of more than three (3) minutes, unless given permission by the Chair before beginning to speak.
4. Each speaker is requested to direct remarks to the Board action which is being requested. The Chair shall have the authority to redirect off-task comments and actions.

### **Procedures in Handling Motions**

1. A Board member, after obtaining the floor, makes a motion (if long or involved, it should be in writing). The Board member may state reasons briefly before making the motion; but may argue the motion only after it has been seconded; and having spoken once may not speak again until everyone who wishes to be heard has had the opportunity to speak, except to answer questions asked by other Board members. Having made a motion, a Board member may neither speak against it nor vote

against it.

2. Another Board member seconds the motion. All motions require a second, to indicate that more than one member is interested in discussing the question. The board member that seconds the motion does not, however, have to favor the motion in order to second it, and may both speak and vote against it. If there is no second, the Chair shall not recognize the motion.
3. The Chair states the motion and asks for discussion.
4. General debate and discussion follow, if desired. Board members and the Director, when wishing to speak, shall follow the rules of speaking outlines above. The speaker's position on the motion should be stated directly: "I favor this motion because. . .","I am opposed to the motion because. . .". Remarks should be addressed to the Chair.
5. The Chair restates the motion and puts the motion to a vote. Negative as well as affirmative votes are taken. If the Chair is in doubt of the results of a vote, the Chair may call for raising of hands or a roll call vote. The same holds true for any Board member. **In case of a tie vote, the motion fails or is lost.**
6. The Chair announces the results. The motion is not completed until the result is announced and entered into the minutes.

### **Voting**

1. *Voice Vote.* All in favor say "aye", and all opposed say "no". The Chair shall count the votes and determine if the motion passes or fails.
2. *Raising of Hands.* All in favor raise your right hand and all opposed raise your right hand. The Chair shall count the votes and determine if the motion passes or fails.
3. *Roll Call Vote.* The Chair shall call the roll of the Board members who respond with "aye" if in favor, or "no" if opposed. The Chair shall total the votes to determine if the motion passes or fails.

### **Parliamentary Procedure**

Except as otherwise provided herein, all matters of procedure are governed by the latest edition of Robert's Rules of Order.