

FLUVANNA COUNTY DEPARTMENT OF PARKS AND RECREATION ADVISORY BOARD BY-LAWS

The Fluvanna County Department of Parks and Recreation adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of the Code of Virginia, **Chapter 18, Article 2, Sections 15.2-1806**, ff., and the Code of the County of Fluvanna, Virginia.

ARTICLE I

That there is hereby created a Board to be known as the Department of Parks and Recreation Advisory Board, hereinafter referred to as the "PARKS & RECREATION BOARD."

ARTICLE II Purpose of the Board

The PARKS & RECREATION BOARD shall serve as an advisory body of the Fluvanna County Board of Supervisors and as liaison between the Director of Parks and Recreation, the Board of Supervisors, and the citizens of the community. The PARKS & RECREATION BOARD **shall advise the** Board of Supervisors in matters affecting recreational policies, programs, personnel, finances, acquisition and disposal of lands and properties related to the total community recreation program, and develop long range goals for recreation.

ARTICLE III Membership

Section 1.

The PARKS & RECREATION BOARD shall be appointed by the Board of Supervisors according to the following **roster**:

- **One (1) representative from Fluvanna Public Schools.**
- **Five (5) members at large who are residents of the County.**
- **One (1) non-voting Board of Supervisors representative.**
- **Two (2) representatives who are residents of the County and are either students in the County's public schools or are under the age of 18 at the time of their appointment.**

The Director of Parks and Recreation shall serve as a non-voting, ex-officio member.

Section 2.

The PARKS & RECREATION BOARD shall consist of **nine (9)** members. The Board of Supervisors shall appoint **all members**. Terms shall expire on June 30th of each year. Members shall serve three (3) year terms **and may be reappointed**.

Section 3.

The Board of Supervisors may, upon recommendation or consent of the PARKS AND RECREATION BOARD, remove any member of the PARKS & RECREATION BOARD.

Section 4.

Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors, who will appoint an individual to fill the unexpired term of office.

Section 5.

PARKS & RECREATION BOARD members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to conferences and workshops. Such reimbursement will be made in compliance with the general policies of Fluvanna County.

ARTICLE IV
Officers

Section 1.

The officers of the PARKS & RECREATION BOARD shall be a Chairperson and a Vice-Chairperson. The officers shall be elected at the organizational meeting in July to serve one (1) year or until a successor shall be elected.

Section 2.

The Chairperson 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 are properly delegated.

Section 3.

The Vice-Chairperson of the PARKS & RECREATION BOARD, in the absence of the Chairperson, shall perform all duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the PARKS & RECREATION BOARD shall elect a Chairperson Pro Temp who shall perform the duties of the Chairperson. The Vice-Chairperson shall be charged with the responsibility to see that all standing and temporary committees function as planned by the PARKS & RECREATION BOARD.

Section 4.

The PARKS & RECREATION BOARD shall adopt by-laws, rules and regulations governing its procedure and consistent with the provisions of the State laws and the approved policies as set forth by the Fluvanna County Board of Supervisors.

ARTICLE V
Meeting

Section 1.

A regular meeting normally shall be held the second Tuesday of every other month during the year.

Section 2.

Special meetings may be called by the Chairperson or on the written request of at least two (2) members. The time and place for the meeting shall be designated by the Chairperson.

Section 3.

Any member absent two (2) or more meetings in one year may be removed from the PARKS & RECREATION BOARD.

Section 4.

The first regular meeting in July of each year shall be called the organizational 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 the group. The fiscal year of the PARKS & RECREATION BOARD shall conform to that of the governing body of Fluvanna County.

Section 5.

A simple majority 5 of the membership shall constitute a quorum.

Section 6.

All meetings are open to the public. The Board is committed to the active involvement of all citizens regardless of race, color, sex, age, religion, national origin, or veteran status.

Section 7.

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 8.

The following shall be the normal order of business of the PARKS & RECREATION BOARD:

Order of Business

- a. Call to Order
- b. **Public Comment**
- c. Consideration of minutes
- d. Old Business
- e. Reports of standing committee
- f. Reports of special committee
- g. Report of the Parks & Recreation Director
- h. Petition and communications
- i. New business
- j. Other business
- k. Adjournment

ARTICLE VI

Duties and Responsibilities of the Board

Section 1.

The PARKS & RECREATION BOARD shall determine and establish the general policies to be followed in carrying out the purpose for which the PARKS & RECREATION BOARD was established.

Section 2.

The PARKS & RECREATION BOARD shall advise the acceptance by the County of any grant, gift, bequest or donation, 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.

Section 3.

The PARKS & RECREATION BOARD shall recommend to the Fluvanna County Board of Supervisors a Director of Parks & Recreation.

Section 4.

The PARKS & RECREATION BOARD shall interpret the recreation and park services of the Department to the community and relay the needs and desires of the community to the Board of Supervisors.

Section 5.

The PARKS & RECREATION BOARD shall have no authority to enter into any contract or incur any obligation binding the governing body of Fluvanna County.

Section 6.

The PARKS & RECREATION BOARD shall review and provide feedback on the annual budget and CIP to the Parks and Recreation department.

Section 7.

The PARKS & RECREATION BOARD shall make reports to the governing body at such times as may be requested or deemed proper.

**ARTICLE VII
Amendments**

The by-laws may be amended by a two-thirds vote of the voting members of the PARKS & RECREATION BOARD. A thirty-day notice must be given to the members of the PARKS & RECREATION BOARD. The Fluvanna County Board of Supervisors must approve the revised bylaws.

APPROVED BY:

Date

Chairperson, Board of Supervisors

Date

Chairperson, Parks & Recreation Advisory Board

- Rvs/d _____
- Ap/Dn _____
- Tbl/Cnt _____
- Ltr/CC _____
- F'd In _____