

## **Title 15. Natural Resources and Economic Development**

### **Chapter XXIV. State Parks, Recreation, and Travel Commission, State Parks Division, Department of Parks, Heritage, and Tourism**

#### **Subchapter A. Generally**

#### **Part 340. Bylaws of the State Parks, Recreation, and Travel Commission**

**Codification Notes.** This part as promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"Section B.

Effective Date.

The effective date of these bylaws shall be upon adoption by the State Parks, Recreation and Travel Commission."

"Article II. Authority.

Section A. State Authorization.

State authorization for the State Parks, Recreation and Travel Commission is Act 330 of 1955, as amended. (Arkansas Code Annotated 15-11-201 through 15-11-208)."

#### **Subpart 1. Generally**

##### **15 CAR § 340-101. Intent.**

It is the intent of this part to prescribe the organization of the State Parks, Recreation, and Travel Commission and to establish orderly, equitable, and expeditious procedures for the conduct of its affairs to the end that all may be informed and the public well served.

**Authority.** Arkansas Code § 15-11-206.

#### **Subpart 2. Membership and Structure**

**15 CAR § 340-201. Members and terms.**

(a) The members and terms of the State Parks, Recreation, and Travel Commission shall be as stipulated by Acts 1955, No. 330, as amended.

(b) See Arkansas Code §§ 15-11-202 and 15-11-203 [repealed].

**Authority.** Arkansas Code § 15-11-206.

**Codification Notes.** Arkansas Code § 15-11-203 was repealed by Acts 2023, No. 631, § 3.

**15 CAR § 340-202. Officers.**

(a) **Chair.**

(1) The Chair of the State Parks, Recreation, and Travel Commission shall be elected annually from the membership of the State Parks, Recreation, and Travel Commission by a majority vote of the quorum.

(2) The chair shall:

(A) Preside at all meetings and hearings of the commission;

(B) Present to the commission the names of all persons appointed to committees established by the commission; and

(C) Sign all approved minutes and, when authorized, other documents on behalf of the commission.

(b) **Vice chair.**

(1) The office of vice chair shall be elected annually from the membership of the commission by a majority vote of the quorum.

(2) In the event of the absence or disability of the chair at any meeting or hearing of the commission, the vice chair shall preside.

(3) In the event that written notification is received that the chair is unable to fulfill the duties of the office for the remainder of the term:

(A) The vice chair shall serve as chair for the remainder of the term; and

(B) The office of vice chair shall be filled in the same manner as established herein for original selection.

(c) **Secretary.**

(1) The office of secretary of the commission shall be held ex officio by the Secretary of the Department of Parks, Heritage, and Tourism as stipulated by Arkansas Code § 15-11-204.

(2) The secretary shall attend all meetings of the commission and shall be responsible for:

(A) Seeing that minutes are recorded for each meeting;

(B) Carrying on routine correspondence;

(C) Maintaining files of the commission;

(D) Maintaining a record of the rules of the commission;

(E) Maintaining a record of the organization of the commission and its staff;

(F) Preparing the agenda of items to be considered at each meeting;

(G) Advising the commission on requests; and

(H) Any other responsibility that the commission might assign.

**Authority.** Arkansas Code § 15-11-206.

### **Subpart 3. Committees**

#### **15 CAR § 340-301. Committees.**

(a) **Committees.** The State Parks, Recreation, and Travel Commission shall establish an Advertising/Tourism Committee and a State Parks Committee, both of which will serve in an advisory capacity.

(b) **Membership.** The committees shall consist of those members from the commission membership appointed by the Chair of the State Parks, Recreation, and Travel Commission, and the Chair of the State Parks, Recreation, and Travel Commission shall serve ex officio on each committee.

(c) **Terms.** The committee's terms of membership shall be the same as the Chair of the State Parks, Recreation, and Travel Commission and the vice chair of the commission.

(d) **Officers.** Each committee shall have a chair appointed by the Chair of the State Parks, Recreation, and Travel Commission, and the term of office shall be the same as the Chair of the State Parks, Recreation, and Travel Commission.

(e) **Meetings.**

(1) The committees shall normally meet monthly in conjunction with the regular meeting.

(2) The chair for each committee shall have the authority to call a special meeting if necessary.

(f) **Intent.**

(1) **Advertising/Tourism Committee.** The Advertising/Tourism Committee shall make recommendations to the full commission regarding matters of policy relating to tourism promotion of the state.

(2) **State Parks Committee.** The State Parks Committee shall make recommendations to the full commission regarding matters of policy relating to the development and operation of the state parks system.

**Authority.** Arkansas Code § 15-11-206.

**15 CAR § 340-302. Special committees.**

(a) Special committees may be created by the State Parks, Recreation, and Travel Commission and charged with such duties as the commission deems necessary or desirable.

(b) Such committees shall be appointed by the Chair of the State Parks, Recreation, and Travel Commission.

(c)(1) Special committees shall:

(A) Submit a report to the chair; and

(B) Be dissolved on such date as their particular function or task has been completed.

(2) This date may be designated by the chair.

**Authority.** Arkansas Code § 15-11-206.

#### **Subpart 4. Meetings**

##### **15 CAR § 340-401. Quorum.**

(a) A quorum for the transaction of business shall consist of seven (7) State Parks, Recreation, and Travel Commission members as stipulated by Acts 1955, No. 330, as amended.

(b) See Arkansas Code § 15-11-204.

**Authority.** Arkansas Code § 15-11-206.

##### **15 CAR § 340-402. Regular meetings.**

(a) The State Parks, Recreation, and Travel Commission shall, at the first regular meeting of each calendar year, adopt a schedule of regular meeting dates including time and location, if appropriate, for the forthcoming year.

(b) The schedule shall normally consist of monthly meetings.

**Authority.** Arkansas Code § 15-11-206.

##### **15 CAR § 340-403. Meeting notice.**

The mailing of a copy of the preliminary agenda to each State Parks, Recreation, and Travel Commission member approximately one (1) week prior to the date set for a meeting shall constitute notice of such meeting.

**Authority.** Arkansas Code § 15-11-206.

**15 CAR § 340-404. Special meetings.**

(a) Special meetings may be called by:

(1) The Chair of the State Parks, Recreation, and Travel Commission, either at his or her own request or at the request of the secretary; or

(2) A quorum of the State Parks, Recreation, and Travel Commission members.

(b) Notice of such meeting shall be given as prescribed in 15 CAR § 340-403, unless such meeting is to be held within less than three (3) days, in which case notice by telephone shall suffice.

**Authority.** Arkansas Code § 15-11-206.

**15 CAR § 340-405. Executive sessions.**

The State Parks, Recreation, and Travel Commission may, either before, during, or after any meeting, sit in executive or private session in accordance with Arkansas Code §§ 25-19-101 – 25-19-107, the Freedom of Information Act of 1967.

**Authority.** Arkansas Code § 15-11-206.

**15 CAR § 340-406. Conduct of business.**

(a) **Agenda.** The agenda shall be prepared by the secretary in an orderly and rational manner.

(b) **Standard rules of procedure.** Except as may otherwise be set forth in this part, parliamentary procedure shall be as prescribed in the latest edition of Robert's Rules of Order.

(c) **Special rules of procedure.**

(1) Each State Parks, Recreation, and Travel Commission member, including the Chair of the State Parks, Recreation, and Travel Commission, shall be entitled one (1) vote.

(2) Proxy votes will not be accepted.

(3)(A) Any matter of business requiring action by the commission may be presented by oral motion, and members may vote by voice vote.

(B) The minutes shall indicate the motion to be "failed" or "passed".

(4) Affirmative votes by a majority of the quorum shall be required for passage of any motion.

**Authority.** Arkansas Code § 15-11-206.

## **Subpart 5. General Policies**

### **15 CAR § 340-501. Open meetings.**

All regular and special meetings of the State Parks, Recreation, and Travel Commission shall be open to the public except when meeting in executive session as set out in 15 CAR § 340-405.

**Authority.** Arkansas Code § 15-11-206.

### **15 CAR § 340-502. Public record.**

All minutes of the State Parks, Recreation, and Travel Commission meetings and all certificates, permits, applications, and other documents on which action has been taken by the commission shall be open to the public as requested by Arkansas Code §§ 25-19-101 – 25-19-107, the Freedom of Information Act of 1967, as amended.

**Authority.** Arkansas Code § 15-11-206.

### **15 CAR § 340-503. Per diem/reimbursable expenses.**

(a) The State Parks, Recreation, and Travel Commission members shall be entitled to per diem as stipulated in Acts 1955, No. 330, as amended.

(b) See Arkansas Code §§ 15-11-201 – 15-11-208.

(c) When the Chair of the State Parks, Recreation, and Travel Commission or the Secretary of the Department of Parks, Heritage, and Tourism requests a member of the commission to perform separate duties in connection with the official business of the department, and these duties are required at times other than official commission meetings, then actual expenses will be reimbursed.

(d) A certified copy of the commission's minute order of approval must accompany the claim as outlined in the Accounting Procedures Manual published by the Department of Finance and Administration.

**Authority.** Arkansas Code § 15-11-206.

**Codification Notes.** Arkansas Code § 15-11-203 was repealed by Acts 2023, No. 631, § 3.

## **Subpart 6. Amendments**

### **15 CAR § 340-601. Amendments.**

This part may be amended or repealed by an affirmative vote of a quorum of the State Parks, Recreation, and Travel Commission, provided the full membership was notified in writing of the recommended amendments thirty (30) days prior to the commission meeting where such amendments will be considered.

**Authority.** Arkansas Code § 15-11-206.