

**BY-LAWS GOVERNING  
PENDER COUNTY RECREATION ADVISORY BOARD  
ADOPTED:**

**Section 1. Advisory Board**

There is hereby created a Parks and Recreation Advisory Board of Pender County, hereinafter referred to as "Board".

**Section 2. Composition; Appointments; Terms**

- 2.1 The Board shall consist of seven (7) members appointed by the Board of Commissioners.
- 2.2 The composition of the Board shall be representative of each of the five (5) Commissioner's Districts, and two (2) members at-large.
- 2.3 The length of an appointee's term shall be for a period of three (3) years with a term limit of nine (9) consecutive years with the allowance of one additional term of one (1) year, not to exceed ten (10) total years.
- 2.4 Vacancies occurring for reason other than the expiration of a term shall be filled by the Board of Commissioners as they occur, for the period of the unexpired term.

**Section 3. Officers and Committees**

- 3.1 The officers of the Board shall be a chairperson, vice-chairperson, and secretary.
- 3.2 All officers except the secretary shall be elected annually by the Board to take office in January. Any or all officers may serve consecutive terms, if re-elected.
- 3.3 The secretary shall be the Parks and Recreation Supervisor or designee.
- 3.4 There will be two standing committees: Parks Committee and Recreation Committee
- 3.5 The Parks Committee will study and make recommendations on existing parks and recommended new facilities.
- 3.6 The Recreation Committee will study and make recommendations on the recreational needs of the County including the existing Recreation Partners and other potential partnerships.

3.7 Other committees shall be established and its members appointed by the Chairperson as necessary.

#### **Section 4. Duties of Officers**

- 4.1 Chairperson: The Chairperson shall preside at meetings of the Board, and shall appoint committees, and perform all duties generally pertaining to the office of chairperson.
- 4.2 Vice-Chairperson: The Vice-Chairperson shall perform these duties in the absence of the chairperson.
- 4.3 Secretary: The Secretary shall notify members, news media and general public of all meetings and maintain a permanent record of the proceedings of all meetings.

#### **Section 5. Meetings**

- 5.1 Regular meetings shall be held at 6:30pm on the second Thursday of each month in the Board of County Commissioners meeting room, or at some other time and place as may be designated by the Board.
- 5.2 Special meetings may be called by the Chairperson, the Secretary, or upon written request from the majority of the members.
- 5.3 A majority of the members constitute a quorum, and a quorum must be present at any given meeting in order to conduct official business.
- 5.4 The order of business at regular meetings shall be as follows:
  - Approval of Minutes of previous meeting
  - Presentations
  - Public Comment
  - Discussion and Action Items from Staff
  - Discussion and Action Items from Board Members
  - Committee Updates
  - Adjournment
- 5.5 The absence of any member from three (3) consecutive regular meetings without an excuse absent will declare vacant the seat of such member.
- 5.6 The Board shall advise with the Supervisor concerning the administration of the affairs of the Parks and Recreation Division. The Supervisor shall be the agent of the Board

and to that end shall supervise the operation of all the Division's activities. The Supervisor shall submit a Parks Facilities Update and Recreation Programming Update at each meeting.

## **Section 6. Powers**

The Board shall be responsible for and may undertake any of the following activities, in cooperation with the Parks and Recreation Supervisor:

- 6.1.1 Make recommendations concerning the establishment and operation of recreation programs and facilities;
- 6.1.2 Recommend and assist in the preparation of budgets, plans, and projects to serve public recreation needs.
- 6.1.3 Recommend and assist in the acquisition and improvement of lands and facilities for recreation and public use'
- 6.1.4 Assist in seeking donation or dedication of lands and structures for recreational use, for consideration and acceptance by the Board of Commissioners;
- 6.1.5 Assist in seeking grants for recreational programs and facilities, with the prior approval of the Board of Commissioners;
- 6.1.6 Advise in the acceptance of any grant, gift, bequest, or donation to the county for proposed recreational use;
- 6.1.7 Assist in seeking cooperative arrangements and agreements with other local governments, civic organizations, community groups, persons, and public or private agencies which expand recreational opportunities for Pender County residents; provided that all agreements must be approved by the Board of County Commissioners in order to be binding upon the County;
- 6.1.8 Advise the Board of County Commissioners in the naming of any county recreation facilities or parks;
- 6.1.9 Assist in conducting hearings, surveys, or other investigations to identify public recreations needs, interests, and opinions;
- 6.1.10 Assist in compiling, communicating, interpreting, and publicizing community recreation needs to the Board of County Commissioners, County Manager, and the public;

- 6.1.11 Assist in devising plans for fulfilling public recreation needs, including recreation and parks master plans, capital improvement plans, goals, objectives, and priorities of other plans or proposals for meeting public recreational needs.
- 6.1.12 Communicate with community groups and agencies involved in activities or resources related to recreation;
- 6.1.13 Advise in the design, construction, equipping, operation, and maintenance of lands and structures used in county recreation programs;
- 6.1.14 Assist in evaluation of county recreational programs and facilities;

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