

# **By-Laws for Parks and Recreation Advisory Committee**

## **I. PURPOSE**

The Committee shall serve in an advisory capacity to the Parks and Recreation Director to recommend Parks and Recreation development needs, conduct studies of future needs or to promote Parks and Recreation events and related activities.

## **II. MEMBERSHIP**

The Advisory Committee shall be composed of members appointed by the Onslow County Board of Commissioners. Vacancies may be filled for the unexpired portion of the term of a member replaced.

Section 1. The membership of the Parks and Recreation shall consist of seven (7) voting members who shall serve staggered terms. Composition of the Committee shall be representative of each of the five (5) townships (one (1) appointee from each); and two (2) members at-large.

Section 2. All members shall be and shall serve at the pleasure of the Onslow County Board of Commissioners.

## **III. OFFICERS**

Section 1. Election of Officers: The Committee shall elect a Chairman and Vice Chairman from its membership. Election of officers shall be by majority vote of the quorum in attendance. The officer shall serve a one (1) year term, however, no officer may serve in the same capacity for more than two (2) consecutive terms.

Section 2. Chairman: The Chairman shall preside over all meetings and shall decide all matters of order and procedure subject to these bylaws, unless otherwise directed by a majority of the Committee present at a meeting. It shall be the duty of the Chairman to vote on all issues.

Section 3. Vice Chairman: The Vice Chairman shall serve as acting Chairman in the absence of the Chairman and shall have the same powers and duties as the Chairman when presiding.

Section 4. Secretary: The Committee shall appoint a Secretary who may be a member of the Committee or a member of the County staff. The Secretary shall keep the minutes of all Committee proceedings; keep records of attendance, and votes; and notify the membership, news media and the public of the meetings of the Committee.

## **MEETINGS**

### Section 1. Regular Meetings

The Advisory Committee shall hold regular meetings during the months of January, April, August, and December. Meetings are the second Monday of each month at 6:00 p.m. at the Onslow Pines Park Meeting Room, 1250 Onslow Pines Park, Jacksonville. If a special meeting is called by the Chairman, notice must be sent to the County Clerk with a minimum of 48 hours notice.

### Section 2. Agenda

The Secretary to the Board shall prepare an agenda for each meeting. Any committee member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least three (3) working days before the meeting. For regular meetings, the Advisory Committee may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.

### Section 3. Presiding Officer

The Chair of the Advisory Committee shall preside at Advisory Committee meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent, another member designated by a majority vote of members present at the meeting shall preside.

### Section 4. Quorum

A majority of the actual membership of the Advisory Committee, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

### Section 5. Voting

Each Advisory Committee member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.

### Section 6. Minutes

The Secretary shall prepare minutes of each Advisory Committee meeting. Copies of the minutes shall be made available to each Advisory Committee member before the next regular Advisory Committee meeting. At each regular meeting, the Advisory Committee shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. Once

approved, the minutes shall be forwarded to the Board of Commissioners via the Clerk to the Board's office and shall be posted on the Department's website.

#### IV. Attendance

Members shall faithfully attend all meetings. Any member with more than three (3) absences consecutively may be replaced by the Board of County Commissioners. The Chair shall notify the Clerk to the Board of County Commissioners of any member's continued absences. Members shall make a reasonable effort to notify the Chair if they will not be able to attend a meeting.

#### V. Amendments to the By-Laws

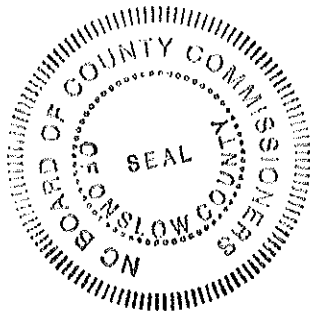
These by-laws may be amended by the Board of County Commissioners at any time with or without notice. The Board of County Commissioners reserves the right to waive any portion of these by-laws at its sole discretion.

#### VI. Compliance with North Carolina Law

In conducting its business, the Advisory Committee shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws. To assist the Advisory Committee in compliance, the local Parks and Recreation Director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Advisory Committee members on request. Every Advisory Committee member shall be provided a copy of all other educational materials.

Approved and adopted by the Onslow County Board of Commissioners on 21<sup>st</sup> day of November, 2022.

Onslow County  
Board of Commissioners



Jack Bright  
Jack Bright, Chairman  
Board of Commissioners

ATTEST:

Julie S. Wand  
Julie S. Wand, Clerk to the Board

**Onslow County Board of Commissioners**

**Agenda Action Form**

**Requested Date:** November 21, 2022

**Department(s):** Parks and Recreation

**Presenter(s):** Katie White, Director

**Title:** Parks and Recreation Advisory Committee By-Laws

**APPROVED:**  
*[Signature]*  
11/21/2022

**Onslow County  
Board of Commissioners' Meeting**

*[Signature]*  
**Kourtney P. Lanier  
Deputy Clerk to the Board**

**Background:** (maximum of 1500 characters)

The Parks and Recreation Advisory Committee was created in August 1975. The purpose of this Committee is to serve in an advisory capacity to the Parks and Recreation Director to recommend Parks and Recreation development needs, conduct studies of future needs or to promote Parks and Recreation events and related activities.

The minor change being requested to for the Advisory Board to meet quarterly rather than monthly, unless a special meeting is called by the department director. The attached updated By-Laws have been prepared for the Board's consideration and reviewed by the County attorney.

Check box if additional page has been submitted:

**Recommendation/Action Requested:** (maximum of 500 characters)

It is respectfully requested that the Board of Commissioners adopt the updated bylaws of the Parks and Recreation Advisory Committee and authorize the Chairman to sign on behalf of the Board of Commissioners.

**Attachments:**

**Clerk to the Board: Approved by the Board: Yes:**  **No:**  **Deferred:**  **N/A:**