

RESOLUTION #14-036

A RESOLUTION ESTABLISHING THE ESSEX COUNTY RECREATION ADVISORY COMMISSION AND ABOLISHING THE 1975 ESSEX COUNTY RECREATION COMMISSION

WHEREAS, the Essex County Board of Supervisors (the Board) originally established a "Essex County Recreation Commission" (the Advisory Commission) by action taken at its September 9, 1975 meeting, and

WHEREAS, the Advisory Commission has been inactive for a number of years, with all original terms of Advisory Commission members having expired and no subsequent appointments made thereto, and,

WHEREAS, the Board again recognizes the need for an advisory body constituted from the citizenry of the County to assist in the oversight and direction of the Essex County Department of Parks & Recreation, and

NOW, THEREFORE, BE IT RESOLVED, by the Essex County Board of Supervisors that the Board does hereby establish a Essex County Parks and Recreation Advisory Commission (the Advisory Commission) pursuant to § 15.2-1411 of the Code of Virginia, as amended, as of October 14, 2014, and abolishes the Essex County Recreation Commission as of the date of adoption of this Resolution.

BE IT FURTHER RESOLVED that the purpose and organization of the Advisory Commission shall be as set out in the Charter of said Advisory Commission, adopted herewith and made part of this Resolution by reference.

Charter

Establishment of the Commission.

Pursuant to Resolution #14-036 adopted by the Essex County Board of Supervisors (hereinafter the Board of Supervisors) on October 14, 2014, there is hereby established the Essex County Parks and Recreation Advisory Commission (hereinafter the Commission).

Purpose of the Commission.

The Commission is established and empowered to review and advise upon existing and develop new proposed programs, policies, fees, and procedures deemed appropriate for the equitable, efficient and effective coordination and delivery of sports, athletics and other recreational opportunities for citizens of Essex County of all ages. The Commission will consult and advise the Board of Supervisors in matters affecting the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range, projected program for recreation. The Commission is advisory in nature and its findings and recommendations implemented in cooperation with and at the discretion of the Essex County Department of Parks & Recreation (hereinafter the Department) and the Board of Supervisors.

The following specific matters and functions are assigned to the Commission:

- (a). To review existing and recommend upon new proposed administrative policies and procedures of the Department relating directly to the structure, relationship, roles and responsibilities between the Department and organized recreation associations, clubs and groups operating in Essex County.
- (b). To review existing and recommend upon new proposed fees and charges to be levied by the Department for participation in recreation programs and use of County recreation and parks facilities. All proposed fees and charges are subject to the Board of Supervisors approval prior to implementation.
- (c). To develop improved communication and coordination between the Department, organized recreation associations, clubs and groups operating in Essex County, and the general public regarding recreational opportunity ties and programs.
- (d). To act as a forum and point of contact for input from the public and consumers of

recreational programs for the expression of concerns or suggestions regarding the organization, operation and conduct of such programs and activities in Essex County.

Organization of the Commission.

The Commission shall be composed of seven by members appointed by the Board of Supervisors to include representatives of the Town of Tappahannock, Essex County Planning Commission, and Essex County Schools. The Board of Supervisors may remove and replace appointees at any time at their discretion. Commission members shall attend at least two-thirds (2/3) of all meetings held each year to maintain eligibility to serve. Any vacancy shall be filled by a new appointment for the remainder of the unexpired term only. Commission members shall comply with the state and local government Conflict of interest Act (§2.2-31 00 et seq. of the Code of Virginia

The terms of the initial Commission members shall be as follows:

All appointments shall be for four- (4) year terms beginning December 1st and ending November 30. Re-appointments may be made for not more than two (2) consecutive terms (including the original term set out above). Upon completion of a Commission member's two consecutive-term service, that member will be ineligible for re-appointment for a period of two (2) years. The Commission shall meet at least one (1) time in 2014 beginning with its initial organizational meeting in December 2014 and quarterly thereafter.

The officers of the Commission shall be a Chair, Vice-Chair, and Secretary. The Director of Essex County Parks and Recreation shall serve as a non-member Secretary to Commission. The Chair and Vice-Chair shall be elected at the initial and annual organization meetings to serve for one (1) year through adjournment of the annual organizational meeting or until a successor shall be elected. No Commission member may serve more than two (2) consecutive terms as Chair. The Chair shall preside at meetings, call special meetings, make appointments to Commission Committees and be the official spokesperson and liaison of the Commission. The Vice- Chair shall serve as Chair in the absence of the Chair. Committees of no more than three (3) Commission members may be established at the discretion of the Commission and members thereof appointed by the Chair. Committees shall choose a member of the Commission as its Chair and/or Committee spokesperson for purposes of reporting on Committee matters before the Commission. Committees may invite the participation of persons other than members of the Commission of Supervisors in Committee matters.

Proceedings of the Commission.

All meetings of the Commission and any Committees thereof shall be open to the public. Public notice of all Commission and Committee meetings shall be posted no less than three (3) calendar days prior to the meeting date. The Commission may not conduct closed meetings pursuant to §2.2- 3711 of the Code of Virginia.

A quorum of the Commission shall consist of a simple majority of Commission members present at a meeting. A quorum is required for the conduct of Commission business; unofficial meetings of Commission members may be conducted in the absence of a quorum at a Commission meeting for discussion of Commission business matters but no Commission actions may be taken.

At all official regular and special meetings of the Commission, minutes shall be recorded and submitted for approval at the next regular meeting. Only approved Minutes shall be publicly disseminated; a copy of all approved Minutes shall be provided to the County Administrator of Essex County (hereinafter the County Administrator) for distribution to the Board of Supervisors at their next regularly scheduled meeting. No Minutes shall be taken at any unofficial meetings of Commission members. Commission Committees may keep minutes of their meetings at their discretion; recording secretary services will be provided by the Department for Commission Committee meetings upon request.

The Order of Business for regular meetings of the Commission shall be generally as follows:

Determination of Quorum/Call to Order
Approval of Minutes of last regular and any special Meeting (s)
Public Comment & Special Presentations
General Business & Action Items
Commission Committee Reports
Commission Chair & Department
Director Reports
Commission Member Comments &
Other Business
Adjournment

At the initial and subsequent annual organizational meetings of the Commission, election of Commission officers and establishment of the date, place and time for all regular Commission meetings for the year shall immediately follow the Call to Order. Deviation from the Order of Business outlined above is permissible for the purpose of more orderly conduct of Commission business.

The Director of Parks and Recreation shall prepare and distribute an Agenda and supporting informational material for each regular meeting of the Commission, and for special meetings at the request of the Chair. The Agenda and supporting informational material for all regular Commission meetings shall be distributed by the Director not less than three (3) calendar days in advance of such meetings, and as soon as practical in advance of special meetings. E-mail shall be the official means of delivery of all Agenda materials; alternatively, Commission members at their discretion may elect to pick-up at meeting materials at the Department's main office.

An official action of record of the Commission may be initiated upon motion and simple majority vote of a quorum of Commission members present at any regular or special meeting. A tie vote of the Commission fails.

The proceedings of the Commission, except as otherwise provided within these By-Laws, shall be governed by Webster's New World Robert's Rules of Order, 1999, and more specifically, the provisions which pertain to conducting informal meetings for small commissions.

Reporting of the Commission.

Findings and recommendations of the Commission which require review and/or action by the Board of Supervisors shall be submitted in written form by letter or formal report to the County Administrator through the Director. The County Administrator shall coordinate with the Chair to schedule the matter to be placed on the Agenda of a meeting of the Board of Supervisors as soon as mutually convenient.

Findings and recommendations of the Commission relating to the administrative organization, practices, duties, roles and responsibilities of the Department and shall be expediently considered by the Director in conjunction with the County Administrator or his designee.

The Chair shall annually appear before the Board of Supervisors to present a summary report on the activities of the Commission for the preceding and current year.

Compensation of the Commission.

Commission members shall be compensated as the Essex County Board of Supervisors so directs.

Relationship of Commission to Other Advisory Bodies.

It is recognized that the Board of Supervisors and the Director may empanel other advisory bodies with respect to recreation-related matters and issues. The Commission shall recognize and respect the input of such other bodies and may appoint Commission liaison representatives to same regarding matters of mutual interest.

Amendment of Commission's Charter

This Charter may be amended from time to time at the discretion of the Board of Supervisors. The Commission at its discretion may recommend amendments to these By-Laws through the Director and County Administrator.

ADOPTED: This 14th day of October, 2014.

