HENRY COUNTY PARKS & RECREATION BOARD BY-LAWS
Revised 1-28-2011

ARTICLE I. NAME OF THE BOARD

This Board shall be "The Citizens Advisory Board for Henry County Parks and Recreation". Hereafter referred to at the "Henry County Recreation Board".

ARTICLE II. PURPOSE OF THE BOARD

The function of the Board, in concert with the Parks and Recreation Director is to provide advice on how to develop and implement a broad and comprehensive recreation and parks program for Henry County.

ARTICLE III. MEMBERSHIP

Section 1. The membership of the Board shall be five (5) members. They shall be appointed by the Henry County Board of Commissioners for a term of two years. They shall hold office until their successors are approved. Terms run from January 1 until December 31, unless serving out mid term, and then the term of office is restricted to the unexpired term of office.

Section 2. The Henry County Board of Commissioners shall serve as ex-officio members of the Recreation Board.

Section 3. Board members shall be residents of the county of Henry.

Section 4. The Henry County Board of Commissioners may remove any member of the Parks and Recreation Board for misconduct or neglect of duty.

Section 5. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Henry County Board of Commissioners 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. Board members shall be paid $100.00 and $125.00 for the Chairman per meeting that they attend, not to exceed fourteen (14) paid meetings per fiscal year.

ARTICLE IV. OFFICERS

Section 1. The officers of the Board shall be a Chairman and Vice-Chairman. The officers shall be elected at the organizational meeting to serve for one (1) year or until a successor shall be elected and qualified.

Section 2. The Parks and Recreation Board shall make and adopt By-Laws, rules and regulations for its own guidance proceedings as may be expedient not inconsistent.

Section 3. The Director of Parks and Recreation, or personal secretary shall serve in the capacity of Board secretary if so desired by the Recreation Board.

ARTICLE V. MEETINGS

Section 1. Regular meeting shall be held the third (3rd) Tuesday of each month, at 9:00 a.m., during the year unless otherwise agreed upon by the Commission. These meetings shall be advertised in the official Henry County newspaper.

Section 2. Special meetings may be called by the Chairman, Parks and Recreation Director, or on the written request of at least two (2) members. These meetings shall be reported to the official Henry County newspaper within 24 hours of the meeting.

Section 3. The first regular meeting in January of each year shall be called the organizational meeting. The purpose of the meeting shall be the election and installation of officers, the presentation of the annual report, reviewing the inventory report and other business that may need to come before such meetings.

Section 4. Three (3) members shall constitute a quorum at any regular or special meeting.

Section 5. All meetings are open to the public. The only exception being that of executive session.

Section 6. Agenda items have to be Friday at noon before the Recreational Board Meeting on Tuesday. Individuals or organizations requesting to be on the agenda shall be scheduled after 9:15 a.m.

ARTICLE VI. AMENDMENTS

Such other operating procedures as may be needed from time to time may be established by majority vote of the Board, and added to these By-Laws, providing prior approval has been granted by the Henry County Board of Commissioners.

Notice of an amendment should be submitted at the previous regular meeting and a quorum vote is needed for passage.

ARTICLE VII. DUTIES AND RESPONSIBLILITIES OF THE BOARD

Section 1. General Duties and Responsibilities:

a. Be responsible for the improvement, growth, and expansion of the parks and recreation program.

b. Interpret the recreation and parks services of the department to the community and interpret the needs and desires of the community to the department.

c. Develop contacts for financial and/or legislative support for the department.

d. Periodically evaluate:
   1. The progress of acquisition and development programs.
   2. The effectiveness of recreation programs.
   3. The level of maintenance of parks areas.
   4. The work of employees.

e. Aid in coordinating the recreation services and programs of other agencies, both public and private, providing recreation in the community.

f. Review inventory of capital items and property assigned to the Henry County Parks and Recreation Department.

Section 2. Annual Reports

a. The Chairman of the Parks and Recreation Board and the Director shall prepare an annual report. Such reports shall be presented to the Henry County Board of Commissioners at such time as may be needed.

b. The Board and the Parks and Recreation Director shall compile a budget for capital improvements and request allocation from the general fund sufficient to provide for these needs as planned.
   1. Requested park improvements of special interest groups shall be brought to the Board on a 50/50 approach for financing. If improvement is approved by the Recreation Board, they shall recommend approval and financing of the improvement, and an ample time to begin and complete the project, to the Board of Commissioners.

Section 3. The Parks and Recreation Board and Director should investigate and determine the needs and interests of the community for recreation facilities and programs and determine what recreation programs will meet these needs.

Section 4. All minutes of the regular and special meetings of the Parks and Recreation Board shall be sent tot he Henry County Board of Commissioners.

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. Chairman

a. The Chairman shall preside at all meetings of the Board. The Chairman shall represent the Board at public affairs and shall maintain the dignity and efficiency of the Board in all possible ways. He/she shall perform the other duties ordinarily performed by that office.

b. The Chairman and Director shall present to the Henry County Board of Commissioners, the department's annual report each year as outlined.

c. The Chairman will join the Parks and Recreation Director as an ex-officio member of all committees.

d. The Chairman and Director shall prepare or cause to be prepared a manual for each member of the Board including the following information:

1. A copy of the Enabling Legislation under which the Board operates.
2. Copy of Ordinance authorizing the Parks and Recreation Board.
3. By-Laws of the Board.
4. List of fees and charges used by the department.
5. Copy of last year's expenses.
6. Copy of current annual budget.
7. Site plans of each park area owned and operated by the County and list of their facilities and equipment.
8. Copy of last annual report.
9. Agreements in writing for use of any area or facility not owned by the County.
10. Other reports that may be submitted to the Board.
11. Any other information helpful in acquainting new board members of the procedures and operation of the park Board.

Section 2. Vice-Chairman:

The Vice-Chairman of the Board, in the absence of the Chairman shall perform all the duties of the Chairman. In absence of both the Chairman and Vice-Chairman, the Board shall elect a temporary Chairman protempore who shall perform the duties of the Chairman. The Vice-Chairman shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Board.

ARTICLE IX. <u>COMMITTEES</u>

Section 1. The Chairman may appoint such committees, standing or special as may be authorized by the Board.

Section 2. The Chairman and Director of Parks and Recreation shall be ex-officio members of all committees and as such, shall be notified of all meetings.

Section 3. Appointment of Committees:

The standing committees shall be appointed by the Chairman of the Board at the annual meeting in January or as soon thereafter as possible and serve until their successors are appointed and qualified.

Mediation Committee shall be in effect for all incidents that occur during athletic seasons. The committee shall include an official, two Recreation Board members, not directly involved with the park where the incident occurred, and two Association Board members.

Section 4. Committee Reports:

A record of the actions of each committee shall be kept by the chairman of said committee and shall be reported in writing to the Board at each meeting for action by the Board.

Section 5. Meetings shall be conducted by Robert's Rules of Order and in accordance with procedures prescribed in the By-Laws and decisions reached only after full consideration and debate on the issue in question.

Section 6. Should a member miss three (3) consecutive meetings of the Board without having justifiable cause shall be removed from the Board by the Henry County Board of Commissioners and replaced by the methods herein prescribed.

Section 7. The following shall be the order of business of the Parks and Recreation Board, but the Rules of Order may be suspended and any matters considered or postponed by action of the Board.

1. Call to order
2. Invocation
3. Recognize citizens
4. Approval of minutes
5. Old Business
6. New Business
7. Answers to commission members' questions
8. Commission committee reports
9. Director's report
10. Comments
11. Adjournment