



**Wilcox County Recreation Department**

**Advisory Board**

**By-Laws**

**Section 1.1, Name:** Parks and Recreation Advisory Board

**Section 1.2. Purpose.** The purpose of the board shall be to promote Park, Recreation, and Opportunities for residents of Wilcox County and to serve as an “Advisory Agent” to the Wilcox County Board of Commissioners on Recreation, Programs, Activities, Facilities, Priorities and other areas as requested by the Wilcox County Board of Commissioners from time to time.

**Section 1.3. Powers and Duties.**

- a) Act in an advisory capacity to the Recreation Director in Promoting, Soliciting Sponsorships, Marketing, Programming, Planning, and Organizing Recreation Opportunity Department Events, Activities, Programs, Services, long range planning for resources and capital projects, and Rehabilitation, Design and/or Development of Recreation and Park facilities.
- b) Assist and advise the Recreation Director in the implementation of essential Policies, Rules, and Regulations relating to the Acquisition, Conservation, and Use of parks and other facilities.
  - i. Assist and advise the Recreation Director in the development of a Comprehensive Long-Range Park and Recreation Program.
  - ii. Assist and advise The Recreation Director in establishing priorities for the Departments Capital Budget.
  - iii. Advise the Recreation Director of qualified and interested persons eligible for appointment to Board vacancies.
  - iv. Assist and advise the Wilcox County Board of Commissioners by providing written recommendations on recreation policy, rules, funding and other relevant matters concerning delivery of Recreation opportunities to the Citizens of Wilcox County.

## **Definitions**

a. **Recreation:** The activities that fall within the general Classification of Arts, Athletics, Nature and Environmental Services, Social Recreation, Special Community Events and Activities whether they are active or passive.

b. **Facilities:** The outdoor and indoor areas and structures on or in which people derive their opportunity for the pursuit of happiness through recreation; which are owned, leased, borrowed, controlled, or operated by Wilcox County.

## **Article II. Membership**

**Section 2.1. Number of Members:** The Board is composed of eight (8) Members. The Recreation Director or his designee and the County Administrator shall serve on the Wilcox County Recreation Advisory Board as Ex-Officer, non-voting members, in an advisory capacity.

**Section 2.2. Eligibility:** Each member shall reside in Wilcox County or extraterritorial jurisdiction. It is encouraged that members represent one of the following cities on the board. (Abbeville, Pineview, Pitts, & Rochelle).

**Section 2.3. Appointment of Board Members:** Member of the Board shall be appointed pursuant to and in accordance with the County Charter.

**Section 2.4. Terms of Office:** Generally, terms of office for each member shall be two (2) years. Generally, a member may serve two (2) consecutive terms but not a third consecutive term.

**Section 2.5. Vacancies:** Vacancies that occur during a term shall be filled as soon as possible and in the same manner as an appointment in accordance with the County Charter. If possible, the Member shall continue to serve until the vacancy is filled. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

**Section 2.6. Compensation and Expenditure of Funds:** Members serve without compensation. The Board and its Member have no authority to expend funds or to incur or make an obligation on behalf of the County unless authorized and approved by the County Manager & Recreation Director.

**Section 2.7. Removal:** Any member may be removed from their position on the Board for any reason, or for no reason, by a majority vote of the Wilcox County Board of Commissioners.

## **Article III Board Officers**

**Section 3.1. Officers:** The Board of Officers are Chairman, Vice-Chairman and Secretary. The Chairman is voted upon once per year from the Board as well as the Vice-Chairman & Secretary. The other Board Officers are elected by a majority vote of the members at the first meeting after the annual appointment process.

**Section 3.2. Terms of Office for Board Officers:** Board Officers serve for a term of one year. In the event of vacancy in the office of Chairman, the Vice-Chairman shall serve as Chairman until the ending of the term if needed. In this case a member from the board should be elected Vice-Chairman to fulfill the newly vacant position. Vacancy in the other offices shall be elected by majority vote of the Members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term.

### **Section 3.3 Duties:**

- a. The Chairman presides at Board meetings. The Chairman shall generally manage the business of the Board. The Chairman shall perform the duties delegated to the Chairman by the Board.
- b. The Vice-Chairman shall perform the duties delegated to the Vice-Chairman by the Board. The Vice-Chairman presides at Board meetings in the Chairman's absence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability.
- c. The Secretary shall perform the duties delegated to the Secretary by the Board.

## **Article IV. Meetings**

**Section 4.1. Time and Date of Regular Meeting:** The Board shall meet once every three months on the same week of the month, the same day of the week, at the same time, and at the same place. The regular date, time and place of the Board meeting will be decided by the Members at the first meeting of the Board after the annual appointment process.

**Section 4.2. Agenda:** Items may be placed on the agenda by the Chairman, the County Manager, Recreation Director, or at the request of a Member. Items included on the agenda must be submitted to the Recreation Director no later than one week before the Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda items cover sheet, and written minutes of the last meeting.

**Section 4.3. Special Meetings:** Special meetings may be called by the Chairman & Recreation Director and must have enough for a quorum.

**Section 4.4. Quorum:** A quorum shall consist of a majority of the Members. A quorum is

required for the Board to convene a meeting and to conduct business at a meeting.

**Section 4.5. Call to Order:** Board meetings will be called to order by the Chairman or if absent, by the Vice-Chairman. In the absence of both the Chairman and Vice Chairman, the meeting shall be called to order by the Secretary, and a temporary Chairman shall be elected to preside over the meeting.

**Section 4.6. Conduct of Meeting:** Board meetings will be conducted in accordance with these Bylaws and County Meeting Rules and Procedures, as applicable to the Board. No Member shall show poor conduct or downgrade any member connected to the staff or the advisory board.

**Section 4.7. Voting:** Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under the state law, the County Ethics Ordinance, or other applicable laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member's option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

**Section 4.8. Minutes:** A recording or written minutes shall be made of all open sessions of Board meetings. The Recreation Director is the custodian of all Board records and documents.

**Section 4.9. Attendance:** Members are required to attend Board Meetings prepared to discuss the issues on the agenda. A Member shall notify the Chairman and the Recreation Director if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under County policy and may result in the Member being replaced on the Board. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and subcommittee meetings. If a member is removed from the Board that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.5. above.

**Section 4.10. Public Participation:** In accordance with County policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Recreation Director prior to the start of the meeting one (1) week prior. If any written materials are to be provided to the Board, a copy shall also be provided to the Recreation Director for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three minutes to speak but may take up to six minutes if another individual who sign up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Recreation Director no later than one week before the scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to

inform the Board and the public. A person who disrupts the meeting may be asked to leave and be removed.

**4.11. Open Meetings:** Public notice of Board meetings shall be provided. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters.

**4.12. Closed Sessions:** The Board may conduct closed session as allowed by law, on properly closed session matters, such as consultation with attorney on legal matters, deliberations regarding the value of real property, competitive utility matters, and economic development negotiations. A recording or certified agenda shall be made of all closed session of Board meetings.

### **Article V. Reports to County Commissioners**

The Board shall meet with County Commissioners, as requested to determine how the Board may best serve and assist Wilcox County. County Commissioners shall hear reports from the Board at regularly scheduled Commissioners meetings.

### **Article VI. Subcommittees**

**Section 6.1. Formation:** When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-members may only be formed with the prior consent and conformation of the Recreation Director.

**Section 6.2. Expenditure of Funds:** No subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the County or the Board. Subcommittee expenses may be reimbursed if authorized and approved by the Board or by the County Commissioners.

**Section 6.3. Open Meetings:** Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters.

### **Article VII. Bylaw Amendments**

These Bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board. The Board's proposed amendments to the Bylaws must be approved by the County Commissioners at the next Wilcox County Commissioners meeting after the Board's approval Bylaw amendments

Adopted: \_\_\_\_\_(day)\_\_\_\_\_(month),\_\_\_\_\_(year)