

## SPOTSYLVANIA COUNTY

### Parks and Recreation Advisory Commission

#### BY-LAWS

The Spotsylvania County Parks and Recreation Commission has adopted the following articles in order to facilitate its duties in accordance with the provisions of the State Code of Virginia, Chapter 8, Sections 15.1-271 and 15.1-272 and the ordinance of the County of Spotsylvania, Virginia.

#### ARTICLE 1

That there is hereby created a Commission to be known as the Spotsylvania County Parks and Recreation Commission, hereinafter referred to as "the Commission."

#### ARTICLE 2

##### Purpose of the Commission

The Commission shall serve as the advisory body of the Spotsylvania County Parks and Recreation Department. The Commission shall serve as a liaison between the Parks and Recreation Director, the Board of Supervisors, and the citizens of the community. It has no final authority or responsibility for administration. It is the purpose of the Commission to interpret the County's Department of Parks and Recreation programs, facilities and services, make studies which will help to advance the County's programs, to promote vital citizens involvement, and to serve as a sounding board for the public. The Commission shall consult and advise the Director of Parks and Recreation in improving and expanding parks and recreation activities and programs.

#### ARTICLE 3

##### Membership

Section 1. The Commission shall be appointed by the Board of Supervisors with members from each of the districts in the County. The Director of Parks and Recreation shall serve as a non-voting, ex-officio member to the Commission.

Section 2. The Commission shall consist of seven (7) members. The Board of Supervisors shall appoint members for a term of four (4) years.

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Section 3. No member shall accumulate an annual total of more than four (4) absences. If this limitation is exceeded, for reasons other than personal illness, death of a member of immediate family, or other unusual circumstance, that respective member shall be recommended for removal from Commission.

Section 4. The Board of Supervisors may, by and with consent of the Commission, on recommendation of the Commission, remove any member of the Commission for misconduct or neglect of duty.

Section 5. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors, and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.

Section 6. Commission members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops, and such reimbursement being made in compliance with the general policies of Spotsylvania County.

#### ARTICLE 4

##### Officers

Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. The officials shall be elected at the organizational meeting in January to serve for one year or until a successor shall be elected.

Section 2. The Commission shall adopt by-laws, rules, and regulations governing its procedure and not inconsistent with the provisions of the State laws.

#### ARTICLE 5

##### Meetings

Section 1. Regular meetings shall be held the third (3rd) Thursday of every other month during the year.

Section 2. Special meetings may be called by the Director of Parks and Recreation or the Chairperson.

Section 3. The time and place for the meetings shall be designated by the Director Parks and Recreation.

- Section 4. The first regular meeting in January of each year shall be called the organizational meeting.
- Section 5. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except the amendment of these By-Laws, and provided that no fewer than four (4) members may constitute a meeting.
- Section 6. All meetings are open to the public.
- Section 7. Meetings shall be conducted in accordance with procedures prescribed in the By-Laws and decisions reached only after full consideration and debate on the issue in question.
- Section 8. The following shall be the order of business of the Commission, but the Rules of Order may be suspended and any matters considered or postponed by action of the Commission.
- Section 9. Order of Business:
- a. Call to Order
  - b. Roll Call
  - c. Approval of Minutes
  - d. Public Presentations
  - e. Report of Commission Members
  - f. Staff Reports
  - g. Report of Director of Parks and Recreation
  - h. New Business
  - i. Old Business
  - j. Adjournment

## ARTICLE 6

### Duties and Responsibilities of the Commission

- Section 1. The Parks and Recreation Commission shall make recommendations: for the establishment of a system of supervised recreation to the County; to set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, any lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department; in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department

function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.

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- Section 2. The Commission shall advise in the acceptance by the County of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation or parks.
- Section 3. Interpret the recreation and parks service of the Department to the community and interpret the needs and desires of the community to the Director of Parks and Recreation.
- Section 4. Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.
- Section 5. Financial Duties and Responsibilities. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Spotsylvania.
- a. The Director of Parks and Recreation and Commission shall recommend to the Board of Supervisors an annual budget sufficient to finance the program of Recreation and Parks the Commission feels is necessary for the welfare of the residents of the County of Spotsylvania. The budget shall be submitted to the Board of Supervisors to hear the requests.
  - b. The Director of Parks and Recreation along with the Commission shall annually recommend to the Board of Supervisors a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the county.
- Section 6. Planning Duties and Responsibilities
- a. Prepare a Master Plan in cooperation with the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Spotsylvania and update same yearly, consistent with the County's Master Plan.
  - b. Investigate and determine the needs and interests of the community for recreation facilities and programs and recommend a recreation program to meet these needs.

#### ARTICLE 7

- Section 1. Director's Relationship. The Director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission, explain objectives to them, assist them in details of organization, and assist in all matters related to a good organization. The Director shall work closely with the Commission in matters of interest to the operation of the efficient program. He is an ex-officio member (by virtue of his office) and attends commission meetings. He keeps the Commission informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.
- Section 2. Chairperson. The Chairperson shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually handled by a chairperson, except when, such duties are properly delegated. The Chairperson may succeed himself or herself.
- Section 3. Vice-Chairperson. The Vice-Chairperson of the Commission in the absence of the Chairperson shall perform all the duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the Commission shall elect a Chairperson Pro Tempore who shall perform the duties of the Chairperson. The Vice-Chairperson shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Commission.
- Section 4. Secretary. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall be the custodian of all documents committed to her care. The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary must issue minutes of the previous meetings to the Commission members prior to the meetings.

#### ARTICLE 8

The Parks and Recreation Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper. The fiscal year of the Commission shall conform to that of the governing body of Spotsylvania County.

Adopted: Parks and Recreation Commission 9/4/96.

Revised 7/11/08