



## **By-Laws Governing the Garner Parks and Recreation Advisory Committee**

Adopted September 25, 1972

Amended August 28, 1978

Revised June 12, 1989

Revised June 25, 2002

Revised May 24, 2011

### **ARTICLE I MEETINGS**

#### **Section 1. Regular Meetings**

Regular meetings of the Parks and Recreation Committee shall be held at 6:00p.m., on the third Monday of each month and shall normally be held in the Garner Town Hall. Other times and locations may be used, provided public notice is made at least five days in advance of the regularly scheduled meeting.

#### **Section 2. Notices of Meetings**

Notice of all regular meetings shall be mailed to each member of the committee by the designated Parks and Recreation Staff member at least five (5) days prior to each meeting.

#### **Section 3. Special Meetings**

Special meetings may be called by the Chairperson or in the Chairperson's absence; the Vice-Chairperson may call a special meeting of the Committee by giving each member 24 hours notice. Special meetings will be scheduled upon request by four (4) or more Committee members.

#### **Section 4. Quorum**

A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum is at least one (1) more than the number absent, of the appointed voting members.

#### **Section 5. Rules of Order**

General parliamentary rules, as given in the current Roberts' Rules of Order and as modified by rules and regulations of the Committee, shall be observed in conducting meetings of the Committee.

## **Section 6. Order of Business**

The order of business at regular meetings of the Parks and Recreation Committee shall be as follows, but the rules of order may be suspended and any matters considered or postponed by action of the Committee:

- I. Call to Order and Roll Call
- II. Approval of Agenda
- III. Approval of Previous Meeting Minutes
- IV. Petitions and Comments from the Public
- V. Committee Members Concerns/Comments
- VI. Sub-Committee and Liaison Reports
- VII. Reports/Discussion Items
- VIII. Adjournment

## **Section 7. Advisory Committee** (Sec. 12-25, Sec. 12-26 Code of the Town of Garner)

There shall be an advisory committee of the department made up nine (9) citizens of the town. The committee as it now exists and is now constituted shall continue, subject to the provisions of this article, and the present members of the committee shall continue in office until the completion of their terms and until their successors are appointed and qualified. (Ordinance No. 1706 #5, 2-17-81)

### Sec. 12-26 Code of the Town of Garner, ***Same Appointment and Tenure of Members***

- a) Members of the committee shall be appointed by the Town Council from citizens of the town at large with reference to fitness for office.
- b) The term of each member of the committee shall be three (3) years and until his successor is appointed and qualified. Each member can serve two consecutive three (3) year terms. The said member shall sit off the committee for a 12 month period before being reconsidered for appointment.
- c) If a member has been appointed to complete an unexpired term of a previous member, the said member can complete that term and be eligible to serve two consecutive three (3) year terms.
- d) The Town Council may designate one (1) of its own members to serve as a regular member of the committee or as an ex-officio member in addition to his other duties. Such member shall serve on the committee for the duration of his term as Council member and whether regular or ex-officio shall have the same rights, duties and responsibilities as any member of the committee.
- e) The high school student committee member shall serve as a regular member of the committee and be in the 11<sup>th</sup> or 12<sup>th</sup> grade. The student member shall be recommended

by school administrators, teachers or Town staff. Such member shall serve on the committee for one year and shall have the same duties, responsibilities and voting rights as any other member of the committee, with the option to serve up to two years, but no longer than the end of their 12<sup>th</sup> grade year.

- f) Any vacancy on the committee shall be filled immediately through appointment by Town Council for the unexpired term of such member.
- g) The Town Council may remove a member of the committee at any time for incapacity, unfitness, misconduct or neglect of duty.
- h) Members of the committee shall serve without compensation.
- i) The committee shall elect one (1) of its members to serve as chairperson for a period of one (1) year and until his or her successor is elected and takes office, without limitation as to successive terms. It may elect such other officers as it may deem necessary for like terms. Any officer except the chairperson may be elected either from the membership of the committee or from employees of the department of parks and recreation. (Ordinance NO. 1706 #6, 2-17-81)

An appointed member, who misses more than three (3) consecutive regular meetings or a total of four (4) such meetings, unexcused, during the fiscal year loses his or her status as a member of the committee. A committee member must attend three-fourths of any meeting to be counted present. Absences due to sickness, death, other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the committee, except that in the event of a long illness or other prolonged absence, the member may be replaced. Following three consecutive unexcused absences or a total of four (4) unexcused absences during the year of one of its members, the Committee Chairperson and the Parks and Recreation Advisory Committee shall request Town Council to remove the absent member and bring the committee back to full membership.

## **ARTICLE II OFFICERS**

### **Section 1. Officer Nomination**

A nominating committee shall be appointed at least thirty days prior to the June meeting and shall prepare for a single slate of nominees from the membership of the committee, for the officers of the committee.

### **Section 2. Officer Election**

The election of a Chairperson and Vice-Chairperson for the ensuing year shall take place at the regular committee meeting in June of each year. In the event an officer's appointment to the committee is terminated, a replacement to this office shall be elected by the committee from its membership at the meeting following the termination.

**Section 3. Term of Office**

The new officers shall take office at the first meeting following the regular June meeting each year. Officers shall serve for one year from election with eligibility for reelection.

**Section 4. Duties of the Chairperson**

It shall be the duty of the Chairperson of the Parks and Recreation committee to preside at all meetings of the committee and to sign official papers for the committee.

**Section 5. Duties of the Vice-Chairperson**

The Vice-Chairperson shall perform duties of the Chairperson in the absence of the latter. When both the Chairperson and Vice-Chairperson are absent, a Chairperson Pro tempore shall be selected by those members who are present and shall perform the duties of the Chairperson of the committee.

**Section 6. Secretary of the Committee**

The Director of Parks and Recreation shall serve as Secretary of the Parks and Recreation Committee. It shall be the duty of the Secretary to notify members of all meetings, to keep permanent record of the proceedings of each meeting sent to each member of the committee five (5) days in advance of the next scheduled meeting.

The Director may delegate all or part of the duties of the Secretary to another person with the approval of the committee but shall hold the official office of Secretary (without voting privilege) and shall be held responsible for the satisfactory accomplishments of the Secretarial duties.

**ARTICLE III COMMITTEES**

**Section 1. Executive Committee and Subcommittee**

The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and the representative from the governing body of the unit. The Committee Chairperson is authorized to appoint such subcommittees as, in the opinion of the Committee, are needed. Standing subcommittee suggestions are:

1. Land Acquisition -Master Plan
2. Needs Assessment

3. Friends of Parks (501c3 nonprofit)

4. Arts and Festivals

5. Greenways and Trails

Temporary and project subcommittees shall be appointed as needed.

### **Section 2. Sub Committee Notification**

The Committee Chairperson and Director of Parks and Recreation shall be ex-officio members of all subcommittees and as such, be notified of all committee meetings by the Committee Chairperson. The Committee Chairperson or Director of Parks and Recreation can appoint another committee member or staff member to serve in his or her stead.

## **ARTICLE VI AMENDMENTS**

### **Section 1. Amendments**

These by-laws may be amended at any regular meeting of the entire committee, provided previous notice of any proposed amendment shall be given at least one regular meeting before the action thereof shall be taken.