

PARKS AND RECREATION ADVISORY BOARD GUIDELINES

FUNCTION OF THE PARKS & RECREATION ADVISORY BOARD

The Parks and Recreation Advisory Board serves in an advisory capacity to the City Commission. The Board's authority is limited to the duties and responsibilities outlined below:

1. Review and evaluate proposals related to the use, development, modification, and enhancement of parks and recreation facilities for City residents.
2. Assist in the review and development of long-range plans for new and improved parks, recreation facilities, and recreational equipment.
3. Promote community awareness and encourage resident participation in parks, recreation programs and services, greenways/trails, and recreational facilities.
4. Serve as a public forum for the discussion of the development, operation, maintenance, and improvement of existing and proposed parks and recreation facilities. This forum assists the Parks and Recreation Director in identifying recreation programs and facilities that best meet the needs of the community.

MEETING SCHEDULE

- The Parks and Recreation Advisory Board meets every four (4) months in January, May, and September.
- All meetings are open to the public and conducted in accordance with applicable Florida State laws governing public meetings.

BOARD MEMBER COMMUNICATION

- To adhere to public records laws and record retention requirements, please limit Board correspondence outside of meetings to email communication.
- When communicating with anyone outside City staff regarding Board business, forward any such communications (received or sent) to the City Clerk at publicrecords@coconutcreek.gov with "For Public Record" in the subject line.
- If you have some interest in or relationship with anything on the upcoming Board agenda, email the legal department at cityattorney@coconutcreek.gov or call 954-973-6797. If, after consultation with the legal department, it is determined you have a voting conflict, you must file the appropriate disclosure/conflict of interest form as directed by staff.

BOARD MEMBER RESPONSIBILITIES

Board members are expected to:

- Attend meetings regularly and actively participate in discussions.
- Review meeting agendas and supporting materials in advance of each meeting.

- Prepare thoughtful questions and relevant discussion points to contribute effectively to Board discussions.
- Focus on the overall needs and betterment of the City of Coconut Creek community.
- Adhere to the Florida Sunshine Law, Public Records Act, ethics requirements, and accepted parliamentary procedures.

BOARD CHAIR RESPONSIBILITIES

The Board Chair is responsible for:

- Maintaining a working knowledge of parliamentary procedures.
- Starting and concluding meetings in a timely manner.
- Following the published agenda.
- Introducing agenda items and facilitating productive discussion.
- Keeping discussions focused and on topic.
- Bringing agenda items to an orderly conclusion.

SAMPLE MEETING AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes
5. Agenda Items
6. Communications and Reports
7. Set Date of Next Meeting
8. Adjournment

BOARD LIAISON

Janet Hull, Parks and Recreation Director

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- 954-545-6651

Danielle DeBarros, Parks and Recreation Deputy Director

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