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**BY-LAWS GOVERNING THE
FRANKLIN COUNTY RECREATION ADVISORY BOARD**

ARTICLE 1. NAME AND PURPOSE

The Recreation Advisory Board shall be composed of nine (9) members who shall represent geographical balance from throughout the County. The Recreation Advisory Board shall serve as the advisory body for Franklin County on issues relative to the department. The Board shall advise the Recreation Director, County Manager and County Commissioners on matters relating to recreational activities.

ARTICLE II. DUTIES AND RESPONSIBILITIES

The Board shall serve as the liaison between the Parks and Recreation Department and the citizens of Franklin County. Departmental personnel shall consult with the Board in matters affecting programs, facilities, policies, finances development of long-range plans and the acquisition and disposal of land and property.

The Board shall also assume duties and responsibilities as follows:

1. To investigate and determine the needs, interests, and goals of the community for recreation and cultural facilities and programs and make recommendations to the Recreation Director, County Manager and County Commissioners to meet those needs and goals.
2. To inform and educate the general public of the importance and need for programs, facilities and services.
3. To seek and make recommendations on the acceptance of grants, gifts, bequests and donations for park and recreation purposes.
4. To assist the Recreation Department in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens of Franklin County.
5. To assist the Recreation Department in recruiting voluntary leadership staff to work with programs and activities.

6. To assist in matters relating to maintaining the highest standards in park development and operation, park and recreation leadership and a well balanced program.
7. To assist in developing a plan to meet the present and future needs for programs, services, parks, facilities, open spaces and trails and to advise in developing priorities for each of these.
8. To receive information and reports concerning the evaluation of programs, facilities, policies and procedures.
9. To recommend approval of rules, and procedures pertaining to recreation programs and the use of public parks and facilities including suggested fees and charges.
10. Carry out any other assigned studies and/or activities as deemed appropriate.

ARTICLE III. MEMBERSHIP

1. Each of the nine (9) members of the Recreation Board shall be appointed by the Board of County Commissioners for a three (3) year term except for the initial appointments which shall be three for a one-year term, three for a two-year term and three for a three-year term to establish staggered terms. Subsequent appointments shall be for three-year terms.
2. Members may not be eligible for reappointment after having served three consecutive full three-year terms. Non-voting Ex-Officio members may be appointed as deemed appropriate by the Board of Commissioners.
3. Recreation Department employees shall function as the staff to the Recreation Advisory Board.
4. Vacancies shall be filled for the balance of the unexpired term by appointment from the County Commissioners. Recommendations for appointment may be made by the Recreation Advisory Board.
5. A member who misses more than three unexcused consecutive regular meetings shall lose his/her status as a member of the Board and shall be replaced.
6. A member should notify the Chairman of any anticipated absence prior to the meeting.
7. An orientation meeting for newly appointed members shall be conducted by the Director and the Chairman within 30 days after appointment.

ARTICLE IV. OFFICERS

1. An annual election of Chairman, Vice Chairman and Secretary shall be held by the Board members and shall occur at the regularly monthly meeting in June.
2. New officers shall take office at the subsequent regular meeting in July.
3. Officers shall serve for one year from election and may be eligible for re-election. No officer may serve more than two consecutive full one-year terms.
4. In the event an officer's appointment to the Advisory Board is terminated, a replacement to this office shall be elected by the Board from its membership at the meeting following termination.

ARTICLE V. DUTIES OF OFFICERS

1. **Chairman:**
The Chairman shall preside at all meetings of the Board. The Chairman shall represent the Board at public affairs, when appropriate, and present all Recreation Advisory Board recommendations to the County Commissioners or appoint a designee to perform the duty. The Chairman is expected to meet regularly with the Director to discuss preparation of agendas, reports and other matters that concern the Board. The Chairman shall perform the other duties ordinarily performed by that office.
2. **Vice Chairman:**
The Vice Chairman of the Board shall, in the absence of the Chairman, perform all duties of the Chairman. The Vice Chairman shall be responsible for assisting the Chairman.
3. **Secretary:**
The Secretary shall be responsible for maintaining the minutes of Advisory Board meetings. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Recreation Advisory Board. The Secretary shall ensure that meeting notices and agendas shall be distributed to members three days prior to the meetings. The Secretary shall also ensure that proper notice of all meetings shall be given to the public and the media.
The minutes of the Recreation Advisory Board meetings shall be available to the public and the official minutes of each meeting shall be housed at the Recreation Department Office. A copy of minutes shall be submitted to the County Manager's Office.

ARTICLE VI. MEETINGS

1. The Advisory Board shall hold a regular monthly meeting at a time and place which it shall so designate.
2. The Chairman of the Recreation Board or, in his absence, the Vice Chairman may call a special meeting of the Board by giving each member and the public 48 hours notice. A special meeting will be scheduled upon request by a majority of the Board members.
3. A quorum of the Board shall be in attendance before action of an official nature can be taken. A quorum shall consist of a simple majority and a simple majority of the quorum in attendance shall be required to approve any motion.
4. Order of business at regular meetings shall be as follows:
 - Reading and approval of Minutes of previous meeting
 - Report of Chairman
 - Report of Committees
 - Report of Director
 - Old Business
 - New Business
 - Adjournment

ARTICLE VII. COMMITTEES

1. The Advisory Board shall organize temporary or standing committees as it deems necessary in order to carry out the responsibilities of the Board.
2. AD-Hoc and project committees may be appointed as needed.
3. The standing committees shall be appointed at the July meeting or as soon thereafter as possible and serve until their successors are appointed.
4. Each committee shall consist of not less than three (3) members with the Chairman of each committee being a member of the Recreation Advisory Board
5. Committees may be composed of members from the community, representatives of civic groups, schools or other appropriate parties.
6. A record of the actions of each committee shall be kept by the Committee Chairman and reported to the Board at its next meeting.

ARTICLE VIII. COMPENSATION AND EXPENSES

The members of the Recreation Advisory Board shall serve without compensation, but shall be entitled to reimbursement for subsistence and travel to professional recreation meetings, conferences and workshops, with such reimbursement being made in compliance with general County policies.

ARTICLE IX. AMENDMENTS

Amendments to the by-laws must be proposed in writing at one regular meeting and acted upon at the next regular meeting. Final approval of proposed amendments shall be the responsibility of the Board of Commissioners. The Board of Commissioners reserves the right to amend the by-laws on its own initiative.

APPROVED by the Board of Commissioners this 21st day of January, 1997.

Proposed Amendment to By-laws Governing the
Franklin County Recreation Advisory Board

First Amendment - Alternates

Two (2) alternates shall be appointed to the Recreation Advisory Board.

1. Alternates shall be selected on an at-large basis. Each of the two (2) alternates of the Recreation Board shall be appointed by the Board of County Commissioners for a two (2) year term except for the initial appointments which shall be one for a one-year term and one for a two-year term to establish staggered terms. Subsequent appointments of alternates shall be for two-year terms.
2. Alternates may not be eligible for reappointment after having served three consecutive full two-year terms.
3. Alternates shall attend all meetings of the Board and may be involved in discussion of issues but may not make motions, second motions or vote except when sitting in for a member when a quorum of regular members is not present. An alternate shall have full member rights to make motions, second motions and vote when sitting in for an absent member. When one member less than a quorum is absent and both alternates are present, an alternate shall sit in for an absent member on a rotating basis with the alternate with the one-year term sitting in first and rotating thereafter. The clerk to the board shall maintain a record of which alternate is entitled to sit in when two alternates are present and one member less than a quorum is absent. When two members less than a quorum are absent both alternates shall sit in and each shall have full member rights.
4. An alternate who misses more than three unexcused regular meetings shall be replaced. Alternates should notify the Chairman of any anticipated absence prior to the meeting.
5. Newly appointed alternates shall receive orientation in a meeting conducted by the Director and Chairman within 30 days after appointment.
6. Alternates shall be appointed by the Chairman to serve on standing committees, ad-hoc committees and project committees. An alternate may chair a committee.
7. Alternates shall serve without compensation, but shall be entitled to reimbursement, as would a member under Article VIII.

The above amendment to the By-laws Governing the Franklin County Recreation Advisory Board has been adopted by the Franklin County Recreation Advisory Board for recommendation to the Franklin County Commissioners this 5th day of October 1999.

Franklin County Recreation Advisory Board


Ralph S. Knott, Chairman

Attest:


Theodosia Snelling, Clerk

CERTIFIED TRUE COPY


**CLERK, FRANKLIN COUNTY
BOARD OF COMMISSIONERS**

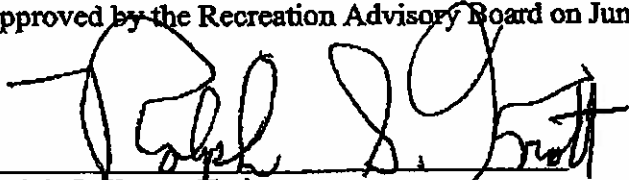
APPROVED BY THE BOARD OF COMMISSIONERS ON NOVEMBER 15, 1999

Proposed Amendment to By-laws Governing the
Franklin County Recreation Advisory Board

Second Amendment

1. All references to *Recreation Department* are changed to *Parks and Recreation Department*. The name of the Board is changed to the *Franklin County Parks and Recreation Advisory Board* and all references to *Recreation Advisory Board* are changed to *Parks and Recreation Advisory Board*. References to the *Recreation Director* are changed to *Parks and Recreation Director*.
2. The second sentence of Article IV Section 3 is deleted. That sentence states that: *No officer may serve more than two consecutive full one-year terms*. The section will now simply read: *Officers shall serve for one year from election and may be eligible for re-election*.
3. The elected position of Secretary shall be deleted in Article IV. Section 1. This Section shall be changed to read: *An annual election of Chairman and Vice-Chairman shall be held by the Board Members and shall occur at the regular monthly meeting in June*.
4. Article V. Section 3 concerning the position of Secretary shall be deleted and changed to read: *The Director of Parks and Recreation or his/her designee shall serve as Secretary to the Board. The secretary, subject to the direction of the Chairman and the Board, shall be responsible for keeping all records, shall be responsible for the conduct of all correspondence of the Board, shall be responsible for the professional staff work of the Board and shall generally supervise the clerical work of the Board. The Secretary shall be responsible for keeping, in a permanent volume, the minutes of every meeting of the Board in the offices of the County Parks and Recreation Department. The minutes shall show the record of all important facts pertaining to each meeting, and all votes of members of the Board upon any final determination of any question, indicating the names of members absent or excused from voting. The Secretary shall not be eligible to vote upon any matter.*

The above amendment to the By-laws governing the Recreation Advisory Board was unanimously approved by the Recreation Advisory Board on June 12, 2001. (Hall/Edgerton)



Ralph S. Knott, Chairman

8-8-2001
Date

APPROVED BY THE FRANKLIN COUNTY BOARD OF COMMISSIONERS ON AUGUST 20, 2001

CERTIFIED TRUE COPY


CLERK, FRANKLIN COUNTY
BOARD OF COMMISSIONERS