

## **By-Laws Governing the Recreation Advisory Board**

### Article 1: Mission Statement

This mission of the Board is to serve as a citizen board to advise City Council, the City Manager, and the Director of Parks and Recreation Department on various matters pertaining to the operation of park facilities and recreation programs within the City of Asheville, to make policy recommendations to the City Council, and to carry out duties as may be assigned to them by the City Council.

### Article 2: Membership

- a. The Recreation Board consists of nine members appointed by City Council.
- b. Each appointment by City Council is for a three-year term. Members of the Board may serve up to two consecutive three-year terms.
- c. The absence of any member for three consecutive regular meetings without leave except when such absence is made necessary by sickness or other similar causes will declare vacant the seat of such member, in which the vacancy thus created shall be filled by the City Council.
- d. It is expected that all members be present for at least 75% of regularly scheduled meetings each calendar year. A member who arrives more than fifteen minutes after the scheduled start of a meeting or is absent for more than 15 minutes during the meeting shall be considered “not present” for reporting of official attendance to the City Clerk.
- e. All Board Members are expected to attend Board orientation upon joining the Board and with follow-up orientation sessions every three years.

### Article 3: Board Officers

- a. The officers of the Board shall be a Chairperson and a Vice Chairperson
- b. The officers shall be elected by the Board at the regular July meeting following nominations at the regular June meeting. Terms for officers shall be for one year.
- c. In the event of the resignation of any officer, the Board shall elect a successor.
- d. The department shall designate staff members to serve in the capacity of Board Secretary and Board Liaison. The Board Secretary is responsible for distributing meeting agendas, minutes, and other relevant information to Board members. The Board Liaison is the primary point of contact in the department for the Board officers and other Board members.

### Article 4: Board Duties

- a. The Chairperson of the Board shall preside at all meetings of the Board and shall perform such other duties as may be determined by the Board.
- b. The Vice Chairperson shall assume the duties of the Chairperson in his or her absence.
- c. The Director of Parks and Recreation Department is responsible for the general administration of the Department and for carrying out the policies recommended by the Board when approved by the City Council. In conjunction with the Board Liaison, the Director shall be the agent of the Board and to that end shall supervise the operation of all the

Department's activities. The Director shall submit a detailed report of activities and administration of the programs of the Parks and Recreation Department to each regular meeting for the month prior to the meeting.

- d. The Board Secretary is responsible for notifying Board Members and the public of all meetings. The Board Secretary is responsible for keeping minutes of each meeting and for distributing meeting agendas, minutes, and other relevant information to Board members, Department staff, and the public.
- e. The entire membership of the Board shall consider it a civic duty to attend all meetings and shall endeavor to make fair and just decisions. The Board shall aid the Department in interpreting the objectives of the Department's program to the public.

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- j. All Board Members are expected to attend Board orientation upon joining the Board and with follow-up orientation sessions every three years.
- k. Board members are asked to participate for an average of 5 hours per month in the following areas: Other specific duties of Board members include but are not limited to:
  - i. Attend monthly meetings
  - ii. Attend openings and events associated with the Department
  - iii. Serve on committees as needed
  - iv. Serve as liaisons to other groups and committees as defined in the department organizational structure
  - v. Advocate on behalf of the Department with City Council and the general public

## Article 5: Board Meetings

- a. Regular meetings of the Board shall be held at 12:30 PM on the second Monday of every other month in January, March, May, July, September and December, and shall be held in the City Hall First Floor Conference Room or at some other designated place.
- b. Special meetings may be called by the Chairperson or upon written request from a majority of the body with a minimum 48-hour public notice from City staff.
- c. A majority of the members constitute a quorum.
- d. In case of an expected absence from a meeting, the Board member should notify the Board Secretary and Board Liaison.

- e. The process for conducting Board meetings will adhere to Roberts Rules of Order.
- f. The meeting agenda is finalized one week prior to the scheduled meeting and is developed between the Chairperson, Vice Chairperson and the Board Liaison. The agenda is distributed to all Board members in advance of the meeting. Requests for changes or additions to the agenda should be submitted to the Chairperson and/or the Board Liaison,
- g. All meetings are open to the public.
- h. It is expected that all Board Members exercise general courtesies in terms of limiting excessive tardiness and providing advance notification in case of absence

#### Article 6: Board Committees

- a. The Chairperson may appoint such committees, standing or special, as may be authorized by the Board.
- b. The Chairperson and the Director of Parks and Recreation Department shall be ex-officio members of all committees and, as such, shall be notified of all meetings.
- c. An Executive Committee consisting of the Chairperson, Vice Chairperson, and one other Board member appointed by the Board, shall meet with the Department Liaison and other staff as needed to manage logistics, responsibilities, and general activities of the Board.

#### Article 7: Amendments

- a. All amendments to these rules must be proposed in writing in one meeting and acted upon at the next regular meeting.
- b. A bi-annual review of the By-Laws shall take place by the Executive Committee following the election of officers.

Adopted by Recreation Advisory Board: July 11, 2016