

Chapter A245

RECREATION COMMISSION BYLAWS

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[HISTORY: Approved by the Board of Supervisors of Carroll County 12-13-1982 (Ch. A142 of the 1990 Code); amended in its entirety during codification (upon enactment, adoption information will be inserted here). Subsequent amendments noted where applicable.]

§ A245-1. Legislative intent.

The Carroll County Recreation Commission adopted the following sections in order to facilitate its powers and duties in accordance with the provisions of the ordinances of the County of Carroll, Virginia.

§ A245-2. Creation; name.

There is hereby created a Commission, to be known as the "Carroll County Recreation Commission," hereinafter referred to as the "Commission."

§ A245-3. Purpose of Commission.

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

§ A245-4. Membership; terms of office.

- A. The Commission Directors shall be appointed by the Board of Supervisors according to the following schedule: one member from each of the five districts in the County; one at

large. The Director of Parks and Recreation shall serve as a nonvoting, ex officio member of the Commission.

- B. The Commission Directors shall consist of six voting members. The Board of Supervisors shall appoint the members for terms of two years. Terms shall expire on January 1 of each year.

§ A245-5. Removal of members.

The Chairman of the Board of Supervisors may remove any member of the Commission for misconduct or neglect of duty, and removal shall be automatic if two meetings are missed without proper notification.

§ A245-6. Vacancies.

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.

§ A245-7. Compensation; reimbursement for meetings, conferences and workshops.

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

§ A245-8. Officers.

The officers of the Commission shall consist of a Chairman, a Vice Chairman and a Secretary. The officers shall be elected at the organization meeting in January to serve for one year or until a successor shall be elected.

- A. Chairman. The Chairman 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 Chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members who have served more than one year.
- B. Vice Chairman. The Vice Chairman of the Commission, in the absence of the Chairman, shall perform all the duties of the Chairman. In the absence of both the Chairman and the Vice Chairman, the Commission shall elect a Chairman pro tempore who shall perform the duties of Chairman. The Vice Chairman shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Commission.
- C. Secretary. The Secretary 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 Commission. This includes regular and special meetings, in addition to reports of standing committees, and the Secretary shall be the custodian of all documents

committed to his 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 Commission members prior to the meetings.

§ A245-9. Rules of procedure.

The Commission shall adopt bylaws, rules and regulations governing its procedure and not inconsistent with the provisions of state law and the approved ordinance as set forth by the Carroll County Board of Supervisors.

§ A245-10. Meetings.

- A. Regular meetings shall be held the first Monday of each month during the year, subject to change by vote of the Directors.
- B. Special meetings may be called by the Chairman or on the written request of at least two members, the time and place to be designated in the notice of such call.
- C. The meeting shall be at 7:00 p.m.
- D. The first regular meeting in January of each year shall be called the "organization meeting." The purpose of this meeting shall be the election of officers, the presentation of the annual report, reviewing the inventory report and other business that may need to come before such meeting.
- E. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except for the amendment of these bylaws, and provided that no fewer than three members may constitute a meeting and no fewer than three shall constitute an annual meeting.
- F. All meetings are open to the public.
- G. Meetings shall be conducted in accordance with procedures prescribed in the bylaws and decisions reached only after full consideration and debate on the issue in question.
- H. The following shall be the order of business of the Commission, but the order of business may be suspended and any matters considered or postponed by action of the Commission. The order of business shall be as follows:
 - (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) Unfinished business.
 - (5) Reports of standing committees.
 - (6) Reports of special committees.

- (7) Reports of the Commission.
- (8) Petitions and communications.
- (9) New business.
- (10) Old business.
- (11) Adjournment.

§ A245-11. Duties and responsibilities.

- A. The Recreation Commission shall make recommendations for the establishment of a system of supervised recreation for the County; to set apart for use as parks, playgrounds, recreation centers, water areas or other recreational 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 functions; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.
- B. The Commission shall advise in the acceptance by the County of any grant, gift, bequest or donation or any personal or real property offered or made available for recreational purposes and which is judged to be of present or possible future use for recreation or parks.
- C. The Commission shall interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.
- D. The Commission shall determine and establish the general policies to be followed in carrying out the purposes for which the Commission was established.
- E. Financial duties and responsibilities.
 - (1) The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Carroll County.
 - (2) The Commission and the Parks and Recreation Director shall prepare and recommend to the County Administrator an annual budget sufficient to finance the program of recreation and parks that the Commission feels is necessary for the welfare of the residents of the County of Carroll. The budget shall be submitted to the County Administrator to hear the requests.
 - (3) 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.
- F. Planning duties and responsibilities.

- (1) The Commission shall prepare a Master Plan in cooperation with the Planning Commission for the acquisition and development of an adequate system of parks, facilities and recreation programs for the residents of the County of Carroll and update the same yearly, consistent with the County's Master Plan.
- (2) The Commission shall investigate and determine the needs and interests of the community for recreation facilities and programs and recommend a recreation program to meet these needs.

§ A245-12. Director of Parks and Recreation.

The Director shall have a continuing responsibility to explain the organization, responsibilities and working relations to the Commission, explain program objectives to it, assist it 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 shall attend Commission meetings. He shall keep the Commission informed concerning the interests, needs, objectives, progress, plans and other factors of importance to it. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

§ A245-13. Reports; fiscal year.

- A. The 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.
- B. The fiscal year of the Commission shall conform to that of the governing body of Carroll County.

§ A245-14. Amendments.

These bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission, and upon concurrence of the Carroll County Board of Supervisors.