

AGENDA NOTE

Agenda Item: By-Laws for Surry County Parks and Recreation Advisory Committee.

The Board is being asked to review and approve updated verbiage to the Parks and Recreation Advisory Committee By-Laws. Changes include Article V- term of appointment changed from one year to two years and Article VII- clarifying the compensation of Advisory Committee Members for attendance at regular meetings.

RECOMMENDED ACTION:

Approval of amended By-Laws for the Parks and Recreation Advisory Committee.

Article I.

Powers and Duties

1.1 Powers. The Surry County Parks and Recreation shall serve as an advisory commission to the Surry County Board of Supervisors with powers as set for by these by-laws adopted by the Advisory Commission in consultation with the Director of the Parks and Recreation Department, the County Administrator and the Surry County Board of Supervisors.

1.2 Duties. The Commission shall assume duties as follows:

Make recommendations:

- 1) For the establishment of a system of supervised recreation for Surry county
- 2) To set apart for use as parks, playgrounds, recreation centers, water areas, open spaces, or other recreation areas and structures, any lands or buildings owned by or leased in the county, suggest improvements of such lands and for the construction and equipping and staffing of such buildings and structures within the funds allocated to the Parks and Recreation Department.

Advise:

- 1) In the acquisition of lands and structures through gifts, purchase, lease or loan.
- 2) In the acceptance by the County Board of Supervisors 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 of land preservation.
- 3) In the construction, equipping, operation and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to the function of the Parks and Recreation Department.
- 4) In regard to other facilities which are owned or controlled by Surry County Parks and Recreation or leased or loaned to Surry County Parks and Recreation.

Article II.

Appointment and Composition of the Commission

2.1 Appointment. The Commission shall be appointed by the Board of Supervisors.

2.2 Composition. The Commission shall consist of five (5) members, one (1) to be selected for the electoral district of the County.

Two at-large members may also be appointed by the Board of Supervisors at their discretion. At-large members shall have all of the voting rights and privileges of the other Commission members appointed by the Board of Supervisors.

Article III.

Officers of the Commission

3.1 Chair. The Commission shall select a Chair from among its membership. The chair shall preside at all meetings of the Commission. There shall be an annual election of the Chair.

3.2 Vice -Chair. The Commission shall also select a Vice-Chair from among its membership. The vice-chair shall preside at all meetings when the chair is not in attendance and shall become chair if the Chair dies or resigns. There shall be an annual election of the Vice-Chair.

3.2 Secretary. The Commission shall appoint a secretary to keep the minutes of meetings. The secretary is a non-voting member and does not make up a majority or quorum of the Commission.

3.3 Terms. Officers shall serve for a term of one year, unless sooner removed by the Board of Supervisors, or until their successors are appointed.

3.4 Chair Pro Tempore. In the event both the Chair and the Vice-Chair are absent from any meeting, the remaining members of the Commission shall elect a chair pro tempore to preside over the meeting.

Article IV.

Meetings

4.1 Quarterly Meetings. Official meetings of the Commission shall be quarterly unless determined otherwise by the Commission. The Chair of the Commission may call a special meeting of the Commission at any time by giving each member a 24-hour notice.

4.2 Quorum. A majority of the members of the Commission shall constitute a quorum for the transaction of its business.

4.3 Minutes. The secretary shall prepare summary minutes of each meeting, which shall be mailed or delivered to each Commission Member before the next regular meeting. The Commission shall approve the minutes of each meeting at a subsequent meeting. The chairman shall sign the minutes as approved.

4.4 Procedure. Meetings shall be conducted generally in accordance with Robert's Rules of Order (short form for small parliamentary bodies).

Article V.

Terms and Vacancies of Members

5.1 Terms of Members. Each member shall be appointed by the Board of Supervisors for a one-year term and reappointed at the discretion of the Board of Supervisors.

Article VI.

Attendance of Members

6.1 Absences. A Commission Member who misses more than three (3) consecutive regular meetings may be removed at the discretion of the Board of Supervisors.

Article VII.

Compensation

7.1 Compensation. Commission Members may receive compensation for the reimbursement of the actual expenses incurred by members while serving on the Commission, for attendance at regularly scheduled meetings, and for training in an amount determined appropriate by the Board of Supervisors from available funds.

Article VIII.

Proxy

8.1 Proxy. Proxy voting will not be allowed or recognized at any meeting.

Article IX.

Public Nature of Meetings

9.1 Public Nature of Meetings. Meetings of the Commission shall be conducted in compliance with the Virginia Freedom of Information Act.

Article X.

Amendments

10.1 Amendments. These bylaws may be amended by a majority vote of all members of the Commission.

These bylaws were adopted by the Commission on (date) and amended (date).

Attested:

Clerk