

CHARLES CITY COUNTY  
RECREATION ADVISORY COMMISSION BY-LAWS

ARTICLE I: NAME

Section 1:

The official name of the organization shall be "Charles City County Parks and Recreation Advisory Commission." Hereafter referred to as the Recreation Commission.

ARTICLE II: OFFICIAL SEAT

Section 1:

The official seat of the Commission shall be the administrative offices of the Parks and Recreation Department located at 8320 Ruthville Road, Providence Forge, VA 23140; however with publicized advanced notice, the Recreation Commission may hold special meetings elsewhere.

ARTICLE III: BOARD FUNCTIONS

Section 1:

The Commission is an advisory body only and shall have no authority or responsibility to enforce regulations, rules, ordinances, or laws.

The Commission shall act in an advisory role to the Charles City County Board of Supervisor on matters pertaining to the Department of Parks and Recreation.

The Commission shall have no authority to enter into any contract or incur any obligation binding the Board of Supervisors of Charles City County.

Section 2:

The specific responsibilities of the Commission are more particularly described as follows:

- (a) To serve as a forum for the general public to discuss issues relating to parks and recreation. The Commission shall assist in fostering increased public understanding and support for the Department of Parks and Recreation.
- (b) To advocate for the Department of Parks and Recreation and to promote community awareness and understanding for, the value of parks and recreation as a resource to contributing to the quality of life in Charles City County.
- (c) To make recommendations to the Director of Parks and Recreation regarding policies for the planning, development, maintenance and use of county park and recreation areas and facilities, as well as the implementation of policies concerning the county's recreation program.
- (d) To make recommendations for recreational programs, such programs to include plans for utilization of all available parks, playgrounds, and recreational facilities. The Commission shall be continuously cognizant of the conduct of the recreational program so as to be in a position to suggest, from time to time, such program changes as shall be consistent with available facilities and money appropriated to, or received by, the county and other bodies for recreational purposes.
- (e) To interpret community park and recreation needs to the Director of Parks and Recreation Department, and explain the county's park and recreation services to the Board of Supervisors and to the community.
- (f) To assist Parks and Recreation staff by volunteering time for the successful implementation of departmental activities, programs, and special events.

CHARLES CITY COUNTY  
RECREATION ADVISORY COMMISSION BY-LAWS

- (g) To participate in public meetings from time to time in various parts of the county for the purpose of reviewing park and recreation programs and objectives with citizen groups and the community at large. A major objective of the Commission shall be to develop public interest in the activities of the Park and Recreation Department and to solicit, to the fullest extent, participation of community groups, the general public and public and private agencies.
- (h) To encourage individuals and community groups to give funds, property or manpower for the improvements and development of park and recreation programs and facilities.
- (i) To prepare and submit to the County Administrator and Board of Supervisors an annual report on the summary of the Commissions activities.

ARTICLE IV: MEMBERSHIP

Section 1:

The Commission shall consist of seven (7) members appointed by the Board of Supervisors. Each Supervisor shall appoint two (2) members from their district and the full Board shall appoint one (1) youth representative. Members shall serve with pay in the form of a stipend of \$20 per meeting. Meetings are bi-monthly on the 2nd Tuesday.

Section 2:

Board members will serve for a term of three (3) years except as set out below. Terms expire annually on December 31st. For the 1st year of a newly formed Commission, four (4) members shall serve for four (4) years and three (3) members shall serve for three (3) years. Members may be appointed to a second term. Determination of member's term ending years shall be determined by the Director of Parks and Recreation.

Section 3:

A Board member serving a partial term will be eligible to serve for a full term at the end of the partial term. No member of the Commission shall be employed by the County.

ARTICLE V: OFFICIALS

Section 1:

The Officers of the Commission shall consist of Chairperson and Vice-Chairperson. In the absence of both Chairperson and Vice-Chairperson, the members present may elect a Chairperson pro tempore.

Section 2:

A staff liaison shall serve as Secretary for the Commission. The Secretary for the Commission is not a member of the Commission. The Director of Parks and Recreation and a member of the Board of Supervisors shall serve as a non-voting, ex-officio member of the Commission. The Director keeps the Commission informed concerning interests, needs, objectives, progress, plans and other factors of importance to the Department of Parks and Recreation. The Board of Supervisors member provides guidance and Commission support.

Section 3:

The terms of the officials shall be for one year beginning on January 1 of each year; the Chairperson pro tempore term is only for the meeting which she/he is appointed.

Election of officers shall occur at the October meeting each year. Officers shall serve no more than two consecutive terms in the same position.

CHARLES CITY COUNTY  
PARKS AND RECREATION ADVISORY BOARD BY-LAWS

Section 4:

Vacancies in elected offices shall be filled by the Board of Supervisors and members appointed at regular Board of Supervisor meetings for the unexpired portion of the term.

Section 5:

Any Board member with four (4) unexcused absences in a row or more than five (5) in a twelve month period may forfeit his/her appointment as determined by the Chair after consultation with the Commission. 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.

Section 6:

- (a) Chairperson: The Chairperson shall preside at all meetings of the Commission. The Chairperson shall have the privilege of discussing all matters before the Board and is a voting member. She/he shall have all the powers and duties normally conferred by parliamentary usage on such officers.
- (b) Vice-Chairperson: The Vice-Chairperson shall assume the duties and powers of the Chairperson in her/his absence.
- (c) Secretary: The Secretary shall keep a record of the meetings of the Board, record all official actions, have custody of its records, accept resignations, give notices to the members of meetings and perform other duties as may be assigned by the Board.

ARTICLE VI: MEETINGS

Section 1:

Regular meetings of the Commission shall be held bi-monthly on the 2nd Tuesday at their regular place of meeting. In the event there is no item on the agenda of a regular meeting, the Chairperson may cancel the meeting.

Section 2:

Special meetings may be called by the Chairperson or a majority of members at any time when the request is submitted to the Secretary at least one week prior to the requested special meeting date.

Section 3:

No less than four (4) members present at a meeting shall constitute a quorum. In the event of a lack of quorum, no official action can be taken and the meeting cannot be considered an official meeting.

Section 4:

Regular attendance at meetings is required. Commission members who are unable to attend a regular meeting of the Commission must contact the Chairperson or Staff Liaison at least twenty-four (24) hours before the scheduled meeting and indicate the general reason for being absent. Members who give less than twenty-four (24) hours' notice will be considered unexcused, with the exception of emergencies, death of a member of immediate family, unusual circumstances or sudden illnesses.

Section 5:

All matters that are to be considered at a meeting of the Commission shall be submitted to the Secretary at least one week prior to the date the matter is to be heard. All meetings and agendas are open to the public. The agenda shall be prepared by the Chairperson and the Parks and Recreation Director. The schedule, agenda and minutes of each meeting shall be posted on the Charles City County Boards and Commissions website and are available by request.

CHARLES CITY COUNTY  
RECREATION ADVISORY COMMISSION BY-LAWS

ARTICLE VII: CONFLICT OF INTEREST/ETHICS

Section 3:

As a general rule, any member who has a financial interest in any act or action coming before the Commission shall completely withdraw from any consideration of said act or action.

ARTICLE VIII: REMOVAL OF MEMBERS

Section 3:

A member of the Commission may be removed by the Board of Supervisors for any of the following reasons:

1. Violation of ethics, or conflict of interest
2. Moving out of the County of Charles City
3. Non-attendance and unexcused absences

ARTICLE IX: AMENDMENTS

Section 1:

Proposed amendments to these by-laws must be submitted in writing at a regularly scheduled meeting. They cannot be voted on until the next regularly scheduled meeting.

Amendments must be approved by a majority of the voting members of the board. No amendment shall be valid if objected by the Board of Supervisors. The approval of the Board of Supervisors is required to amend these bylaws.

Section 2:

APPROVED by the Charles City County Board of Supervisors on:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
/ /

\_\_\_\_\_  
WILLIAM G. COADA, CHAIRMAN, 2022

\_\_\_\_\_  
MICHELLE JOHNSON, COUNTY ADMINISTRATOR, 2022