

## CHAPTER 2

### PARKS AND RECREATION ADVISORY BOARD<sup>1</sup>

#### SECTION

2-201. Creation.

2-202. Membership.

2-201. Creation. There is hereby created a Smyrna Parks and Recreation Advisory Board (hereinafter referred to as "board"), to serve in an advisory capacity to the town council and the parks and recreation director (hereinafter referred to as "director"), in matters enumerated in this chapter. (as added by Ord. #01-10, May 2001)

2-202. Membership. (1) Criteria. The selection of citizen board members will be made from individuals who have an interest in park, recreational, social, and cultural activities and in various park and recreation facilities, as may be evidenced by their training, experience and/or actions and who reside within the corporate limits of the Town of Smyrna, with the exception of one non-voting member that resides outside of the Town's corporate limits.

(2) Composition. The board shall consist of nine eleven (11) members, of which shall include:

#### **Voting Membership**

- A. Six (6) Citizens who reside within Town limits;
- B. Two (2) Town Council members
- C. Chief of Police or his/her designee

#### **Non-Voting Membership**

- D. Director of Parks (non-voting)
- E. One (1) Citizen who resides outside of Town limits.

The Director of Parks and the member that does not reside within town limits shall be non-voting members. All citizen members of the board, shall serve without compensation.

(3) Terms. All members of the board, other than the director and the chief of police or his or her designee, shall be appointed for a term of two (2) years each, beginning on the first day of April of the year in which each such member was appointed. Members may not serve more than four (4) consecutive years on the board, A citizen member shall abstain from membership on the board for one (1) full year prior to re-appointment, however; in the instance a suitable applicant is not presented to the town council, the legislative body shall have the discretion to re-appoint an incumbent member. Council members appointed to the board shall serve the complete term of office. Notwithstanding the foregoing, however, no member of the town council who serves as a member of the board shall continue to serve as a member of the board after he or she ceases to be a member of the town council unless reappointed as a citizen member.

<sup>1</sup>Municipal code reference

Parks and recreation department public use facilities: Title 20, Chapter 2.

(4) Removal. Members of the board may be removed by the town council for neglect of duty, conflict of interest, malfeasance in office, violation of the ethics ordinance, or other just cause, or for unexcused absence from more than three consecutive meetings or more than five non-consecutive meetings during the member's term of appointment. It is the duty of the Town of Smyrna Director of Parks to advise the town manager when removal is recommended or necessary based on the provisions herein. The decision of the town council will be final with no appeal. Board members who are unable to attend regular meetings are expected to tender their resignation.

(5) Vacancies. Vacancies created by causes other than the expiration of a term shall be filled for the remainder of the term in the same manner as otherwise provided in this section.

(6) Purpose of board. The board shall provide citizen oversight of the conduct and supervision of the town's park and recreation facilities and activities on properties owned or controlled by the town and shall make recommendations to the appropriate town officials. The board shall advise the director in the formation of public park policy and facility development and management. The board shall recommend a program of recreation and cultural activity that will employ the leisure time of the citizens in a constructive and wholesome manner.

(7) Bylaws and regulations. The board shall have the power to adopt and revise bylaws, rules, and regulations for the purpose of conducting the business of the board and the proper conduct of public recreation in the town. The board, when it deems prudent, may also make recommendations to the town council for amending this chapter.

(8) Board not empowered to obligate town or incur liability. Notwithstanding anything that may be herein contained or implied to the contrary, the board shall not be empowered to obligate the town in any way or to expend or incur liability for any sum of money, except as may be provided for in the yearly budgets and appropriations adopted by the town council.

(9) Chairperson. The board shall, on an annual basis, elect one of the citizen members of the board to serve as chairperson by majority vote. The chairperson shall serve for a one-year period, beginning with the board's first meeting in April of each year, or until his or her successor has been elected. Should a vacancy occur in the office of chairperson, the board shall elect another citizen member of the board to serve as chairperson for the remainder of the unexpired term. The chairperson will preside at all meetings of the board; preserve order and decorum; enforce the rules and regulations of the board; sign all letters and documents as authorized by the board (and only to the extent permitted by applicable law); and will otherwise perform the duties devolving upon a presiding officer.

(10) Other officers. During the board's first meeting in April of each year, the board will elect a vice-chairperson from among its citizen members, who shall serve for a one-year period, or until his or her successor has been

elected. The vice chairperson shall preside at all meetings of the board in the absence of the chairperson. The director will provide a secretary from staff who will assume charge of all records of the board and who will keep accurate and complete minutes of all meetings thereof.

(11) Meetings. The board will determine a regular meeting schedule (time, place, and frequency) as necessary, but shall not meet less often than once each month, unless the chairperson determines no meeting is necessary. All meetings will be open to the public. Accurate minutes will be kept of all meetings and shall be made available to the public.

(12) . Citizen Comments Prior to the commencement of the regularly scheduled Board meeting, a citizens' comments session shall be held beginning at 6:00 P.M. Such citizens' comments session shall be open to the public and shall be held at the same location as the regularly scheduled board meeting which follows. To be placed on the citizens' comments speaker list, an individual must call the Town Parks Office Coordinator before 4:30 P.M. on the Thursday before the board meeting and request to be added to the speaker's list, provide his or her name, address and telephone number, and state the purpose of addressing the board. Speakers are limited to three (3) minutes. Additional comments may be submitted in writing. Minutes of the citizens' comments session shall not be taken. The Director and board shall not be asked to comment on the topic presented, but will take all topics presented under advisement.

(13) Quorum. Five (5) members of the board constitutes a quorum for the transaction of business. Seven (7) members constitutes a quorum for approval of bylaw or changes to the bylaws. Non-voting members of the board shall not be counted for purposes of determining whether a quorum is present. (Ord. #02-47, Nov. 2002, modified)