

By Laws for Prince George County Parks and Recreation Advisory Commission

The Prince George County Parks and Recreation Commission has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of the State Code of Virginia, Chapter 8, Section 15, 1-271 and 15, 1-272, and ordinances of the County of Prince George, Virginia.

Article 1

*Repealed*

That there is hereby created a Commission to be known as the Prince George County Parks and Recreation Commission, hereinafter referred to as "the Commission".

Article 2

Purpose of the Commission

The Parks and Recreation Commission shall serve as the advisory body of the Prince George County Board of Supervisors. The Commission shall serve as liaison between the Parks and Recreation Director, the Board of Supervisors and the citizens of the community. The commission shall consult with and advise the County Administrator, the Parks and Recreation Director and the Board of supervisors in matters affecting recreation policies, programs, personnel, finances and the acquisition and disposal of lands and properties related to the total community recreation program and to its long-ranged projected program for recreation.

Article 3

Membership

Section 1: The Commission shall be appointed by the Board of Supervisors. The Director of Parks and Recreation shall serve as non-voting, ex-official member to the Commission.

Section 2: The Commission shall consist of seven (7) members. The Board of Supervisors shall appoint three (3) members for a term of one (1) year; two (2) members for a term of two (2) years; and two (2) members for a term of three (3) years. Terms shall expire on June 30<sup>th</sup> of each year. Upon the expiration of their original terms of office, each succeeding term shall be for three (3) years and until their successors qualify for office.

Section 3: The Chairman of the Board of Supervisors may by and with consent of the Commission on recommendation of the Commission remove any member of the Commission for misconduct or neglect of duty.

Section 4: 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 5: Commission members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops and such reimbursement being made in compliance with the general policies of Prince George County.

## Article 4

### Officers

Section 1: The officers of the Commission shall be a Chairman, a Vice-Chairman and a Secretary. The officers shall be elected at the organization meeting in October to serve for one year or until a successor shall be elected. No officer shall serve more than two consecutive terms.

Section 2: The Commission shall adopt by-laws, rule and regulations governing its procedure and not inconsistent with the provisions of the state laws and approved ordinance as set forth by the Prince George County Board of Supervisors.

## Article 5

### Meetings

Section 1: Regular meetings shall be held the 2<sup>nd</sup> Wednesday of each month during the year.

Section 2: Special meetings may be called by the Chairman or on the written request of at least two (2) members, the time and place to be designated in the notice of such call.

Section 3: The time and place for the meetings shall be designated by the Chairman.

Section 4: The first regular meeting in October 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 such meetings.

Section 5: The majority of members present in person at any duly constituted meeting shall have the full authority of the Commission except the amendment of these By-Laws and provided that no fewer than four (4) members may constitute a meeting and no fewer five (5) shall constitute an annual meeting.

Section 6: All meetings are open to the public.

Section 7: Meetings shall be conducted in accordance with procedures described 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 order of business of the Commission, but the Rules of Order may be suspended and any matters considered or postponed by action of the Commission.

#### Section 9: Order of Business

- A. Call to order
- B. Roll call
- C. Consideration of minutes
- D. Communications
- E. Commission or Committee reports
- F. Report of the Chief Executive
- G. Unfinished business
- H. New business
- I. Other business
- J. Adjournment

## Article 6

### Duties and Responsibilities of the Commission

Section 1: The Parks and Recreation Commission shall make recommendations: for the establishment of a system of supervised recreation for the County; to set apart for use as parks, playgrounds, recreation centers, water area or other recreation areas and structures, any lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings and structures as may be necessary to the recreation program within those funds allocated to the Department; in the construction, equipping, operation and maintenance of parks, playgrounds, recreation centers and function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.

Section 2: The Commission shall advise in the acceptance by the County of any grant gift, bequest or donation, any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation or parks.

Section 3: Interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board Supervisors.

Section 4: Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.

Section 5: Financial Duties and Responsibilities- The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Prince George County.

- A. The Commission and the Parks and Recreation director shall prepare and recommend to the County Administrator an annual budget sufficient to finance the program of Recreation and Parks the Commission feels is necessary for the welfare of the residents of the County of Prince George. The budget shall be submitted to the County Administrator at the time designated by the County Administrator to hear the requests.
- B. The Commission shall annually recommend to the Board of Supervisors a budget for capital improvements (acquisition and development) in accordance with the Master Plan for Parks and Recreation for the County.

### Section 6: Planning Duties and Responsibilities

- A. Prepare a Master Plan in accordance with the Planning Commission for the acquisition and development of an adequate system of parks, facilities and recreation programs for the residents of the County of Prince George and update same yearly, consistent with the County's Master Plan.
- B. Investigate and determine the needs and interests of the community for recreation facilities and programs and recommend a recreation program to meet these needs.

## Article 7

Section 1: Directors Relationship- The Director shall have a continuing responsibility to explain the organization, responsibilities and working relations to the Commission, explain program objectives to them, assist them in details of organization, and assist in all matters related to a good organization. The

Director shall work closely with the Commission in matters in interest to the operation of the efficient program. He is an ex-officio member (by virtue of his office) and attends committee meetings. He keeps the Commission informed concerning the interests, needs, objectives, progress, plans and other factors of importance to them. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

Section 2: Chairman- The Chairman shall preside at all meetings, sign official papers, appoint committees, call special meetings when he deems it available and perform all such duties as usually handled by a Chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.

Section 3: Vice-Chairman- The Vice-Chairman of the Commission in the absence of the Chairman shall perform all the duties of the Chairman. In the absence of both the Chairman and the Vice-Chairman, the Commission shall elect a Chairman Pro Tempore 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 Commission.

Section 4: Secretary- The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Commission. This includes regular and special meetings plus reports of standing committees and shall be the custodian of all documents committed to his care. The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary must issue minutes of the previous meeting to the Commission members prior to all meetings.

#### Article 8

The Parks and Recreation Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as the governing body may seem proper. The fiscal year of the Commission shall conform to that of the governing body of Prince George County.

#### Article 9

##### Amendments

These By-Laws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission and upon concurrence of the Prince George County Board of Supervisors.

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia, this 13<sup>th</sup> day of August, 2019:

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Present:

Donald Hunter, Chairman  
Floyd M. Brown, Jr., Vice-Chair  
Alan R. Carmichael  
Marlene J. Waymack  
T. J. Webb

Vote:

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On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

RESOLUTION: INCREASING THE SIZE OF THE PARKS AND  
RECREATION COMMISSION

WHEREAS the Parks and Recreation Commission was created by the Board of Supervisors for the purpose of advising the Board of Supervisors and Parks and Recreation Director on matters relating to recreation policies and programs and long range planning; and

WHEREAS the Commission currently consists of seven (7) members in accordance with Article 3, Section 2 of the By Laws of the Parks and Recreation Commission; and

WHEREAS the Board of Supervisors believes greater participation by citizens in the activities of the Parks and Recreation Department will enable additional support for parks and recreation activities as well as providing a wider range of opinions;

NOW THEREFORE BE IT RESOLVED that the Board of Supervisors hereby expands the size of the Parks and Recreation Commission to \_\_\_\_\_ appointees and that all current members will continue to serve for the remainder of their terms. New members shall be appointed for three (3) year terms.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator