

WARREN COUNTY

**PARKS
AND
RECREATION COMMISSION**

BY-LAWS

**BY-LAWS
OF THE
WARREN COUNTY PARKS AND RECREATION COMMISSION**

ARTICLE 1 - NAME AND PURPOSE

SECTION 1. Name.

The name of the organization shall be the Warren County Parks and Recreation Commission (hereinafter referred to as the Commission).

SECTION 2. Purpose

The purpose of the Commission is to provide leadership and expertise in the development, implementation and evaluation of meaningful parks, sports, recreation, and leisure time activities which can benefit and improve the quality of life for Warren County citizens in the 'RESOLUTION CREATING A RECREATION COMMISSION FOR WARREN COUNTY, NC', March, 1985; as attached and made a part of these by-laws.

More specifically, the duties of the Commission are to:

- 1 Provide leadership of the public parks, playgrounds, athletic fields, recreation centers, and other recreation facilities owned or controlled by the governing body of Warren County Commissioners or leased or loaned to the Recreation Commission by the owners thereof.
- 2 Develop an annual strategic needs and interests analysis culminating in an annual comprehensive park and recreation Master Plan setting forth goals and objectives and containing clear and concrete action steps leading towards the revitalization, maintenance, enhancement, continuous improvement, and new establishment of county owned and leased facilities for the enjoyment by Warren County citizens.
- 3 Evaluate all park and recreation programs and activities.
- 4 Assist the Recreation Director in preparing an annual budget to meet the goals and objectives of the annual strategic analysis park and recreation plan.
- 5 Submit the annual strategic needs and interests analysis and master plan and budget to the County Manager and the Warren County Board of Commissioners.
- 6 Develop additional funding resources (to supplement the County budget) to improve, enhance, and build adequate park, recreation, athletic, playground and other amendable facilities.
- 7 Work in concert with the Recreation Director towards the achievement of Commission goals and objectives setting forth the maintenance, enhancement, and continuous improvement of viable park, recreation, athletic, and playground programs, activities and facilities.
- 8 Create special committees or task forces to study and deal with emerging issues related to recreation.

- 9 Work collaboratively to raise public awareness of the value and need for viable park and recreation programs.
- 10 Develop cooperative linkages and effective networking systems with public and private sector groups and organizations to enhance the County's park and recreation system of programs and activities.

ARTICLE 2 - MEMBERSHIP

SECTION 1. Number

The Commission shall consist of nine (9) members.

SECTION 2. Composition and Qualifications

All nine (9) commission members shall be persons who reside in Warren County.

The following shall serve as non-voting ex-officio members: the Warren County Recreation Department Director, the Warren County Manager and a representative of the Board of County Commissioners.

Each member of the Commission, except for the ex-officio members, shall have one vote on each voting matter to come before the Board.

All Commission members shall be individuals who have demonstrated an interest in and commitment to serving the recreation needs of all county residents.

SECTION 3. Selection

The nine (9) members shall be recommended by the Commission's Nominating Committee and appointed by the Board of County Commissioners. One appointment to the Parks and Recreation Commission shall be an appointed member of the Soul City Parks and Recreation Commission.

The Nominating Committee shall be appointed annually from the Commission. The Nominating Committee shall seek recommendations from current Commission members, advertising, community and/or church groups and individuals who have an interest in developing resources to address recreation issues facing Warren County.

No one group shall nominate more than one individual to serve on the Commission. Every effort shall be made to use the widest available variety of community and cultural groups to select Commission members.

SECTION 4. Terms.

Terms shall be for three years.

When a position becomes vacant at the end of the term, the member occupying such position shall continue to serve until a successor is duly selected.

Of the initial Commission members, two (2) shall serve a term of one year, three (3) a term of two years, and four (4) a term of three years. Thereafter, selection shall be for a term of three years.

SECTION 5. Removal

The Commission by vote of two-thirds (2/3) of the members present at a meeting where there is a quorum (ARTICLE 4, SECTION 5) may remove any member from the Board for misconduct, lack of commitment to and/or service to the basic objectives of the Commission, or three consecutive unexplained absences at regular meetings within any fiscal year. Removal determination shall be decided on by vote of the Commission members. Notice that a removal vote may be taken, must be included in the written notice and on the agenda of the next meeting.

SECTION 6. Termination

Any member of the Commission may resign upon written notice to the Chairperson and to the County Commissioners.

SECTION 7. Vacancies

When a vacancy occurs on the Commission due to a member departing during his/her term, the Commission shall nominate the member(s) for vacant position(s) within sixty days and submit the name(s) to the County Commissioners for appointment. Board member vacancies shall be advertised in accordance with Warren County Boards/Commissions Policy.

SECTION 8. Non-voting Participation

Interested individuals not holding membership on the Board cannot vote, but will serve as a resource for the Commission and provide information as requested by the Commission.

SECTION 9. Power and Duties

The Commission shall have, but, shall not be limited to, the duties and responsibilities listed in Article 1, Section 2.

Members of the Commission shall serve in a leadership, support, and development capacity.

The exercise of these powers and duties shall be subject to approval by the County Commissioners.

ARTICLE 3

SECTION 1. Officers

The officers of the Commission shall be the Chairperson, Vice-Chairperson, Secretary, and such other officers as may be elected in accordance with the provisions of this Article. No Commission member may hold more than one office at the same time.

SECTION 2. Election and Term of Office

Officers shall serve a one year term. Officers shall be elected annually by a majority vote of the Commission members presented at the annual meeting of the Commission while there is a quorum present. New offices may be created and filled at any meeting of the Commission at which a quorum is present if the meeting notice has stated such action may be taken. Each officer shall hold office until his/her successor shall have been duly elected.

SECTION 3. Removal

The Commission, by affirmative vote of two-thirds (2/3) of the members present at a meeting at which a quorum is present, shall have the power to suspend or remove an officer for violation of the resolutions of the Commission or these By-laws.

SECTION 4. Vacancies

A vacancy in any office may be filled by a majority vote of the Commission members present at a meeting at which a quorum is present if the meeting notice has stated that such action may be taken.

SECTION 5. Chairperson

The Chairperson shall preside at all meetings of the Commission, shall cooperate with the Commission in planning the agenda for meetings, shall perform all duties incident to the office, and shall suggest such actions as are deemed likely to increase the effectiveness of the Commission. The Chairperson shall be an ex-officio member of all committees.

SECTION 6. Vice-Chairperson

In the absence of the Chairperson or in the event of his/her inability to act or refusal to carry out a direction from the Commission or a specific duty set forth herein, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such

other duties as from time to time may be assigned to him/her by the Chairperson or the Commission.

SECTION 7. Secretary

The Secretary shall be responsible for the preparation and maintenance of accurate minutes of all meetings of the Board and of resolutions presented to or passed by the Commission and shall work with the Chairperson to see that there is wide distribution of these and other similar documents to interested groups and individuals. The Secretary shall give, or cause to be given, all notices required by law and by these By-laws.

ARTICLE 4 - MEETINGS

SECTION 1. Annual Meetings

The first meeting of the Commission after the start of the fiscal year as defined in Article 5, Section 2, shall be the annual meeting. The annual meeting may be held in conjunction with a regular meeting.

SECTION 2. Regular Meetings

Regular meetings of the Commission shall be held on the second Thursday bi-monthly at such time and at such place as shall be provided by resolution of the Commission.

SECTION 3. Special Meetings

Special meetings of the Commission may be called by the Chairperson at his/her own initiation, at the written request of the Recreation Department, or at the written request of any seven Commission members.

SECTION 4. Notice.

Written notice of each annual or regular meeting, specifying the place, day and hour, shall be delivered to each Commission member not less than ten days nor more than thirty days before the date of the meeting, either personally, by mail, by email, or by the direction of the Chairperson. The ten (10) day notice is not required for special meetings.

A tentative agenda shall accompany each written notice of a meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the Commission member at his/her address as it appears on the records of the Commission with postage pre-paid.

Timely and effective prior public notice of all meetings shall be given as required in the Open Meetings Act of the North Carolina General Statutes.

SECTION 5. Quorum

The majority of those persons presently sitting as voting Commission members shall constitute a quorum for the transaction of business at any meeting of the Commission. Once a quorum has been reached, it will be considered to exist for the remainder of the meeting. The act of the majority of the Commission members present at a meeting at which there is quorum shall be considered the act of the entire Commission unless the act of a greater number is required by law or by these By-laws.

SECTION 6. Voting

Each Commission member shall have one vote on all matters which the Commission decides by vote. Voting on all matters shall be by voice or by show of hands unless one-half (½) of the members shall demand ballot vote on a particular matter or unless otherwise provided by these By-laws.

SECTION 7. Conduct of Meetings

All meetings of the Commission shall be presided over by the chairperson, except that in the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, any other Commission member may preside who is selected by the majority of the members present. All meetings shall be conducted according to Robert's Rules of Order to the extent that they are not inconsistent with specific provisions of these By-laws.

ARTICLE 5 - GENERAL PROVISIONS

SECTION 1. Committees

The Commission shall create any committees which may be needed from time to time to act in an advisory capacity only and shall choose the members of such committees. Individuals who are not Commission members may serve on committees, if requested to do so.

SECTION 2. Fiscal Year

The fiscal year of the Commission shall be the same as that designated by the County Commissioners.

SECTION 3. Limitations of Activities

The minutes of the meetings of the Commission, as certified by the Secretary and approved by the Advisory Board, shall be the official record of all activities undertaken thereat.

Once the Commission has acted by vote on a matter, the members of the Commission shall not undertake to undermine the authority of the Commission individually or in concert through appeals to external political organizations or otherwise.

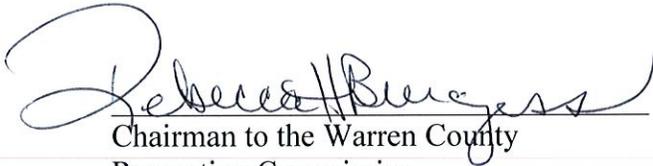
Adopted this 3rd day of November, 2008



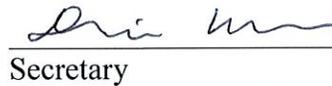
Clinton G. Alston, Chairman
Warren County Board of Commissioners



Angelena Kearney-Dunlap, Clerk



Rebecca Burgess
Chairman to the Warren County
Recreation Commission



Secretary