

**LONGVIEW COMMUNITY GARDENS
COMMITTEE BY-LAWS**

**ARTICLE I
NAME**

The name of this organization shall be the Longview Community Gardens Committee (hereafter referred to as Committee) for the garden plots located at 32nd Park (hereafter referred to as Gardens).

**ARTICLE II
PURPOSE**

1. The purpose of the Committee shall be:
 - a) To provide advice to city staff regarding the operations and programming of the Gardens.
 - b) To be a liaison between the staff and gardeners.
2. Specific functions include:
 - a) Inform staff about current needs and concerns of gardeners.
 - b) Evaluate the programs and operations of the Gardens and report findings to the staff.
 - c) Recommend changes in the Garden's policies, procedures or practices, based on needs assessment and evaluation.
 - d) Develop and organize support programs for the gardeners.
 - e) Provide expertise and education to assist the gardeners in the operation and programs of the Gardens.

**ARTICLE III
MEMBERSHIP**

1. The membership of the Committee shall be comprised of five members appointed from the gardeners who have been active at the Garden for at least one year.
 - a) Position 1 – Chairperson
 - b) Position 2 – Vice-Chair
 - c) Position 3 – Secretary
 - d) Positions 4 through 9 - Committee Members (up to six general committee members)
2. Positions will be staggered two year terms as follows:
 - a) Positions one, three, five, seven and nine expire February 1st on the odd years (i.e. 2013, 2015, 2017, etc.).
 - b) Positions two, four, six and eight expire February 1st on the even years (i.e. 2014, 2016, 2018, etc.).
 - c) There are no limitations to the number of terms a member can serve.
3. The Parks & Recreation Director and/or his/her appointee(s) shall be ex-officio member(s) of the Committee.
4. Interested and qualified candidates to fill vacancies will be recommended by the Committee for appointment by the existing members of the Committee with Park & Recreation Director or his/her designee approval.

5. All members of the Committee must be current gardeners and have been gardening at the Gardens for at least one year.
6. A Committee member may be removed, if he/she has 3 unexcused absences or misses more than 5 meetings during his/her two year term, with a recommendation from the Committee and the Parks & Recreation Director or his/her designee. An excused absence consists of a note, letter or phone call to the Chair or the Secretary explaining the reason for the absence.
7. Mid-term vacancies will be appointed by a majority vote of the Committee with Park & Recreation Director or his/her appointee approval.

ARTICLE IV SELECTION & DUTIES OF OFFICERS

1. Officers shall consist of a Chair, Vice-Chair, and Secretary. Terms are set for two (2) years. There are no limitations to the number of terms that can be served.
2. Duties of Officers:
 - a) Chair
 - 1) The Chair shall preside at meetings of the Committee.
 - 2) The Chair shall appoint any special committees and the Chairperson of such committees as needed.
 - 3) The Chair is empowered to call additional special meetings as needed.
 - 4) The Chair shall prepare the agenda for each meeting from items submitted by Committee members, staff and gardeners.
 - b) Vice-Chair
 - 1) The Vice-Chair shall perform the duties of the Chair in his/her absence.
 - 2) When necessary, the Vice-Chair shall assume duties assigned by the Chair.
 - 3) The Vice-Chair shall succeed to the office of the Chair in the event the Chair steps down during an unexpired term.
 - c) Secretary
 - 1) The Secretary shall record and prepare minutes of meetings of the Committee.
 - 2) The Secretary shall keep a record of attendance of Committee members at Committee meetings.
 - 3) The Secretary shall maintain records of the Committee with a copy on file at the parks and recreation office.

ARTICLE V MEETINGS

1. A meeting schedule shall be determined at the first meeting of each year. Meetings shall be held on the 2nd Wednesday of each month at 4:00 p.m. at the Longview Recreation Office, unless otherwise posted and announced.
2. All Meetings shall be open to the public; however, gardeners and the public will have no vote and may participate only when recognized by the Chair.
3. Minutes of meetings shall be available of gardeners and posted on the bulletin board at the Gardens.

**ARTICLE VI
QUORUM & MAJORITY**

1. Five (5) voting members present at a regular or special meeting of the Committee shall constitute a quorum.
2. A majority vote is 50% plus one of the members present so long as those present constitute a quorum.

**ARTICLE VII
AMENDMENTS**

1. All proposed amendments to these By-Laws shall be submitted in writing to the Committee at least fourteen (14) days prior to any regular or special meeting of the Committee.
2. These By-Laws may be amended, with the Parks & Recreation Director's approval, by a majority vote of the Committee present at any regular or special meeting of the Committee.