

Recreation Advisory Commission Bylaws

The Botetourt County Parks, Recreation and Tourism Commission (PRTC), established in conformance with the resolution adopted by the Board of Supervisors of the County of Botetourt, has adopted the following articles in order to facilitate its powers and duties.

ARTICLE I – Objective

The objective of the PRTC is to serve as the advisory body to the Director of Parks, Recreation and Tourism (PRT) of Botetourt County. The Commission shall suggest policies to the County Administrator and the Board of Supervisors through the Director of PRT within its powers and responsibilities as stated in these bylaws.

The Commission shall serve as a liaison between the Department of PRT, the Board of Supervisors, and the citizens of the community. The Commission will work through the Director of PRT on all related matters. The Commission shall consult with and advise on recreation policies, programs, personnel, funding, finances, and the need for acquiring and disposing of lands and properties related to the total community recreation program and to its long-range, projected program for recreation.

ARTICLE II – Membership

- Section 1.** The Commission shall consist of five (5) voting members and three (3) liaison, non-voting members, as provided in the Board of Supervisors resolution of establishment dated August 21, 1989. *(Revised 02/05/07)*
- Section 2.** Voting rights shall be in accordance with the Board of Supervisors resolution of August 21, 1989.
- Section 3.** Any appointed member may be removed by the Board of Supervisors for inefficiency, neglect of duty, or malfeasance in office, provided that such removal be made only after a hearing before the Board of Supervisors, at which time said member is given an opportunity to appear and be heard on the charges being brought against him or her.
- Section 4.** Three (3) consecutive absences constitute a resignation from office, except in the case of an illness or emergency. This provision shall not apply to non-voting members appointed in accordance with the Board of Supervisors resolution of August 21, 1989.
- Section 5.** Vacancies occasioned by removal or resignation shall be filled by appointment of the Board of Supervisors. The term of office is restricted to the unexpired term of office.
- Section 6.** Members of the Commission shall serve at the compensation level as provided by the Board of Supervisors.



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Section 7. Members of the Commission shall serve terms concurrent with the Board of Supervisors member that appointed him/her. *(Revised 8/22/09)*

ARTICLE III – Meetings

Section 1. The first meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers and other business that may need to come before this meeting.

Section 2. Regular meetings of the Commission shall be held at 6:30 P. M on the first Monday of alternating months, starting with January of each New Year (meeting dates: Jan., March, May, July, Sept., Nov.). When a meeting falls on a legal holiday, the meeting shall be held on the day following, unless otherwise designated by the Commission. Meetings may be cancelled in advance by a quorum of the membership. *(Revised 1/7/13)*

Section 3. Special meetings shall be called at the request of the Director of the Department of Parks, Recreation & Tourism, the Chairman of the Commission or a quorum of the membership. *(Revised 1/7/13)*

Section 4. Notice of special meetings shall be given to each member at least five (5) days prior to such meetings. Notice shall state the purpose, location, and time of the meeting. *(Revised 1/7/13)*

Section 5. All regular and special meetings, hearings, and accounts shall be open to the public.

Section 6. The Commission shall keep a set of the minutes of all meetings and these minutes shall become public record.

Section 7. A majority of the voting membership shall constitute a quorum. The number of votes necessary to transact business shall be a majority of those voting.

Section 8. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order, unless it is contrary to the Code of Virginia, whereby the Code of Virginia shall prevail.

ARTICLE IV – Hearings

Section 1. Public hearings before the Commission shall be scheduled at the time of the Commission's regular monthly meeting and advertised in accordance with the Code of Virginia where required.

Section 2. In addition to any required by law, the Commission, at its discretion, may hold public hearings when it decides that a hearing will be in the public interest.

Section 3. Notice of a hearing shall be published in a newspaper of general circulation in the area as outlined in Section 15.1-431 of the Code of Virginia, as amended.



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Section 4. The Chairman may limit the amount of time allowed for each speaker during public hearings so long as the time limit is uniform for all requesting to speak.

ARTICLE V – Selection of Officers

Section 1. The officers of the Commission shall consist of a Chairman, Vice-Chairman, and Secretary (non-voting member). *(Revised 02/05/07)*

Section 2. Nomination of officers shall be made from the floor at the regular January meeting each year. Election of officers shall follow immediately.

Section 3. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. The candidate shall take office immediately and serve for one (1) year or until his successor shall take office.

Section 4. Vacancies in office shall be filled at the next regular meeting by regular election procedures.

ARTICLE VI – Duties of Officers

Section 1. The Chairman shall be a voting member of the Commission and shall: (1) Appoint committees, special and/or standing, (2) Rule on all procedural questions (subject to reversal by two-thirds (2/3) majority vote of the members present), (3) Be informed immediately of any official communication and report same at the next regular meeting, (4) Carry out other duties as assigned by the Commission.

Section 2. The Vice Chairman shall be a voting member of the Commission and shall: (1) Act in the absence of, or inability of, the Chairman to act, (2) Have the power to function in the same capacity as the Chairman in cases of the Chairman's inability to act.

ARTICLE VII – Duties of Secretary

Section 1. The Secretary shall: (1) Keep a written record of all business transacted by the Commission, (2) Keep a file of all official records and reports of the Commission, (3) With the assistance of the Director of PRT, prepare and be responsible for the publishing of advertisements relating to public hearing. *(Revised 02/05/07)*

ARTICLE VIII – Standing and Special Committees

Section 1. Committees may be appointed by the Commission Chairman to serve as needed.

Section 2. Standing Committees shall be appointed for one year. Vacancies shall be filled immediately by the Commission Chairman.

Section 3. Special Committees may be appointed by the Commission Chairman for purposes and terms approved by the Commission.

ARTICLE IX – Duties and Responsibilities of the Commission

Section 1. The Commission shall make recommendation to the County Administrator and Board of Supervisors through the Director of PRT regarding provision, maintenance, operation, and supervision of the athletic fields, recreation centers, and other recreational facilities owned or controlled by the Board of Supervisors or leased or loaned to the Board of Supervisors by the owners thereof, with the exception of County school recreation facilities. The PRT Department, with advice from the Commission, shall have complete supervision of the facilities and activities provided and conducted on or in connection with the athletic fields and recreation centers, except where the School Board has jurisdiction. Arrangements with the School Board for operations and management of certain school facilities may be developed at the discretion of the Department of PRT and the School Board.

Section 2. The Commission shall advise the Board of Supervisors regarding the acceptance of any grant, gift, bequest, or donation of any personal property offered or made for public recreation purposes. The Commission shall advise on recreational issues and projects with the Department of PRT relative to entering into contracts or obligation(s) to be executed within the current fiscal year and within budget appropriations made by the Board of Supervisors. *(Revised 02/05/07)*

Section 3. The Commission shall interpret the recreation and parks services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.

Section 4. The Commission shall 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 Botetourt County.

6. The Commission and the Director of PRT shall prepare and recommend to the County Administrator an annual budget sufficient to finance the programs that the Director and the Commission feel are necessary for the welfare of the residents of the County of Botetourt.

(a) 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 PRT for the County.

Section 6. Planning Duties and Responsibilities:

(a) The Commission shall prepare a Master Plan in accordance with the Botetourt County Comprehensive Plan for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County and update same yearly.

(b) The Commission shall investigate and determine the needs and interests of the community for recreational facilities and programs and recommend a recreation program to meet these needs.



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Section 7. The County Administrator shall have the power to select a Director of PRT. Such director shall serve at the pleasure of the County Administrator, shall have the necessary foundation and training to organize and direct a community parks and recreation system, and shall be entitled to all benefits offered to County employees. The salary of the Director shall be set by the County Administrator. Such other trained persons as may be necessary in the maintenance of and operation of the recreational facilities and systems may be employed by the County Administrator within budget appropriations.

Section 8. Funds appropriated by the Board of Supervisors and budgeted to public parks and recreation shall be disbursed by the fiscal disbursing officer (Assistant Bookkeeper) of Botetourt County, upon invoices supplied by the Director of PRT and within budget appropriations made. *(Revised 02/05/07)*

Section 9. The County Administrator shall have overall supervision for control of the Department of PRT.

Section 10. Director's Relationship: The Director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission, explain program objectives to them in details of organization, and implement policies and procedures of the Recreation Policy Manual. The Director shall also assist in all matters of interest to the operation of an efficient program. He is an ex-official member (by virtue of this 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 the employees of the PRT Department and the Commission.

ARTICLE X – Amendments

Section 1. These bylaws may be changed by a record two-thirds (2/3) vote of the entire membership after thirty (30) days notice of the nature of the proposed amendment.