

AN ORDINANCE ESTABLISHING THE HERTFORD COUNTY PARKS AND RECREATION ADVISORY COMMISSION

I. Creation; Membership.

In accordance with G.S. 160A -353, there is hereby created a parks and recreation advisory commission composed of fifteen (15) members, to be known as the Hertford County Parks and Recreation Advisory Commission. All members shall be designated as "regular" members that shall have authority to vote and participate on all issues brought before the Commission. Board composition shall be as follows: two (2) representatives from the Board of County Commissioners; two (2) representatives from each incorporated municipality and one (1) representative from a community based organization.

II. Appointment of Members.

Each member of the parks and recreations advisory commission shall be appointed by the Board of County Commissioners. Initial appointment(s) of members shall be staggered terms of one (1); two (2); and three (3) years. All subsequent appointments shall be made for three (3) year terms. Any vacancy in the membership shall be filled for the un-expired term in the same manner as initial appointment.

III. Term of Members.

Members of the Commission shall serve at the pleasure of the Board of Commissioners without compensation. Any vacancies will be filled, as needed by the Board of Commissioners. All terms shall expire on June 30 of the appropriate term of appointment.

IV. Meetings; Quorum.

Meetings of the Parks and Recreation Advisory Commission shall be held on a quarterly basis, unless determined otherwise by the board. The chairman or the vice-chairman may call a special meeting of the board by giving each member forty-eight (48) hours notice. A quorum of the board shall be in attendance before action of an official nature can be taken. All provisions of the North Carolina Open Meetings Law shall apply to this Commission.

V. Attendance of Members.

Members who miss more than three (3) consecutive regular meetings without notifying the chairperson shall be automatically removed from the Advisory Commission and a request submitted to the Board of County Commissioners to reappoint the position. Absences due to sickness, death or emergencies shall not affect a member's status on the Commission provided notification is given. The Commission reserves the right to review reasons for absence and determine whether the absence is excused or unexcused.

VI. Compensation of Members.

Members of the parks and recreation advisory commission shall serve without monetary compensation. Members may be reimbursed for travel and subsistence relating to professional meetings, conferences or workshops, with such reimbursement being made in compliance with the general policies of the county.

VII. Officers Generally.

There shall be a chairman and vice-chairman of the parks and recreation advisory commission. An annual election of the chairman and vice-chairman shall be held by the board members, and shall occur at a regular meeting in September. Officers shall serve for one (1) year from election with eligibility for reelection. New officers shall take office at the subsequent regular meeting in October. If an officer's appointment to the board is terminated, the board shall elect a replacement to this office from its membership, at the meeting following the termination.

VIII. Duties of Officers.

- (a) The chairman of the parks and recreation advisory commission shall preside at all meetings and sign all documents relative to actions taken by the board.
- (b) When the chairman is absent, the vice-chairman shall perform the duties of the chairman. When both the chairman and vice-chairman are absent, those members present shall select a temporary chairman.
- (c) The board shall designate a member to serve as secretary to the board. The secretary shall maintain all official reports and minutes of all regular and special meetings, and mail copies to board members prior to next scheduled meeting.

IX. Duties and Responsibilities

- (a) The parks and recreation advisory commission shall serve as the advisory body for the county's parks and recreation activities. The commission shall suggest policies to the county within its powers and responsibilities as stated in this article. The commission shall serve as the liaison between the county, the towns and citizens of the community. The commission shall consult with and advise the Board of Commissioners and County Manager on matters affecting parks and recreation policies, program, personnel, finances, and the acquisition and disposal of lands and properties related to the total community parks and recreation program, and to its long-range projected programs.
- (b) Make recommendations for the establishment of a system of supervised parks and recreation for the county.
- (c) Assist in monitoring events for compliance with county rules and regulations.
- (d) Advise and assist in recruiting new or additional events that may be beneficial to the community.

X. Effective Date.

This Ordinance shall be in full force and effect September 20th, 2010.

HERTFORD COUNTY BOARD OF COMMISSIONERS

Johnnie R. Farmer, Chairman

ATTEST:

Patricia M. Weaver, Clerk to the Board