

# **Brunswick Parks and Recreation Advisory Board**

## **Mission**

To advance parks, recreation, open space, environmental conservation, and land preservation efforts that enhance the quality of life for all people.

## **Functions, Territory and Board Policy**

The Board shall be responsible for carrying out the mission, goals, and objectives of the Parks and Recreation Advisory Board and for the delivery of the needed services and the preservation of natural resources within the geographical area of Brunswick County. Annual goals will be established and reviewed at the Board's annual meeting.

The Board shall promote the advancement of parks and recreation through collective involvement at the local, state and national levels as appropriate.

## **Goals**

- To promote public awareness and support of park and recreation services and environmental and natural resource management
- To develop, promote and advocate for the public policy for parks and recreation
- To enhance citizen, professional, and volunteer development
- To promote the development and dissemination of the body of knowledge
- To represent park and recreation development in all areas of Brunswick County

## **Vision 2010 Strategies**

- Develop the public's awareness of the importance of parks and recreation programs to the enrichment of Brunswick County's citizens and natural resources
- Create a membership of citizens prepared to articulate the mission, advocate on behalf of the department of promote quality programs and service
- Build partnerships to advance the mission
- Create a citizen, professional, and volunteer membership reflective of Brunswick County's diverse population
- Assure financial ability to carry out its mission, vision and goals
- Maintain an organizational structure sensitive to changing needs of the citizens
- Serve in an advisory capacity and make recommendations to the County Commissioners and the Director of Brunswick County Parks and Recreation

**Brunswick County Parks and Recreation  
Advisory Board  
By-Laws**

**Article I  
Powers and Duties**

**Section 1.** The Brunswick County Parks and Recreation Advisory Board shall serve as an advisory board to the Brunswick County Board of County Commissioners with powers as set forth by these by-laws adopted by the advisory board in consultation with the Director of the Parks and Recreation Department, the County Manager and the County Commissioners.

**Section 2.** The Board shall suggest policies to the Parks and Recreation Department, the County Manager, and the County Commissioners. The Board will serve as liaison between the Parks and Recreation Department, the County Manager and the County Commissioners and the citizens of Brunswick County. It will also advise in matters affecting recreation policies, programs, personnel, finances, the acquisition and disposal of lands and properties related to the county recreation program, open spaces, environmental conservation, and land preservation.

**Section 3.** The Board shall assume duties as follows:

Make recommendations:

- (1) For the establishment of a system of supervised recreation for Brunswick County
- (2) To set apart for use as parks, playgrounds, recreation centers, water areas, open spaces, or other recreation areas and structures, any lands or buildings owned by or leased to the county, suggest improvements of such lands and for the construction and equipping and staffing of such buildings and structures within the funds allocated to the Parks and Recreation Department.

Advise:

- (1) In the acquisition of lands and structures through gifts, purchase, lease or loan
- (2) In the acceptance by the County Commissioners 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 land preservation.
- (3) In the construction, equipping, operation and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to the function of the Parks and Recreation Department.
- (4) In regard to other facilities which are owned or controlled by Brunswick County or leased or loaned to Brunswick County.

## **Article II**

### **Appointment and Composition of the Board**

**Section 1.** The Board shall be appointed by the County Commissioners and shall consist of five (5) members, one (1) to be selected for the electoral district of each County Commissioner. Vacancies occurring for reasons other than the expiration of terms shall be filled as they occur for the remainder of the unexpired terms.

**Section 2.** The Brunswick County Parks & Recreation Advisory Board, as its discretion, may also include ad-hoc members from the community in those situations where it is advisable to do so. Examples of this type of community involvement include individuals with experience in recreation/educational networking projects, Recreation Foundations and long range planning. These individuals will be non-voting liaison representatives.

## **Article III**

### **Officers of the Board**

**Section 1.** There shall be a Chair and Vice-Chair of the Brunswick County Parks and Recreation Advisory Board. An annual election of the Chair and Vice-Chair shall be held by the board Members and shall occur at the regular monthly meeting in July.

**Section 2.** Officers shall serve for one year from election with eligibility for re-election. New officers shall take office at the subsequent regular meeting in August. In the event an officer's appointment to the Board is terminated, a replacement to this office shall be elected by the Board, from its membership, at the meeting following the termination. The Director of the Brunswick County Parks and Recreation shall serve as Secretary to the Board.

## **Article IV**

### **Duties of the Officers**

**Section 1.** The Chair shall preside at all meetings and sign all documents relative to action taken by the Board. The Chair shall appoint all sub-committees including a nominating committee composed of two Board Members. A nominating committee shall be appointed at least thirty days prior to the July meeting.

**Section 2.** When the Chair is absent, the Vice-Chair shall perform the duties of the Chair. When both the Chair and Vice-Chair are absent, those Board Members who are present shall select a temporary chair.

**Section 3.** The Director of Parks and Recreation shall serve as Secretary of the Board. The Director may delegate all or part of the duties to another department employee with the approval of the Board, but shall hold the office of Secretary and shall be held responsible for the satisfactory accomplishment of the secretarial duties. The Secretary shall mail to all Board Members copies of official reports and the official minutes of all regular and special meetings, prior to the next scheduled meeting. The secretary serves as an ex-officio, non-voting officer and does not make up the majority or a quorum of the Board.

## **Article V Committees**

**Section 1.** The Executive Committee shall consist of the Chair, Vice-Chair, Secretary (Director), and the representatives from the governing body of the unit.

**Section 2.** The Board Chairman is authorized to appoint such committees as, in the opinion of the Board, as needed. Standing Committee suggestions are (1) program and activities, (2) areas and structures, (3) budget, (4) personnel, (5) policies and procedures. Ad hoc and project sub-committees shall be appointed as needed.

**Section 3.** Membership of the committees shall consist of Board Members and may consist of community representatives are appointed by the Board. A Board Member shall chair all committees.

**Section 4.** The Chair and the Director shall serve as ex-officio members of all committees and, as such, be notified of the committee meetings.

## **Article VI Terms and Vacancies**

**Section 1.** Each member shall be appointed by the county commissioners for a three-year term and reappointed at the discretion of the county commissioners. Initial appointments shall be arranged so that approximately one-third of the terms will expire each year, except for the representative for the governing body (county commissioner) of the unit who shall serve on the Board concurring with his/her term of office on the governing body. The governing body representative serves on the board as an ex-officio.

## **Article VII Meetings and Quorum**

**Section 1.** Official meetings of the board shall be held on a monthly basis unless when determined otherwise by the Board. The Chair of the Board or, in her/his absence, the Vice-Chair, may call a special meeting of the Board at any time by giving each member a 24-hour notice. Special meetings will be scheduled upon request by four or more board members. A quorum of the board shall be in attendance before action of an official nature can be taken. A quorum is at least one more the number absent, of the appointed members.

## **Article VIII Attendance of Members**

**Section 1.** An appointed member who misses more than three (3) consecutive regular meetings loses her/his status as a member of the Board until reappointed or replaced by the governing body of the unit. Absence due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board except in the event of a long illness, or other such cause for prolonged absence, the member may be respectfully replaced.

## **Article IX Compensation**

**Section 1.** Board members shall receive per diem as determined by the Board of County Commissioners. In addition, members shall be reimbursed for travel and subsistence to professional meetings, conferences and workshops, with such reimbursements being made in compliance with general policies of the governing unit.

## **Article X Amendments**

**Section 1.** Operational policies, procedures, and such amendments may be incorporated into the By-Laws as developed and approved by the majority vote of the Board. The proposed changes to the By-Laws may be made at any duly called meeting of the Board. The proposed changes shall be submitted to the Board not less than fifteen (15) days in advance of the meeting.

## **Article XI Proxy**

**Section 1.** Proxy voting will not be allowed or recognized at any meeting.

## **Article XII Voting**

**Section 2.** Voting members shall consist of the Chair, Vice-Chair, and Board Members present and representing the duly established work of the Advisory Board. In the event of a tie vote, the motion fails.

## **Article XIII Parliamentary Procedures**

**Section 1.** Parliamentary procedures are adhered to as reflected in the latest edition of Roberts Rules of Order and shall prevail at official meetings of the Board unless otherwise specified by the By-Laws.

## **Article XIV Diversity Statement**

**Section 1.** The Brunswick County Parks and Recreation Advisory Board believes that the membership and leadership should be reflective of the diverse population within Brunswick County. Every effort should be made to ensure representation of underrepresented groups.

**Article XV**  
**Non-Discrimination**

**Section 1.** The Board shall not discriminate in any manner against any person or group by reason of race, age, gender, national origin, ability, and sexual orientation, religious or political affiliation.

*Original By-Laws adopted, 1979:*

*Revised and Adopted on the 18<sup>th</sup> day of January , 2005.*

*Revised and Adopted on the 6<sup>th</sup> day of October, 2008*

*Revised and Adopted on the 20<sup>th</sup> day of December, 2010*

*Revised and Adopted on the 19<sup>th</sup> day of May, 2014*