



MECKLENBURG COUNTY

Park and Recreation Department

CITIZEN'S PARK DISTRICT ADVISORY COUNCIL

(Insert Park District or Special Facility)

BY-LAWS

ARTICLE I: Citizen's Park District Advisory Council

SECTION I: CREATION; NAME; NUMBER OF MEMBERS

There is hereby created a council composed of nine (9) citizens to be known as the (insert park district or special facility) Advisory Council.

SECTION II: COUNCIL: POWERS AND DUTIES

The Advisory Council shall serve as the park district advisory body for the Mecklenburg County Park and Recreation Commission. The Council shall serve as liaison to the Park and Recreation Commission between the Park and Recreation Department and Citizens of the County. The Council shall consult with and advise said bodies in matters affecting recreation promotion, marketing, membership, programming, planning, and other leisure services related aspects of the County Park and Recreation program, and to input its long-range planning for resources for capital projects for rehabilitation, design and/or development for indoor/outdoor recreation.

SECTION III: APPOINTMENT AND RE-APPOINTMENT OF THE COUNCIL

Member of the Council shall be appointed by the Park and Recreation Commission in June of each year. The terms will begin on July 1 and expire on June 30. Nominations are advertised, received and considered by the Park and Recreation Commission at the meeting in June.

Nominations must be submitted to the Administrative Assistant of the Park and Recreation, Office of the Director, Division of Administrative Services.

Each council member shall be appointed by the Park and Recreation Commission to serve one (1) three (3) year term and shall be eligible, with re-appointment to serve only one (1) additional, consecutive (3) year term. In the event a member is appointed to fill an unexpired term, he/she can still be appointed to serve one (1) additional (3) three year term.

SECTION IV: COMPOSITION

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A member of the Park and Recreation Commission will be designated as one (1) of the nine (9) citizens of the unit who are appointed as Council members. This appointed Park and Recreation Commissioner will serve with no term limits at the pleasure of the Park and Recreation Commission and shall be known as the Chair of the Advisory Council.

SECTION V: LENGTH OF APPOINTMENT, MID-TERM APPOINTMENT

Each member shall be appointed for a three (3) year term. Initial appointments shall be arranged so that three (3) of the terms will expire each year. This will be accomplished by a blind lottery at the unit's first meeting. Thus, staggering all terms from one (1) through (3) years of service. Vacancies occurring on the Council by death, resignation, or otherwise, shall be filled by the Park and Recreation Commission for the unexpired terms.

SECTION VI: MEETINGS

Council meetings shall be held at a minimum on a quarterly basis, unless when determined otherwise by the Council or Commission. It is, however, recommended that the Council meet monthly during the first year of its activation. The Chair of the Council or Commission may call a Special Meeting of the Council at any time, by giving each member 24-hours notice. Special meetings shall be scheduled upon request by four (4) or more Council or Commission members. A quorum of the Council shall be in attendance before action of an official nature can be taken. A quorum is five (5) of the nine (9) appointed members (or at least one (1) more than the number absent.)

SECTION VII: ATTENDANCE OF MEMBERS

Any member who fails to attend at least 75% of the regular scheduled meeting, and meetings of the standing committees or subcommittees of the advisory council, which the member is from time to time assigned, during any twelve (12) month period, shall be removed.

This means the attendance requirement is 75% actual attendance. It eliminates totally the issue of excused and unexcused absences. The County's policy clearly states persons not meeting the 75% attendance requirements are removed automatically.

SECTION VIII: COMPENSATION

Council members shall serve without compensation.

SECTION IX: OFFICERS

The appointed Park and Recreation Commission liaison shall serve as Chair to Advisory Council. No seats will be declared for Vice-Chair, Executive Secretary, Executive Treasurer, etc. on the Advisory Council.

SECTION X: STAFF SUPPORT

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Staff support will be assigned by the Office of the Director of Park and Recreation to process the administrative work of the Council and to provide staff guidance/updates.

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