

**COUNTY OF STAFFORD
PARKS AND RECREATION ADVISORY COMMISSION BYLAWS**

ARTICLE 1

There is hereby created the Stafford County Parks and Recreation Advisory Commission (Commission).

**ARTICLE 2
PURPOSE OF THE COMMISSION**

The Commission shall serve as the advisory body of the Stafford County Board of Supervisors and the County Administrator. The Commission shall serve as a liaison between the Parks, Recreation and Community Facilities Department (Department) and the citizens of the community. The Commission shall consult with and advise the County Administrator, the Department Director (Director), and the Board of Supervisors in matters affecting recreation 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**

3.1 The Commission shall be appointed by the Board of Supervisors according to the following schedule:

- One (1) member from each of the electoral districts in the County
- One (1) member from the School Board
- One (1) member from the Planning Commission

The Director, School Board member, and Planning Commission member shall serve as non-voting, ex-officio members of the Commission.

3.2 Members' terms shall run concurrently with their respective Board of Supervisors' terms.

3.3 The Board of Supervisors may remove any member of the Commission for misconduct or neglect of duty.

3.4 Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors and shall be filled in like manner as original appointments, except that the term of office is restricted to the unexpired term.

3.5 Commission members shall serve without monetary compensation. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences, and workshops, and such reimbursement shall be made in compliance with the general policies of Stafford County.

**ARTICLE 4
MEETINGS**

- 4.1 Regular monthly meetings shall be held and meeting dates shall be designated by the Commission.
- 4.2 Special meetings may be called by the Chairman or on the written request of at least two (2) members. The time and place shall be designated in the notice of such call.
- 4.3 The time and place for the meetings shall be designated by the Chairman.
- 4.4 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.
- 4.5 A quorum shall consist of four or more voting members present, in person, at any duly called meeting. Exceptions to in-person meetings shall be in accordance with the Board of Supervisors' Bylaws and Code of Virginia.
- 4.6 All meetings are open to the public, except those which are permissible under the Virginia Freedom of Information Act.
- 4.7 Meetings shall be conducted in accordance with procedures prescribed in the Bylaws, and decisions shall be reached only after full consideration and debate on the issue in question.
- 4.8 Order of business shall be set by the Commission Chairman and the Director, but the Rules of Order may be suspended and any matters may be considered or postponed by action of the Commission.
- 4.9 There shall be a 10 minute time limit on all agenda presentations to the Commission.
- 4.10 Each Commissioner shall have a maximum of 10 minutes to make presentations to the Commission.
- 4.11 The citizens' comment session shall last a maximum of three (3) minutes per citizen.

**ARTICLE 5
DUTIES AND RESPONSIBILITIES OF THE COMMISSION**

- 5.1 The Commission shall make recommendations for:
 - A. The establishment of a system of supervised recreation for the County
 - B. Parks, playgrounds, recreation centers, water areas, or other recreation areas; and structures, lands, or buildings owned by or leased to the County and for approval by the Board of Supervisors
 - C. Suggestions of improvements of such lands, buildings, and structures as may be necessary to the recreation program within those funds allocated to the Department

- D. The construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers, and all buildings and structures necessary or useful to Department function
 - E. Other recreation facilities which are owned or controlled by the Department or leased or loaned to the Department
- 5.2 The Commission shall advise in the acceptance by the County of any grant, gift, bequest, or donation and 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.
- 5.3 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.
- 5.4 Determine and establish the general policies to be followed in carrying out the purpose for which the Commission was established.
- 5.5 Financial Duties and Responsibilities
The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of Stafford County.
- A. The Director shall prepare and recommend to the County Administrator an annual budget, which will be reviewed by the Commission. The budget shall be submitted to the County Administrator at the time designated by the County Administrator to hear the requests.
 - B. Annually, the Director shall recommend to the County Administrator a capital improvements program in accordance with the County's Master Plan for Parks and Open Space. This recommendation shall be reviewed by the Commission prior to submission to the County Administrator.
- 5.6 Planning Duties and Responsibilities
- B. Review and recommend a master plan for parks and open space for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the residents of the County of Stafford and review and recommend revisions as needed. The master plan shall be consistent with the Stafford County Comprehensive Plan.
 - A. Investigate and determine the needs and interests of the community for recreation facilities and programs and recommend a recreation program to meet these needs.
- 5.7 The Commission will coordinate efforts with the School Board, Planning Commission, Transportation Commission, and other groups to meet the County's parks and recreation needs, including the review of recreational proffers for residential re-zonings and cluster developments.
- 5.8 The Commission shall have no authority over County personnel. Hiring and dismissal of all Department employees will be in accordance with current County personnel policies.

ARTICLE 6

6.1 Director's Relationship

The Director is an ex-officio member (by virtue of his office) of the Commission and attends committee meetings. The Director shall:

- A. Have a continuing responsibility to explain the organization, responsibilities, and working relations to the Commission
- B. Explain program objectives to the Commission
- C. Assist Commission in details of organization and assist in all matters related to a good organization
- D. Work closely with the Commission in matters of interest to the operation of efficient programs
- E. Be the official medium of communication between employees of the Department and the Commission
- F. Inform Commission concerning the interests, needs, objectives, progress, plans, and other factors of importance to them.

6.2 The Commission shall be represented by the Director and/or Commission members in all official business functions, ceremonies, etc., involving Stafford County parks and recreation matters.

6.3 Chairman

The Chairman shall be a regular voting member of the Commission, may succeed himself for one term, or as consistent with the Board of Supervisors' Bylaws, and shall be from among the members. In addition, the Chairman shall:

- A. Preside at all meetings
- B. Sign official papers
- C. Appoint committees
- D. Call special meetings when he deems advisable
- E. Perform all such duties as handled by a chairman, except when such duties are properly delegated

6.4 Vice-Chairman

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

6.5 Secretary

The Secretary of the Commission shall be the Administrative Manager of the Department and shall perform the usual duties pertaining to the office. The Secretary shall keep 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 care. The Secretary shall issue notices of regular and special

meetings and must issue minutes of the previous meeting to the Commission members prior to all meetings.

ARTICLE 7

The 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. The fiscal year of the Commission shall conform to that of the governing body of Stafford County.

ARTICLE 8 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.

ARTICLE 9

Roberts' Rules of Order, Revised, shall be observed except as otherwise specified by the Commission Bylaws. Members of the Commission should know the rudiments of parliamentary procedure.

Proposed changes reviewed & approved by the County Attorney 2/26/21.