

# **CANDLER COUNTY RECREATION ADVISORY BOARD BY-LAWS**

## **Article I: Purpose of the Organization**

The purpose of the Candler County Recreation Advisory Board is:

- A. To advise the Recreation Director and/or, as necessary and appropriate, the County Administrator and Board of Commissioners on matters concerning programs, schedules, and recreational and cultural services offered by the Recreation Department.
- B. To seek the development of a broad variety of programs, facilities, and services to meet the total needs and demands of Candler County citizens.
- C. To inform and educate the public about the importance of and need for recreation programs, facilities, and services.
- D. To strive to involve the citizens in the planning and development of recreation programs and services and to identify local needs.
- E. To establish and maintain an effective public relations program utilizing all appropriate communications media.
- F. To evaluate the department's programs and services periodically to assure that its goals and objectives are being achieved.
- G. To provide encouragement, support, and work in partnership with the Recreation Director to provide a team approach to solving departmental problems.

## **Article II: Membership**

### **Section 1**

The Recreation Advisory Board shall consist of three (3) members approved by majority vote of the Candler County Board of Commissioners. In addition, the County Administrator and one (1) county commissioner, appointed by majority vote of the full Board of Commissioners, shall serve as ex-officio members of the Advisory Board. Members shall serve without pay. Members shall also serve at the will of the Board of Commissioners and may be removed at their discretion for cause by a majority vote of the Commission. Terms of Office shall begin the first day of July with appointments being made as terms of current members expire. All appointments shall be for four (4) year terms or until a successor is appointed and qualified. To maximize ongoing diversity of citizen participation, members should serve no more than two consecutive four (4) year terms. A person may be appointed to fill an unexpired term and then re-appointed to a full four (4) year term.

## **Section 2**

Members appointed to the Advisory Board shall be residents of Candler County. Any member who ceases to be a full-time resident of Candler County during his/her term of office shall be deemed removed from office, and the Board of Commissioners shall appoint a successor for the unexpired term by majority vote.

## **Section 3**

By May 31<sup>st</sup> of each year in which a current member's term is due to expire, the Board of Commissioners shall solicit recommendations for appointments to the Advisory Board. The recommendation may be for a new appointment or for reappointment of the present member, provided that said member has not served for two consecutive four (4) year terms.

## **Section 4**

Members are asked to submit a letter of resignation to both the Advisory Board and the Board of Commissioners when he/she wishes to end his/her term on the Advisory Board.

## **Article III: Officers**

### **Section 1**

The Chairperson shall preside at all meetings of the Recreation Advisory Board, appoint committees, and perform all duties generally pertaining to the Office of Chairperson.

### **Section 2**

The Vice-Chairperson shall perform these duties in the absence of the Chairperson.

### **Section 3**

The Secretary shall keep a record of the meetings of the Advisory Board, record all official actions, have custody of its books and records, give notices to the members of meetings and perform other duties as may be assigned by the Advisory Board. The Recreation Director shall serve as Secretary, unless he/she is unable to perform the duties.

## **Article IV: Meetings**

### **Section 1**

At the annual meeting held in July, the members of the Recreation Advisory Board shall elect from its membership a Chairperson and Vice-Chairperson, with the Recreation Director serving in the role of Secretary (unless not able to perform the duties). No member shall hold any office more than two (2) years during any four (4) year term on the Advisory Board.

### **Section 2**

The Advisory Board shall meet regularly each month. An annual calendar shall be developed denoting regular board meeting times, dates, and locations. All meetings of the Advisory Board shall be subject to, and held in accordance with, the Georgia Open Meetings Act.

### **Section 3**

Special meetings may be called by the Chairperson or a majority of board members at any time deemed necessary or desirable. Each member shall be given 24 hours notice prior to any special meeting(s).

### **Section 4**

Absence from three (3) consecutive regular meetings or six (6) regular meetings during any calendar year of any member of the Advisory Board, without due and acceptable cause, shall constitute a vacancy on the Advisory Board. Absences due to sickness, death or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.

Vacancies on the Advisory Board, due to resignation, removal, death of a member, expiration of the term of office, or for any other reason, shall be filled by a majority vote of the Board of Commissioners. Appointments to fill any vacancy, except for vacancies due to the expiration of the term of office, shall only be for the unexpired term of the vacant office.

### **Section 5**

A majority of the Advisory Board shall at all times constitute a quorum.

### **Section 6**

The Board of Commissioners will not consider a gathering of a quorum of the Advisory Board members at an event sponsored by the Recreation Department as a violation of the Open Meetings Act. However, any called or special meeting must be advertised and open to the public. Same rules of procedure with respect to open meetings for the Board of Commissioners shall apply.

### **Section 7**

All meetings and records shall be in compliance with the Georgia Open Meetings and Open Records Act.

### **Section 8**

The Recreation Director shall be responsible for notifying the media and general public of meetings.

## **Article V: Responsibilities**

### **Section 1**

The Recreation Advisory Board is responsible for advising and making recommendations on all recreation matters to the Recreation Director and the County Administrator.

### **Section 2**

The Advisory Board shall operate under the adopted by-laws as approved by the Candler County Board of Commissioners.

### **Section 3**

The Advisory Board shall assist department staff in developing regulations for proper conduct while using public recreation facilities and participating in programs.

### **Section 4**

The Advisory Board shall advise in the development of recreation programs, facilities, and services for all citizens of Candler County.

### **Section 5**

The Advisory Board shall have no responsibility for departmental management functions including, but not necessarily limited to, personnel, budget and finance, and organizational structure.

### **Section 6**

The Advisory Board shall review the Recreation Department budget quarterly and advise the Recreation Director and County Administrator on matters concerning the department's finances.

### **Section 7**

The Advisory Board shall make a full and complete annual report to the Candler County Board of Commissioners, which shall include a financial statement of money received and expended and a description of all activities sponsored by the Recreation Department during the year. The annual report is to accompany the proposed Recreation Department budget request. Additionally, the Recreation Director and the Advisory Board Chairperson shall present monthly status reports to the Board of Commissioners concerning ongoing programs, activities, and finances. The Advisory Board, with the help of the Recreation Director, shall be responsible for the preparation of these reports.

### **Section 8**

The Advisory Board shall adjudicate complaints, disputes, or other grievances from the public arising out of recreation activities. The Recreation Director shall consider the Advisory Board's advice when making his/her decision on the matter. An appeal of the Recreation Director's decision may be made to the Advisory Board. The Advisory Board will hear the appeal and give its decision to the County Administrator, who after consulting with the Board of Commissioners, has the final say on the matter.

### **Section 9**

This Recreation Advisory Board will supersede any and all other boards and interest groups in the Recreation Department. It will be the duty of all other boards and interest groups to coordinate their activities through the Recreation Director and the Recreation Advisory Board.

### **Section 10**

All actions of the Recreation Advisory Board are subject to review and approval by the Board of Commissioners at their discretion.

## **Article VI: Budget, Funding, Gifts, and Grants**

### **Section 1**

There is hereby created the Candler County Recreation Trust Fund into which all funds received by or on behalf of the Recreation Department shall be deposited. These funds shall, unless specifically earmarked by the donor thereof, be used first for the operation of the Recreation Department budget. Any funds received in excess of the annual budget may be used as directed by the Recreation Department with approval from the Board of Commissioners.

### **Section 2**

All requests by the Recreation Department for funds shall be submitted to the County in the form of an appropriate annual budget request, and any funds authorized by the Board of Commissioners shall be expended by the Recreation Department within the sole authority, discretion, and control of the Board of Commissioners.

### **Section 3**

Any gifts, grants, or bequests of real or personal property, or any donation thereof, which shall be used solely for recreational purposes, shall be to and in the name of the County and subject to approval of the Board of Commissioners.

### **Section 4**

Donations of money received from any source, unless otherwise provided by the terms of the gift or donation shall be deposited in the County treasury, in a separate account referred to as the Candler County Recreation Trust Fund and shall only be withdrawn and paid out by such body in the same manner as funds appropriated for official recreation purposes.

## **Article VII: Amendments**

### **Section 1**

Proposed amendments to these By-Laws must be submitted in writing at a regularly scheduled meeting. They cannot be voted on until the next regularly scheduled meeting or a subsequent meeting.

### **Section 2**

An amendment cannot become effective until and unless reviewed and formally approved by the Candler County Board of Commissioners.

## **Article VIII: Severability**

If any part of these By-Laws is for any reason held to be void or invalid, the validity of the remaining parts of these By-Laws or its application to other persons or set of circumstances shall not be affected thereby.

**Article IX: Repealer**

All previous ordinances, by-laws, policies, or resolutions in conflict with these By-Laws are hereby repealed.