BY-LAWS

PARKS AND RECREATION BOARD

ARTICLE 1:

A. The Swansboro Parks and Recreation Board acts in an advisory capacity to the Mayor, Board of Commissioners and Parks and Recreation Director. The Board will advise in matters affecting parks and recreation policies, programs, personnel, finances, the acquisition and disposal of land and properties related to Town Programs, open spaces, environmental conservation and land preservation.

B. Duties and responsibilities include:
    a. Makes recommendations to set aside for use as parks, playgrounds, recreation centers, water areas, any lands or buildings owned or leased by the Town, suggest improvements of such buildings and structures within the funds allocated to the Parks and Recreation Department.
    b. Advise in the acquisition of lands and structures through gifts, purchase, lease or loan.
    c. Advise in the acceptance of any grant, gift, bequest or donation, ay personal or real property offered or made available for parks and recreation purposes and which is judged to be of present or possible future use for recreation or land preservation.
    d. Review the Parks and Recreation Comprehensive Plan annually and provide recommendations.
    e. Advise the Mayor, Board of Commissioners, and Parks and Recreation Director on various Parks and Recreation related policy matters which have been referred to the Board.
    f. Serve as a sounding board for the Parks and Recreation Director to test plans and idea to evaluate initiatives, plans, and operational strategies.
    g. ~~Advocate for local Parks and Recreation services.~~ Advocate for the advancement and visibility of Parks and Recreation Services and their benefits within the community.
    h. The actions of the Parks and Recreation Board shall be advisory only and shall not constitute policy of the Town and shall not be binding upon the Town Board of Commissioners or Town. The Mayor, Board of Commissioners and/or Parks and Recreation Director may adopt all or part of any recommendation of the Board, with or without changes as Town policy.
    i. Recommend ~~and propose~~ new programs, events, and services that enhance recreational opportunities and benefits the residents of the Town.

ARTICLE 2:

A. Regular meetings of the Swansboro Parks and Recreation Board shall be held at 5:30 pm on the third Wednesday of each month and shall be held at the Swansboro Recreation Center, or at some designated place. Discussion of meeting frequency.

B. Special meetings may be called by the Chairman or upon request from a majority of the body. At least forty-eight (48) hour notice of the time and place of such meeting shall be given by the Parks and Recreation Director to each member and appropriate media organizations. Items of business at such special meetings shall be limited to those set out in the notice of the meeting.

C. A majority of the members constitute a quorum.

D. The order of business at regular meetings shall be as follows:
    a. Roll Call
    b. Approval of minutes of previous meetings
    c. Public Comments
    d. Special Reports – Committee Reports
    e. Old Business
    f. New Business
    g. Directors Comments, Board Comments
    h. Adjournment

E. Parks and Recreation Board members serve at the pleasure of the Board of Commissioners. However, any member who has three (3) consecutive unexcused absences may have their record of attendance reviewed by the Parks and Recreation Board. If deemed appropriate, the Parks and Recreation Board may recommend to the Board of Commissioners that the member be replaced due to lack of participation. If unable to attend a meeting, a member should notify the Board Chair of the Parks and Recreation Director in advance of the meeting.

F. The Parks and Recreation Board shall be composed of seven (7) members, 5 in-town and 2 ETJ area members.

G. Initial appointments shall be for staggered terms with all subsequent appointments being for three (3) year terms. Should a vacancy occur, appointment will be made to fill the unexpired term. There is no limit on number of terms served as long as the Board of Commissioners approve reappointments.

ARTICLE 3:

A. Board members must nominate and elect a Chairman and Vice-Chairman each year. The nomination and election of the Chair and Vice-Chairman shall take place at the beginning of the regularly scheduled meeting in January.

B. The elected Chairman and Vice-Chairman shall take office immediately.

ARTICLE 4:

A. It shall be the duty of a Chairman to preside at all meetings and to sign official papers.

B. The Vice Chairman shall perform duties of the Chairman in the absence of the latter.

C. The Chairman shall have a vote in all Parks and Recreation Board matters. The vote of a majority of those members present shall be sufficient to decide matters before the Board.

ARTICLE 5:

Minutes of the meeting shall be taken of the Parks and Recreation Board. It shall be the duty of the Parks and Recreation Director to notify members of all meetings, to keep a permanent record of the proceedings of all meetings and to have a copy of the proceedings of each meeting sent to each member.

ARTICLE 6:

A. Committees shall be appointed by the Chairman. Vacancies on the committees shall be filled by the Chairman at any meeting.

B. Committees may be created and appointed for such purposes as deemed necessary at any meeting.

C. The Chairman, Town Manager, and Parks and Recreation Director shall be ex-officio members of all committees and, as such, notified of all committee meetings.

Date: _____ Chairman: _____

Attest: _____