

**BYLAWS**  
**City of Stone Mountain**  
**Parks & Recreation Committee**  
**Updated July 1, 2024**

**Section 1. Purpose of the Committee (Mission Statement)**

The Parks and Recreation Committee serves as an advisory board to the Stone Mountain City Council on issues pertaining to parks and recreation. The Committee has no official authority to establish, create, pass or enforce any of the park rules or activities. The Parks and Recreation Committee assumes a major role in developing a sense of community and enhancing the resident's quality of life by advising the Council about, and by promoting, recreational and social programs for preschool age children, youth, teen, adult, family, and senior populations and by recommending special events and engaging in the organization of such events.

**Section 2. Functions of the Committee**

The functions of the committee are to:

- (1) Members will work to help coordinate/plan community events and voluntary community projects in the City.
- (2) Review current parks and recreation programs and facilities in the City to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, and facilities of City Council
- (3) Provide and gather input and ideas on parks and recreation related short-term and long-range plans and goals.
- (4) Serve in an advisory capacity to the Council for the maintenance and funding of parks and recreation facilities, and for the sustainability of the City's parks and recreation facilities.
- (5) Review parks and recreation related matters submitted by the City Council.
- (6) Make recommendations to the City Council, through the City's Public Works Director, on operating and capital budget needs of the City owned parks and recreation facilities.
- (7) Promote maximum utilization of parks, recreation facilities and programs.
- (8) Offer advice to the Council on enhancing the quality of life to all City of Stone Mountain residents through the implementation of a wide variety of parks and recreation programs and services.

**Section 3. Eligibility for Appointment**

The structure for membership of the Parks and Recreation Committee shall be as follows:

- Four City of Stone Mountain Resident Appointments
- One Community Stakeholder Appointment
- One Council Appointment

One Administrative Appointment  
**Seven Members Total**

Four (4) seats shall be occupied by residents living within the established incorporated boundaries of the City of Stone Mountain.

One (1) seat shall be occupied by a community stakeholder. The Community Stakeholder does not have to be a citizen of the City but, must be able to show a vested stakeholder interest (i.e., business or property owner; member of a civic, religious, or social organization located within the city limits of Stone Mountain; etc.)

The Council Appointment shall be named by the Mayor.

The Administrative Appointment shall be named by the City Manager or shall otherwise be the City's Public Work's Director.

**Section 4. Quorum**

A quorum shall consist of 50% or greater of the Committee members currently appointed to the Committee.

**Section 5. Expectation of All Committee Members:**

All Committee Members are expected to have an interest in developing and maintaining City parks and recreational facilities and working with the City Council, other members of the Committee and the general public to plan for future improvement in parks, recreational facilities, programs and a wide variety of related projects for the enjoyment of all of the residents of the City.

**Section 6. General Information Pertaining to the Committee:**

(1) Mayoral Appointment:

The Parks and Recreation Committee has seven members, all of whom are appointed by the Mayor and whose appointment is confirmed by the City Council. The Committee will operate under the general direction of the **Mayor or appointee**.

(2) Committee Positions (Chair, Vice Chair, Secretary):

After the initial appointment, a meeting is to be held of the committee to select, from its members, a Chair, a Vice Chair, and a Secretary for the Committee (of which neither position shall be filled by the Administrative Appointment).

The Parks and Recreation Committee shall elect a chair, vice chair, and a Secretary for the Committee. Officers shall serve one-year terms and shall be eligible for reelection. After initial appointment, the Committee shall elect its officers annually in January every year thereafter. Such election is to be reported to the City Manager for record.

(3) Meeting Minutes and Reports:

Minutes for each meeting of the Committee are to be recorded by the Committee Secretary. The minutes are to be confirmed by the Committee Chair and submitted to the City Clerk. The Committee shall be subject to monthly reports to be made to the Council by the Committee Chair, or his/her designee.

**Section 7. Terms of Service**

The term of office for members appointed to the parks and recreation committee shall be two (2) years except for the initial appointments. The term of office for initial appointments shall be set as follows:

- a. Two (2) appointments shall be for an initial term of two (2) years beginning on January 1, 2024, and ending January 1, 2026.
- b. Three (3) appointments shall be for an initial term of three (3) years beginning on January 1, 2024, and ending January 1, 2027.
- c. Council Appointment shall be for a term of two (2) years and shall be appointment by the Mayor at the expiration of each term. The initial term of the Council appointment shall begin on January 1, 2024, and end January 1, 2026.
- d. Administrative appointment will be confirmed annually.

At the end of each term of office, the Administration shall take action to inform city residents and stakeholders that an opening exists on the Committee. The Administration office shall accept applications from interested individuals and shall present such applications and/or letters of interest to the Committee for review. The Committee shall recommend a short list of potential candidates to the Mayor. The Mayor shall nominate individuals from the short list for confirmation by the Council no later than the work session next following receipt of the short list.

**Section 8. Meetings**

The Parks and Recreation Committee will meet and will provide report of meetings as follows:

- (1) Meeting Dates/Times  
First Monday of the month at 7:00 pm at City Hall. (If that first Monday falls on a holiday, it will be rescheduled.) If physical meetings are not available, the City will provide an appropriate electronic means of meeting, such as Zoom, so Committee members may participate electronically.
- (2) Quorum  
Meetings are to be conducted with no less than a quorum of the Committee’s members as defined in **Section 4** herein.
- (3) Meeting Agendas, Notices, Minutes and Reports:
  - (a) Agendas and Notices  
Meeting agendas are to be published under the open meeting guidelines as adhered to by the City. Agendas are to be posted within 48 hours of the Committee meeting date and time.
  - (b) Minutes  
Minutes for each meeting of the Committee are to be recorded by the Committee Secretary. The minutes are to be confirmed by the Committee Chair and submitted to the City Clerk. The Committee shall be subject to monthly reports to be made to the Council by the Committee Chair, or his/her designee.
- (4) Special Meeting of the Committee  
Any meeting of the Committee that is called outside of the regular meeting date/time is considered a special meeting of the Committee and can be called by the Chair or by three (3)

members of the Committee. Special meetings of the Committee shall adhere to the agenda and notice requirements as specified in section 8.2(a) of these Bylaws.

(5) Order of Business

The order of business for each regular or specially called meeting of the Committee shall be as follows:

- (a) Call to order
- (b) Determination of a quorum
- (c) Approval of Agenda
- (d) Approval of the past meeting's Minutes
- (e) Unfinished Business
- (f) New Business
- (g) Summary of Events/Items to be Reported to Council
- (h) Setting of agenda for the next meeting of the Committee
- (i) Adjournment

(6) Rules of procedure

The Chair shall serve in charge of the rules of procedure for each meeting. When there is a question regarding procedure that would serve to prohibit continuance of the meeting, the Chair may reference the latest edition of Robert's Rules of Order.

**Section 9. Sub-committees.**

The Committee shall appoint sub-committees to special assignments that serve to assist in accomplishing the functions of the Committee as stated in Section 2 herein. Sub-committees may consist of less than a quorum of the Committee and City residents and stakeholders that are appointed by the Committee. The number of members on a sub-committee shall not be greater than the sum of members serving on the Parks and Recreation committee. A member of the Parks and Recreation Committee must chair any sub-committee established by the Committee.

The proposed establishment of any sub-committee is to be reported to the City Manager to determine that the sub-committee serves to assist in accomplishing the approved functions of the Committee. Sub-committee proposals will be reported to the Mayor by the City Manager.

**Section 10. Annual Review of Bylaws**

Bylaws of the City of Stone Mountain Parks & Recreation Committee are to be reviewed at least annually and an approved draft is to be presented to each member of the Committee.

**Section 11. Amendment to Bylaws**

The City of Stone Mountain Parks & Recreation Committee Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a 2/3rd majority of Committee members at the annual review of the Bylaws or at any special meeting of the Committee called for such purposes. All amendments to the Bylaws must be approved by the City Council prior to implementation. In no event shall the Bylaws be amended to conflict with City ordinances. In the event of any conflict, the City Council's ordinances shall supersede and prevail.