



# **BYLAWS**

# **Parks and Recreation**

# **Commission**

July 2021



# Parks and Recreation Commission Bylaws

The Botetourt County Parks and Recreation Commission (PRC) was established in conformance with the resolution adopted by the Board of Supervisors of the County of Botetourt, on August 21, 1989. The PRC has adopted the following articles in order to facilitate its powers and duties.

## ARTICLE I – Objective

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

The Commission shall serve as a liaison between the Department of Parks & Recreation (PR), the Board of Supervisors, and the citizens of the community. The Commission will work through the Director of PR on all related matters. The Commission shall work in partnership with the Director of PR so that the Commission may advise on recreation policies, programs, personnel, funding, finances, and the need for acquiring and disposing of lands and properties related to the County's long-range, projected plan for recreation and tourism.

## ARTICLE II – Membership

**Section 1.** The Commission shall consist of five (5) voting members from each district 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.** The Director of PR is a non-voting member (by virtue of the office) and attends Commission meetings. The Director keeps the Commission informed concerning the interests, needs, objectives, progress, plans and other issues of importance or concerns to the Commission's role.

**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/her.

**Section 4.** Three (3) consecutive absences will 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.

**Section 7.** Members of the Commission shall serve terms concurrent with the Board of Supervisors member that appointed him/her.



### **ARTICLE III – Meetings**

- Section 1.** The first meeting in January of each year shall serve as the Commission’s organizational meeting. In addition to other routine business that may need to come before the Commission at this time, the election of officers and other organizational issues for the upcoming year will be established.
- Section 2.** Regular meetings of the Commission shall be held at 6:30 PM on the first Monday of each month. 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.
- Section 3.** Special meetings shall be called at the request of the Director of PR, the Chairman of the Commission or a quorum of the membership. 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.
- Section 4.** All meetings, hearings, and accounts shall be open to the public unless ordinances or resolutions, approved by the Board of Supervisors determine otherwise. PRC has the right to vote to go into closed session as needed.
- Section 5.** The Commission shall keep a set of the minutes of all meetings and these minutes shall become public record. All meetings and minutes shall be in accordance with the Virginia Freedom of information Act.
- Section 6.** A majority of the voting membership (three members) shall constitute a quorum and a quorum is required for an official meeting to be conducted. The number of votes necessary to transact business shall be a majority of those voting members present.
- Section 7.** 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 as needed and advertised in accordance with the Code of Virginia where required.
- Section 2.** 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.
- Section 3.** 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. The Chairman and Vice-Chairman shall be voting members of the Commission. The Secretary may be a non-voting member.



**Section 2.** Nomination of officers shall be made from the floor at the Commission's organizational meeting in January. Election of officers shall follow immediately after completion of nominations.

**Section 3.** The candidate receiving the majority vote of the voting membership present shall be declared elected. The candidate will take office immediately and serve for one (1) year. Candidates may be re-elected into the office they served for unlimited terms.

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

## **ARTICLE VI – Duties of Officers**

**Section 1.** The Chairman shall:

- (1) Conduct Commission meetings.
- (2) Prepare agendas for upcoming meetings. Meeting agendas shall be distributed to members prior to meeting dates.
- (3) Appoint committees (special and/or standing).
- (4) Rule on all procedural questions (subject to reversal by two-thirds (2/3) majority vote of the members present).
- (5) Report any official communication from Director and inform same at the next regular meeting.
- (6) Carry out other duties as assigned by the Commission.

**Section 2.** The Vice Chairman 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) File written records in such a manner that they are available to the public as required.
- (3) Keep a file of all official records and reports of the Commission.
- (4) With the assistance of the Director of PR, prepare and be responsible for the publishing of advertisements relating to public hearing.



## **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 determine and establish the general policies and procedures to be followed to carry out the purpose for which the Commission was established.
- Section 2.** The Director of PR is responsible for explaining the organization, responsibilities, and working relationships within the Department of PR, as well as within the County, to the Commission. The Director shall be well versed in the PR's goals and objectives so as to be able to provide explanations and support those goals and objectives to the Commission.
- Section 3.** As stated in Article 1, the Commission shall serve as a liaison between the Department of PR, the Board of Supervisors, and the citizens of the community. The Commission will work through the Director of PR on all related matters. Specific areas where the Commission will work in partnership with the Director of PR include:
- (1) Making recommendations to the County Administrator and/or Board of Supervisors regarding provisions, maintenance, operation, and supervision of athletic fields, recreation centers, and other recreational facilities owned or controlled by the Board of Supervisors or leased/loaned to the Board of Supervisors.
  - (2) Advising Department of PR on policies, programs and activities conducted on these facilities.
  - (3) Advising the County Administrator and/or Board of Supervisors regarding the acceptance of any grant, gift, bequest, or donation of any personal property offered or made for public recreation purposes.
  - (4) Advising the County Administrator and/or Board of Supervisors on recreational issues and projects with the Department of PR 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.
- Section 4.** The Commission shall convey the Department of PR services to the community and communicate the needs and desires of the community to the Director of PR.
- Section 5.** Financial Duties and Responsibilities:
- (1) The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Botetourt County.



- (2) The Commission shall annually review the County's Master Plan for PR and make recommendations to the Director of PR for capital improvements (acquisition and development) projects that the Commission feel are necessary for or desirable to the citizens of the County.
- (3) Director of PR shall prepare and recommend to the County Administrator an annual budget sufficient to finance the activities of the Department of PR goals and objectives for the upcoming fiscal year. Director of PR shall coordinate this budget with the Commission to ensure that the goals and objectives of the Commission are considered and funded to the extent possible and that the proposed budget engages with the County's Master Plan for PR.
- (4) 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 PR and within budget appropriations made.

**Section 6.** Planning Duties and Responsibilities:

- (1) The Commission shall annually work with the Director of PR to prepare/update 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.
- (2) To accomplish this the Commission will investigate and determine the needs and interests of the community for recreational facilities and programs. Based on those findings the Commission will develop prioritized goals and objectives and make recommendations to the Director of PR for programs/projects to meet those goals and objectives.

**ARTICLE X – Amendments**

- Section 1.** These bylaws may be changed by a record two-thirds (2/3) vote of the voting membership present at the meeting of record. Voting shall take place no earlier than thirty (30) days after notice of the nature of the proposed amendment(s) to the Commission members. Non-voting members are encouraged to provide feedback concerning proposed amendments to voting members prior to the meeting of record.



## **Parks and Recreation Commission Public Comment Guidelines**

The Botetourt County Parks and Recreation Commission welcomes input from stakeholders in Botetourt County. All regular open meetings of the Commission will include an opportunity for public comment. All meeting dates are advertised on the Parks and Recreation Commission website at [www.bocorecreation.info](http://www.bocorecreation.info).

Individuals may also address the Commission via written comments by mail to the Parks and Recreation Department Director at PO Box 587 Fincastle, Virginia 24090 or by email to [recreation@botetourtva.gov](mailto:recreation@botetourtva.gov).

### **Guidelines**

- Roberts Rules of Order govern these proceedings with a business meeting agenda set by the Commission Chair and Parks and Recreation Department staff. This agenda is adhered to unless otherwise amended by motion/second and unanimous vote of Commission members.
- Each meeting agenda will include period for public comments at the beginning of each meeting. This period will be limited to a maximum of 15 minutes so as to allow the Commission to receive public input while also completing the business of the Commission in a timely manner.
- Individuals wishing to address the Commission will need to arrive at least 15 minutes prior to the meeting start in order to complete a Request to Speak form. Only individuals who have submitted registration cards will be recognized by the Commission Chair and granted time.
- Once recognized by the Commission Chair, the attendee should state:
  - Name
  - Area of residence
  - Name of any organization represented (if applicable)
  - Topic of discussion
- Each speaker will have 3 minutes to provide their comments. If the number of individuals wishing to speak will exceed the allotted 15-minute timeframe, the Commission Chair will place a shorter time limit on each speaker to ensure that the public comment period will not exceed 15 minutes.
- The Commission Chair reserves the latitude to hear from audience members who wish to provide context to a particular agenda item being discussed outside of a public comment period.
- Speakers will be limited to addressing only topics related to Parks and Recreation Commission responsibilities, such as programming and facilities.
- Profane or vulgar language, partisan political statements, or comments related to the conduct or performance of Commission members or Parks and Recreation Department staff are not appropriate and will not be allowed.
- Speakers shall direct all comments to the Commission as a whole, not individual members or Parks and Recreation Department employees.
- Commission members are not expected to respond to questions or comments unless the Commission Chair deems such response appropriate. Commission members may seek clarification or additional information from speakers through the Commission Chair.