

# *Hoke County* Parks and Recreation Board

## By-Laws

Amended: November 13, 2006

### Article I: Members

- A. The recreation board shall be composed of 9 members.
- B. Each member shall serve a term of 3 years.
- ~~B~~ C. Members of the board shall consider it their first duty to attend meetings unless prevented by sickness or obligations. The unexcused absence of a member from ~~consecutive meetings of~~ more than 5 meetings in a one year period (January through December) will be considered the submission of the member's resignation and shall authorize the board to forward the submission to the governing body Hoke County to fill the vacancy.
- D. The parks and recreation board shall recommend individuals for the consideration as board members to the county commissioners at the next regular as board members whose term is expiring may choose to have their name submitted to the county commissioners for an additional term.
- E. All appointed members shall consider themselves officials of local governments and understand that any oral or written statements or publications regarding the Hoke County Parks and Recreation Department or its programs or county administration may be considered by public sources as official action of the board. The board shall approve all statements or publications pertaining to administrative practice or program policies of the board and/or the parks and recreation department and approval shall be so noted in the official minutes prior to any publication.

### Article II: Officers

- A. The board officers shall consist of a chairman, vice-chairman, and secretary. An annual election of officers shall occur at the regular monthly meeting in January. In the event an office becomes vacant, a replacement shall be elected at the next regular meeting to complete the term of office until the regular annual January elections take place.
- B. The secretary of the board need not be a regular member of the board. He/She may be the parks and recreation director or some other person designated by the board to act in the capacity.

### Article III: Duties of the Officers

- A. Chairman- Shall preside at all the meetings, sign all official documents, call special meetings and perform all such duties as usually fall upon a chairman except when such duties are properly delegated.
- B. Vice Chairman- Shall perform the duties of the chairman in the chairman's absence.
- C. Secretary- Shall keep the official records of the boards, handle all correspondence of the board as directed, keep accurate minutes of each meeting and ensure that a copy of the minutes, once approved by the board, are received by the governing board of Hoke County.

### Article IV: Regular Meetings

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- A. Regular meetings of the Hoke County Parks and Recreation Advisory Board shall be held the 2<sup>nd</sup> Monday of each month at 6:30 pm in the Hoke County Parks and Recreation Department's conference room. In the event of a major conflict of the time and/or location occurs the meeting may be changed by the chairman.
- B. Special meetings may be called by chairman when deemed necessary.
- C. A majority of members five or more shall constitute a quorum for any regular or special meeting.
- D. Notice of all regular meetings shall be posted at the Parks and Recreation Department and in the local paper at least one week prior to each meeting. Notice shall include date, time and location.
- E. The order of business at a regular meeting shall included:
  - a. Call to order
  - b. Introduction of guests
  - c. Approval of minutes from previous meeting
  - d. Regular monthly reports
  - e. Old business
  - f. New business

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### Article V: Duties of the Board:

- A. To make and approve Parks and Recreation programs and department policies within the jurisdictions of Hoke County government and North Carolina state laws.
- B. To act as an appeal board regarding department action.
- C. To approve program activities.
- D. To approve a requested budget to be presented to the county manager and/or commissioners for the following year.
- E. To oversee the director in proper maintenance and care of all areas and facilities for the Parks and Recreation department in the county for, which the board is responsible.
- F. To review proposed project plans in order to provide adequate recreational needs for the citizens of Hoke County.

- G. To conduct interviews and make recommendations to the governing board of Hoke County for the position of Parks and Recreation director and advisory board members as positions become vacant.

## **Article VI: Duties of Department Director**

- A. The director shall attend all regular and special meetings of the Parks and Recreation board unless otherwise asked not to attend by the chairman.
- B. The Recreation Director, with the advisement of the and in accordance with the established policies of the board, shall have supervision, direction and control over the matters pertaining to the jurisdiction of the Parks and Recreation Department.
- C. The director shall give a monthly report to the board of the activities and administration of the programs provided by the Parks and Recreation Department. The director shall submit a detailed annual report pertaining to each and all activities provided by the Parks and Recreation department at the regular January meeting of the board.
- D. The director shall prepare a yearly departmental budget request and submit it to the board for approval.
- E. The director shall with the approval of the board and in accordance with Hoke County Administrative policies, employ all full-time, part-time and supervisory staff.

## **Article VII: Amendments**

These by-laws may be amended on proposal at a prior meeting and approved by a majority vote at the next regular meeting.

Board Chairman \_\_\_\_\_

Board Vice-Chairman \_\_\_\_\_

Date \_\_\_\_\_