

# **PARKS AND RECREATION COMMISSION BYLAWS**

## **ARTICLE 1 - ORGANIZATION**

### **Section 1-1. Name.**

The organization shall be known as the Spotsylvania County Parks and Recreation Commission (the "Commission").

### **Section 1-2. Object.**

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 "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 assist with the County's Department of Parks and Recreation programs, facilities and services, and facilitate 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 in improving and expanding parks and recreation activities and programs.

## **ARTICLE 2 - MEMBERS**

### **Section 2-1. Appointed by Board of Supervisors.**

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

### **Section 2-2. Number and Terms.**

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

### **Section 2-3. Absences.**

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 the Commission.

### **Section 2-4. Vacancy, Replacement, and Removal.**

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.

The Board of Supervisors may, on recommendation of the Commission, remove any member of the Commission for misconduct or neglect of duty.

**Section 2-5. No Compensation.**

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

**ARTICLE 3 – OFFICERS**

**Section 3-1. Selection of Officers.**

The officers of the Commission shall be a Chairperson and a Vice-Chairperson. The officers shall be elected at the organizational meeting at the first meeting of the calendar year to serve for one year or until a successor shall be elected.

**Section 3-2. 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 3-3. 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 3-4. Secretary.**

The Secretary (member of the staff) 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.

**Section 3-5. Director's Relationship.**

The Director shall have a continuing responsibility to explain the organization, responsibilities, working relations and objectives to the Commission, and to assist them in details of organization, and in all matters related to a good organization. The Director shall work closely with the Commission in matters of interest to the operation of an efficient program. The Director is an ex-officio member (by virtue of his office) and attends commission meetings. The Director 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.

## **ARTICLE 4 – MEETINGS**

### **Section 4-1. Regular Meetings.**

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

### **Section 4-2. Special Meetings.**

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

### **Section 4-3. Time and Place.**

The time and place for the meetings shall be designated by the Director of Parks and Recreation Spotsylvania County.

### **Section 4-4. Organizational Meeting.**

The first regular meeting of each year shall be called the organizational meeting.

### **Section 4-5. Quorum.**

Four members of the Commission shall constitute a quorum for purposes of a meeting. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission for any purpose except the amendment of these By-Laws. Bylaws being amended would require a first and second reading for approval.

### **Section 4-6. Open to Public.**

All meetings are open to the public.

### **Section 4-7. Conduct of Meetings**

Meetings shall be conducted in accordance with procedures prescribed in these By-Laws and decisions reached only after full consideration and debate on the issue in question.

### **Section 4-8. Order of Business.**

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.

- 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 5 – DUTIES AND RESPONSIBILITIES**

### **Section 5-1. Recreation Recommendations.**

The 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.

### **Section 5-2. Acceptance Recommendations.**

Advise in the acceptance by the County of any grant, gift, bequest or donation of 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 5-3. Community Liaison.**

Interpret the recreation and parks services of the Department to the community and interpret the needs and desires of the community to the Director.

### **Section 5-4. Commission Policies.**

Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.

### **Section 5-5. Budget Recommendations.**

A. The Director and Commission shall recommend to the Board of Supervisors an annual budget sufficient to finance the program of parks and recreation 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 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 5-6. 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 those needs.

**Section 5-7. Limitations on Authority.**

The Commission shall have no authority to enter into any contract or incur any obligation binding the Board of Supervisors or Spotsylvania County.

**ARTICLE 6 – REPORTS**

**Section 6-1. Reports.**

The Commission shall make full and complete reports to the Board of Supervisors 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.

**ARTICLE 7 – AMENDMENT OF BYLAWS**

**Section 7-1. Board Approval Required to Amend.**

The approval of the Board of Supervisors is required to amend these bylaws. By a majority vote of Members present, the Commission may vote to recommend an amendment to the Board of Supervisors.