

By-Laws

Gloucester County Parks & Recreation Advisory Committee

The Gloucester County Parks & Recreation Advisory Committee, established in conformance with the resolution adopted by the Board of Supervisors of Gloucester County, hereinafter referred to as the “Board of Supervisors,” on October 25, 1973, has adopted the following revised articles on February 6, 2018 in order to facilitate its powers and duties in accordance with the provisions of the State Code of Virginia, and the ordinances of the County of Gloucester, Virginia.

Article 1

Title and Purpose

There is hereby created a Committee to be known as the Parks & Recreation Advisory Committee of Gloucester County, Virginia, hereinafter referred to as “the Committee.”

The Committee shall serve as an advisory body for the Board of Supervisors. The Committee shall serve as a liaison among the Director of Parks, Recreation & Tourism, the Board of Supervisors, and the citizens of the community. The Committee shall consult with and advise the County Administrator, the Director of Parks, Recreation & Tourism, and the Board of Supervisors in matters affecting recreation policies, programs, personnel, finances, and the acquisition, and disposal of lands and property related to the total community recreation program, and to its long-range, projected program for recreation.

Article 2

Membership

- Section 1. The Committee shall be appointed by the Board of Supervisors according to the following schedule: one (1) member from each magisterial district; two (2) members from the County at-large; and one (1) member each from the Board of Supervisors, School Board, and Planning Commission. The Director of Parks, Recreation and Tourism shall serve as a non-voting ex-officio member of the Committee.
- Section 2. The Committee shall consist of ten (10) members. Each member shall serve a term of three (3) years, except that the representatives from the Board of Supervisors, School Board and Planning Commission shall serve on the Committee concurrent with their term of office on the Board of Supervisors, School Board or Planning Commission.

- Section 3. The Board of Supervisors may remove any member of the Committee for any reason. Three (3) consecutive absences shall constitute a resignation except in cases of sickness or emergency, at the discretion of the Committee. After two (2) consecutive absences, the member shall be notified that an additional absence will result in the expiration of their term.
- Section 4. 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 School Board or Planning Commission shall also be notified of the vacancy of their respective member of the Committee.
- Section 5. Committee members shall serve without monetary compensation. Members may request reimbursement for travel and subsistence to professional recreational meetings, conferences and workshops. Such reimbursement shall be in compliance with the general policies of Gloucester County.

Article 3

Organization

- Section 1. The officers of the Committee shall be a Chair, a Vice-Chair and a Secretary. A nominating committee shall be named in November and the officers shall be elected at the organizational meeting the following January to serve for one (1) year or until a successor shall be elected.
- Section 2. Director's Relationship. The Director of Parks, Recreation & Tourism has continuing responsibilities and working relations to the Committee, explains program objectives to them, assists them in details of organization, and assists in all matters related to a good organization. The Director works closely with the Committee in matters of interest to the operation of efficient programs. He/she is an ex-officio member (by virtue of the office) and attends Committee meetings. He/she keeps the Committee 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, Recreation & Tourism Department and the Committee.
- Section 3. Chair's Duties. The Chair shall preside at all meetings, sign official papers, appoint committees, call special meetings when

he/she deems it advisable, and perform all such duties as usually handled by a chair, except when such duties are properly delegated. The Chair shall cause an agenda to be drawn up and request that the Director notify the members of the meetings and the agenda.

Section 4. Vice-Chair's Duties. The Vice-Chair of the Committee in the absence of the Chair shall perform all the duties of the Chair. In the absence of both the Chair and the Vice-Chair, the Committee shall elect a Chair Pro Tempore who shall perform the duties of the Chair. The Vice-Chair shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Committee.

Section 5. Secretary's Duties. The Secretary shall be the Parks, Recreation & Tourism Director or his/her designee and shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Committee, including regular and special meetings plus reports of standing committees. The Secretary shall be the custodian of all documents committed to his/her care. The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary shall issue minutes of the previous meeting to the Committee members prior to all meetings.

Article 4

Meetings

Section 1. Regular meetings shall be held the last Monday every other month. January, March, July, September, November and the third Monday of May.

Section 2. Special meetings may be called by the Chair or on the written request of at least two (2) members. A minimum of three (3) days' notice is required for special meetings in order to publicly post meetings in accordance with applicable State laws. All members will be notified of special meetings via mail, email and/or telephone.

Section 3. All meetings are to be held at a designated public building.

Section 4. The regular meetings shall convene at 7:00 p.m.

Section 5. The first regular meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the

election of officers and other business that may need to come before such meetings.

Section 6. Five (5) members shall constitute a quorum at any regular or special meeting.

Section 7. All meetings shall be noticed and open to the public.

Section 8. 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 9. The following shall be the order of business of the Committee, but the Rules of Order may be suspended and any matters considered or postponed by action of the Committee.

Agenda:

1. Call to Order
2. Roll Call
3. Consideration of minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment
4. Public Comment
5. Director's Report
6. Reports of officers, standing committee meetings and special committees as necessary
7. Unfinished business
8. New business

Article 5

Duties and Responsibilities of the Committee

Section 1. The Committee shall make recommendations for approval by the Board of Supervisors of enhancements to programs and services provided by the Parks, Recreation & Tourism Department and the acquisition of land and structures for use as parks, playgrounds, recreation centers, water areas, or other recreation areas.

Section 2. The Committee shall advise the County of any grant, gift, bequest or donation of any personal or real property offered or made available for recreation purposes which is judged to be of present or possible future use for recreation or parks.

- Section 3. The Committee Chair or his/her designee may serve on the interview committee that reviews candidates for employment as the Director of Parks, Recreation & Tourism.
- Section 4. The Committee shall interpret the recreation and parks services of the Parks, Recreation & Tourism Department to the community and interpret the needs and desires of the community to the Board of Supervisors, County Administrators, and Director of Parks, Recreation & Tourism.
- Section 5. The Committee shall determine and establish the general policies to be followed in carrying out the purpose for which the Committee was established.
- Section 6. The Committee shall have no authority to enter into any contract or incur any obligation binding Gloucester County.
- Section 7. The Committee shall provide input and recommendations to the Director of Parks, Recreation & Tourism on the annual operating and capital budgets to adequately fund the Parks, Recreation & Tourism Department.
- Section 8. Planning Duties and Responsibilities
- a. The Committee shall investigate and determine the needs and interests of the community for recreation facilities and programs and recommend recreation programs to meet these needs.
 - b. The Committee shall review the Comprehensive Recreation Plan for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Gloucester at least every five (5) years. This is done in conjunction with the review and preparation for renewal and adoption of the County Comprehensive Plan by the Board of Supervisors.
- Section 9. The Committee shall adopt by-laws, rules, and regulations governing its procedures and not inconsistent with the provisions of state and local laws and ordinances.
- Section 10. The Committee shall make full and complete reports to the governing body at such times as may be requested and as the governing body may deem proper. The fiscal year of the Committee shall conform to that of the governing body of Gloucester County.

Article 6

Amendments

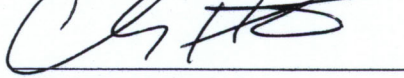
Section 1.

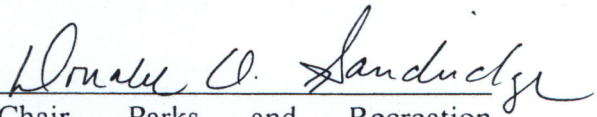
These by-laws may be amended at any regular meeting of the Committee by a majority vote of the entire Committee, provided previous notice of the nature of any proposed amendment shall have been given at least one (1) regular meeting before the action thereon shall be taken. All amendments must be approved by the Board of Supervisors in order to take effect.

05/01/18
Date

4/27/18
Date

APPROVED BY:


Chair, Board of Supervisors


Chair, Parks and Recreation
Advisory Committee