

**BYLAWS GOVERNING THE
LOCUST PARKS AND RECREATION ADVISORY COMMITTEE
ADOPTED February xx, 2024**

NAME AND ESTABLISHMENT

The recreation committee, created by the City of Locust Council, shall be known as the Locust Parks and Recreation Advisory Committee; hereinafter referred to as Advisory Committee. The Advisory Committee shall consist of five (5) members from within the City limits ("members") and extraterritorial members proportionate to the percentage of population in the extraterritorial zoning jurisdiction.

MEMBERSHIP

- a. **Members From Within the City Limits:** Each member shall be appointed by the City Council for a term of three years, except that the initial appointment shall be as follows: Two shall be appointed for a three year term, two for a two year term, and one for a one year term and thereafter all appointments shall be for three years. Provided further that the expiration date for each term shall be the 31st day of December of the year in which said term is to expire and the term of office of the succeeding member shall begin on the 1st day of January of the succeeding year; provided, further, that if the initial members appointed under this ordinance are so appointed so that their term of office begins prior to a January 1 date, such term for the initial member shall be extended by the period of time between their appointment and December 31 of the year of their appointment, it being the intent of this proviso that each initially appointed member shall serve a term of one, two, or three years, as the case may be, plus a period of time between their initial appointment and December 31 of the year of their initial appointment. A retiring member shall be eligible for reappointment to succeed himself.
- b. **Extraterritorial Members:** In addition to the members hereinabove provided for, members of the Advisory Committee shall be appointed from the area within the extraterritorial jurisdiction of the City of Locust, pursuant to the provisions of the North Carolina General Statutes, as they may be from time to time amended. These members so appointed shall have all of the obligations and duties of the other members of the Planning Board, including rights to vote on all matters coming before the Board. Extraterritorial members shall be appointed, as provided in the North Carolina General Statutes, by the Board of County Commissioners upon recommendation of the City Council, provided that if said City Council fails to make the appointment as provided in the General Statutes, then the County Commissioners shall make the appointment. Each extraterritorial member shall serve for a period of three years, except as to those appointed initially, in which case one shall serve for a period of two years and one for a period of three years following initial appointment. Expiration dates for each term, initially and thereafter, shall be the 31st day of December of the year in which said term is to expire and the term of office of the succeeding member shall begin on the 1st day of January of the succeeding year. A retiring extraterritorial member shall be eligible for reappointment to succeed himself.

POWERS AND DUTIES

- a. The Advisory Committee shall serve as the advisory body for the City of Locust on issues relative to recreation and parks. The Advisory Committee shall advise the Parks

- and Recreation Director, City Manager, and City Council within its responsibilities and powers as stated in this ordinance.
- b. The Advisory Committee shall serve as a liaison between the Parks and Recreation Director and the citizens of the City of Locust.
 - c. The Advisory Committee shall consult with and advise the Parks and Recreation Director in matters affecting recreation/park programs, facilities, policies, finances, and the acquisition and disposal of lands and properties and its long-range, projected plan for recreation and parks.
 - d. To investigate and determine the needs, interests, and goals of the community for recreation facilities and programs and make recommendations to the Parks and Recreation Director, City Manager, and City Council to meet those needs and goals.
 - e. To inform and educate the general public of the importance of and need for recreation and park programs, facilities, and services.
 - f. To assist in developing a plan to meet the present and future needs for programs, services, parks, facilities, open spaces, and trails and to advise in developing priorities for each of these.
 - g. To seek and make recommendations on the acceptance of grants, gifts, bequests, donations, and personal and real property for recreation and park purposes.
 - h. The Advisory Committee is empowered to make recommendations to the City Council or other governmental agencies consistent with Parks and Recreation's charged obligation to provide for proper park and recreation opportunities for the future growth of the City of Locust and its environs.
 - i. To prepare, review, maintain, monitor, and periodically update and recommend to the governing board a comprehensive plan, and such other plans as deemed appropriate, and conduct ongoing related research, data collection, mapping, and analysis.
 - j. To facilitate and coordinate citizen engagement and participation in the park and recreation planning process.
 - k. To develop and recommend policies, programs, development regulations, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.
 - l. To advise the governing board concerning the implementation of parks, playgrounds, programs, athletics, including, but not limited to, items included in the most recent Parks and Recreation Master Plan.
 - m. To exercise any functions in the administration and enforcement of various means for carrying out plans that the governing board may direct.
 - n. To provide a preliminary forum for review of quasi-judicial decisions, provided that no part of the forum or recommendation may be used as a basis for the deciding board.
 - o. To perform any other related duties that the governing board may direct.

COMPENSATION AND EXPENSES

- a. The members of the Committee shall serve without compensation, but shall be entitled to reimbursement for attending and traveling to professional recreation meetings, conferences, and workshops, with such reimbursement being made in compliance with general City policies.

OFFICERS

- a. An annual election of Chairperson and Vice-Chairperson shall be held by the Advisory Committee members and shall occur at the regular monthly meeting in January. The new

Chairperson shall preside over the February meeting. In his/her absence, the Vice-Chairperson shall preside over the meeting. In the event that both the Chairperson and the Vice-Chairperson cannot attend, the Parks and Recreation Director will preside over the meeting.

- b. Officers shall serve for two years from election and be eligible for re-election.
- c. In the event an officer's appointment to the Advisory Committee is terminated, a replacement to this office shall be elected by the Advisory Committee from its membership at the meeting following termination.

OFFICERS' DUTIES

- a. CHAIRPERSON: The Chairperson shall preside at all meetings of the Advisory Committee. The Chairperson shall appoint all sub-committees, represent the Committee at public affairs, and assure the accuracy of the Committee's reports. The Chairperson shall meet regularly with the Parks and Recreation Director to discuss preparation of agendas, reports, and other matters that concern the Committee. The Chairperson shall perform the other duties ordinarily performed by that office and maintain, at all times, the dignity associated with the position.
- b. VICE-CHAIRPERSON: The Vice-Chairperson of the Advisory Committee shall, in the absence of the Chairperson, perform all duties of the Chairperson. The Vice-Chairperson shall be responsible for assisting the Chairperson and seeing that all standing and temporary sub-committees function as planned by the Advisory Committee. The Vice-Chairperson shall at all times maintain the dignity associated with the position.
- c. SECRETARY: The Secretary shall be responsible for the satisfactory accomplishment of secretarial duties. The Secretary shall keep, or cause to be kept, a full and true permanent record of all meetings of the Advisory Committee. The Secretary shall send out, or cause to be sent out, notices of regular and special meetings at least five (5) days prior to such meetings. The Parks and Recreation Department will serve as the Secretary.

MEETINGS

- a. Advisory Committee meetings will be held the first Monday of each designated month at 6:00 pm in the Joel Honeycutt Community Room at Locust City Hall, 186 Ray Kennedy Drive, Locust, NC 28097, unless otherwise notified by the Chairperson.
- b. The Committee will meet monthly throughout the year. Special meetings may be called by a majority of the Committee members or the Parks and Recreation Director.
- c. The Parks and Recreation Director, the Chairperson of the Advisory Committee, or, in the absence of the Chairperson, the Vice-Chairperson, may call a special meeting of the Advisory Committee by giving each member twenty-four (24) hours notice. Upon request, a special meeting may be scheduled by a majority of the Committee members or upon call of the City Council.
- d. A called meeting shall be for the purpose of one or two specific issues and not general business. A quorum for special called meetings shall consist of one-third of committee membership.
- e. The advisory committee may be polled by phone or e-mail to obtain a vote on a time-sensitive item. Members will have five days to respond or it will be considered a positive vote for the action.

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- f. A quorum of the Advisory Committee shall be in attendance before action of an official nature can be taken. A quorum is the presence of at least one more than the number of members absent.
- g. Order of business at regular meetings shall be as follows:
 - a. Call to Order
 - b. Consideration of minutes of previous meetings
 - c. Report of Chairperson
 - d. Report of Parks & Recreation Director
 - e. Program Report
 - f. Report of Sub-Committees
 - g. Special Reports
 - h. Unfinished business
 - i. New business
 - j. Adjournment
- h. General parliamentary procedures, as given in "Robert's Rules of Order," may be modified by the Advisory Committee in conducting meetings.

SUB-COMMITTEES

- a. The Advisory Committee shall organize any temporary or standing sub-committees as it deems necessary in order to carry out the responsibilities of the Committee. Such sub-committees shall be appointed by the Chairperson.
- b. A record of the actions of each sub-committee shall be kept by the Sub-Committee Chairperson and reported to the Advisory Committee at its next meeting.
- c. The Advisory Committee may refer any matter to a sub-committee before action is taken on the subject by the Committee. Standing sub-committees are as follows: League Assistance, Grants Sub-committee, Stanly Count Sports Hall of Fame committee, Nomination Sub-committee, and Greenways/Blueways/Trails Sub-committee.

AMENDMENTS

- a. Amendments to the bylaws must be proposed in writing at one meeting and acted upon at the next meeting.