

PARKS AND RECREATION ADVISORY COMMITTEE

§ 32.35 CREATION; APPOINTMENT OF MEMBERS.

There is created the Town Parks and Recreation Advisory Committee composed of six citizens of the town. Each member of the Committee shall be appointed by the Board of Aldermen.

(Ord., passed 7-25-74; Am. Ord. 1298, passed 1-22-98)

Statutory reference:

Recreation defined, see G.S. § 160A-352

State policy, see G.S. § 160A-351

§ 32.36 LENGTH OF APPOINTMENT.

Each member shall be appointed to serve for a two-year term.

(Ord., passed 7-25-74; Am. Ord., passed 3-13-75; Am. Ord. 1179, passed 5-14-92)

§ 32.37 POWERS AND DUTIES.

(A) The Parks and Recreation Advisory Committee shall serve as the advisory body for the Department of Recreation and the city. The Committee shall suggest policies to the Recreation Department, the Recreation Director, and the Board of Aldermen, within its powers and responsibilities as stated in this subchapter. The Committee shall serve as a liaison between the Recreation Department, the Recreation Director, the Board of Aldermen, and the citizens of the community. The Committee shall consult with and advise the Department, the Director, and the Board 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-range, projected program for recreation.

(B) The Committee shall assume duties for recreation purposes as follows:

(1) Make recommendations for the establishment of a system of supervised recreation for the town.

(2) Recommend setting apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, any lands or buildings owned by or leased to the town with approval by the Board of Aldermen; suggest improvements of the lands and for the construction, equipping, and staffing of the buildings and structures as necessary to the recreation program within those funds allocated to the Department.

(3) Advise in the acquisition of lands and structures through gifts, purchase, lease, or loan.

(4) Advise in the acceptance by the town of any grant, gift, bequest, donation, of any personal or real property offered or made available for recreational purposes and which is judged to be of present or possible future use for recreation. Any gift, bequest of money or other property, grant, or devise of real property or personal property so acquired, shall be held by the town, used, and finally disposed of in accordance with the terms under which the grant, gift, or devise is made and accepted.

(5) Advise in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function, and advise in regard to other recreation facilities which are owned or controlled by the town or leased or loaned to the town.

(6) The Town Manager shall be responsible for appointing staff personnel to support the activities of the Parks and Recreation Advisory Committee. The Town Manager shall designate those staff members so appointed in writing and shall provide a copy of the designation to the Director of the Parks and Recreation Department. The Parks and Recreation Advisory Committee shall not utilize the services of any staff personnel other than those so designated without the prior approval of the Town Manager.

(Ord., passed 7-25-74; Am. Ord. 1179, passed 5-14-92)

Statutory reference:

General powers, see G.S. § 160A-353

§ 32.38 MEETINGS.

The Parks and Recreation Advisory Committee meetings shall be held on a monthly basis unless determined otherwise by the Committee. The Chairman or in his absence, the Vice-Chairman, may call a special meeting of the Committee at any time. Special meetings may also be scheduled upon request of at least four Committee members. Notice of regular and special meetings shall be given in accordance with G.S. §§ 143-318.9 et seq. A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum is at least one more than the number absent, of the appointed members.

(Ord., passed 7-25-74)

§ 32.39 ATTENDANCE.

The Board of Aldermen shall have the authority to remove any member who misses three consecutive regular meetings or more than four total meetings during his or her membership on the Parks and Recreation Advisory Committee. It shall be the responsibility of the Chairman of the Parks and Recreation Advisory Committee to advise the Board of Aldermen of any member who misses three consecutive regular meetings or more than a total of four meetings. In the event the Board of Aldermen removes a member because of his or her failure to comply with the attendance requirements set forth

herein, the Board of Aldermen shall notify the Chairman of the Parks and Recreation Advisory Committee in writing that the member has been removed. Absences due to sickness, death or other emergencies of a like nature shall be regarded as approved absences and shall not affect the member's status on the Committee. However, in the event of a long illness, or other such cause for prolonged absence, the Chairman of the Committee shall advise the Board of Aldermen of the situation and the Board of Aldermen may remove the member.

(Ord., passed 7-25-74; Am. Ord. 1179, passed 5-14-92)

§ 32.40 COMPENSATION.

Committee members shall serve without monetary compensation. Subject to the prior approval of the Town Manager and in compliance with existing policies of the town, members may be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops.

(Ord., passed 7-25-74; Am. Ord. 1179, passed 5-14-92)

§ 32.41 OFFICERS.

There shall be a Chairman and Vice-Chairman of the Recreation Committee. An annual election of the Chairman and Vice-Chairman shall be held by the Committee members and shall occur at the regular monthly meeting in January. Officers shall serve for one year from election, with eligibility for re-election. New officers shall take office at the subsequent regular meeting in February. In the event an officer's appointment to the Committee is terminated, a replacement to this office shall be elected by the Committee, from its membership, at the meeting following the termination. The Recreation Director shall serve as Secretary of the Committee.

(Ord., passed 7-25-74)

§ 32.42 OFFICERS' DUTIES.

(A) The Recreation Committee Chairman shall preside at all meetings and sign all documents relative to action taken by the Committee. The Chairman shall appoint all sub-committees, including a nominating committee composed of two Committee members.

(B) When the Chairman is absent, the Vice-Chairman shall perform the duties of the Chairman. When both the Chairman and Vice-Chairman are absent, a temporary Chairman shall be selected by those members who are present.

(C) The Director of the Department of Parks and Recreation shall serve as Secretary to the Committee. The Secretary shall mail to all members copies of official reports and the official minutes of all regular and special meetings prior to the next scheduled meeting.

(Ord., passed 7-25-74; Am. Ord. 1179, passed 5-14-92)

§ 32.43 COMMITTEES.

(A) The Executive Committee shall consist of the Chairman, Vice-Chairman and Director of the Department of Parks and Recreation.

(B) The Committee Chairman is authorized to appoint such committees as, in the opinion of the Committee, are needed. Standing Committee suggestions are:

- (1) Program and Activities.
- (2) Areas and Structures.
- (3) Budget.
- (4) Personnel.
- (5) Policies and Procedures.

(C) Temporary and project committees shall be appointed as needed.

(D) No committee made up in whole or in part of citizens of the town who are not members of the Parks and Recreation Advisory Committee shall be authorized without the prior approval of the Board of Aldermen.

(Ord., passed 7-25-74; Am. Ord. 1179, passed 5-14-92)

§ 32.44 BY-LAWS.

The Parks and Recreation Advisory Committee is authorized to adopt procedures for conducting its meetings and other matters which shall be incorporated into a set of by-Laws. Provided, however, that the by-Laws shall not be effective until approved by the Board of Aldermen.

(Ord., passed 7-25-74; Am. Ord., passed 3-13-75; Am. Ord. 1179, passed 5-14-92)