

**BYLAWS FOR AUGUSTA COUNTY
PARKS AND RECREATION ADVISORY COMMISSION (7/2023)**

The Augusta County Parks and Recreation Commission has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of §15.2-1806 of the Code of Virginia, 1950, as amended and the ordinances of the County of Augusta, Virginia.

ARTICLE 1

That there is hereby created a Commission to be known as the Augusta County Parks and Recreation Commission, hereinafter referred to as the Commission.

ARTICLE 2

Purpose of the Commission

The Parks and Recreation Commission shall serve as the advisory body to the Augusta County Board of Supervisors. The Commission shall serve as a liaison between the Parks and Recreation Director, the Board of Supervisors, and the citizens of the community. The Commission shall consult with and advise the County Administrator, the Parks and Recreation Director, and the Board of Supervisors in matters affecting recreation policies, policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range, projected program for recreation.

ARTICLE 3

Membership

- Section 1. There shall be seven (7) members on the Commission. One representative shall be appointed from each Magisterial District, by the Board of Supervisors. Members are appointed for a four (4) year term, and may be re-appointed for succeeding terms of four (4) years.
- Section 2. The Chairperson of the Board of Supervisors may, by and with consent of the Commission, on recommendation of the Commission, remove any member of the Commission for misconduct or neglect of duty.
- Section 3. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the

Board of Supervisors from that magisterial district, and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term of office.

Section 4. The Parks and Recreation Commission may be compensated as the governing body so directs.

Section 5. Commission members are required to attend a minimum of 9 Commission meetings per year.

ARTICLE 4

Officers

Section 1. The officers of the Commission shall be a Chairperson, a Vice-Chairperson, and a Secretary (who is the Director of Parks and Recreation). The officers shall be elected at the organizational meeting in January to serve for one year or until a successor shall be elected.

Section 2. The Commission shall adopt bylaws, rules, and regulations governing its procedure and not inconsistent with the provisions of the State laws and the approved ordinance as set forth by the Augusta County Board of Supervisors.

ARTICLE 5

Meetings

Section 1. Regular meetings shall be held once per month during the year. The meeting day shall be the third Wednesday of each month.

Section 2. Special meetings may be called by the Chairperson or on the written request of at least two (2) members, the time and place to be designated in the notice of such call.

Section 3. The time and place for the regular meetings are to be held at the Government Center.

Section 4. The first regular meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers, and other business that may need to come before such meetings.

Section 5. The majority of the members present in person at any duly constituted meeting shall have the full authority of the Commission, except the amendment of these bylaws, and provided that no fewer than four (4) of the members may constitute a meeting.

Section 6. Members of the Commission may participate in a meeting through electronic

communications means, in accordance with the provisions of Section 2.2-3708.3 of the Code of Virginia. Member shall notify the Chair of the public body as to reason for not being able to attend the meeting in person. Public body shall vote at the beginning of the meeting to allow the member to participate remotely. Remote participation by a member is limited to two meetings each calendar year. The minutes shall reflect that the member participated remotely and the reason for such participation.

Section 7. All meetings are open to the public.

Section 8. Meetings shall be conducted in accordance with procedures prescribed in the bylaws and decisions reached only after full consideration and debate on the issue in question.

Section 9. The following shall be the order of business of the Commission, but the Rules of Order may be suspended and any matters considered or postponed by action of the Commission.

Section 10. Order of Business

- a. Call to Order
- b. Consideration of minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment
- c. Treasurer's report
- d. Director's report
- e. Matters to be presented by the commission
- f. Matters to be presented by staff
- g. Old business
- h. New business
- i. Citizens input
- j. Adjournment

Section 110. The Commission shall follow the Rules of Order as the Board of Supervisors.

ARTICLE 6

Duties and Responsibilities of the Commission

Section 1. The Parks and Recreation Commission shall make recommendations: for the establishment of a system of supervised recreation for the County; to set apart for use as parks, playgrounds, recreation centers, water areas, or other recreation areas and structures, on lands or buildings owned by or leased to the County and for approval by the Board of Supervisors, and may suggest improvements of such lands, buildings, and structures as may be necessary to the recreation program within those

funds allocated to the Department; in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function; in regard to other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department.

Section 2. The Commission shall advise in the acceptance by the County of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation or parks.

Section 3. Interpret the recreation and park services of the Department to the community and interpret the needs and desires of the community to the Board of Supervisors.

Section 4. Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.

Section 5. Financial Duties and Responsibilities. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Augusta County.

- a. The Commission and the Parks and Recreation Director shall prepare and recommend to the County Administrator an annual budget sufficient to finance the program of Recreation and Parks the Commission feels is necessary for the welfare of the residents of the County of Augusta. The budget shall be submitted to the County Administrator to hear the requests.

Section 6. Planning Duties and Responsibilities

- a.. Investigate and determine the needs and interests of the community for recreation facilities and programs.

ARTICLE 7

Section 1. Director's Relationship. The Director shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission, explain program objectives to them, assist them in details of organization, and assist in all matters related to a good organization. The Director shall work closely with the Commission in matters of interest to the operation of the efficient program. The Director is an ex-officio member and secretary of the Commission (by virtue of his office) and attends committee meetings. The Director keeps the Commission informed concerning the interests, needs, objectives, progress, plans, and other

factors of importance to them. The Director shall be the official medium of communication between employees of the Parks and Recreation Department and the Commission.

Section 2. Chairperson. The Chairperson shall preside at all meetings, sign official papers, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually handled by a chairperson, except when such duties are properly delegated. The Chairperson may succeed himself or herself and shall be elected from among the members of the Commission.

Section 3. Vice-Chairperson. The Vice-Chairperson of the Commission in the absence of the Chairperson shall perform all the duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the Commission shall elect a Chairperson Pro Tempore who shall perform the duties of Chairperson. The Vice-Chairperson shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Commission.

Section 4. Secretary/Treasurer. (Director of Parks & Recreation). The Secretary/Treasurer shall perform the usual duties pertaining to both offices. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Commission. This includes regular and special meetings plus reports of standing committees and shall be the custodian of all documents committed to his/her care. The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary must issue minutes of the previous meeting to the Commission members prior to the meetings. The Treasurer will provide the Commission with monthly budgetary updates and seek budgetary recommendations from the Commission.

ARTICLE 8

The Parks and Recreation Commission shall make full and complete reports to the governing body at such times as may be requested and at such other times as to the governing body may seem proper.

ARTICLE 9

Amendments

These bylaws may be amended by the membership of the Commission at a meeting at which there is a quorum, held after reasonable notice to the members of the Commission and upon concurrence of the Augusta County Board of Supervisors.