

CLAYTON COUNTY PARKS & RECREATION
ADVISORY BOARD BY-LAWS
Updated and Approved
May 17, 2021

ARTICLE I. **NAME OF THE BOARD**

This Board shall be the “Clayton County Advisory Board for Parks and Recreation,” hereafter referred to as the “Advisory Board.”

ARTICLE II. **PURPOSE OF THE BOARD**

The function of the Advisory Board, in conjunction with the Parks and Recreation Director, is to provide advice on how to develop and implement a broad and comprehensive recreation and parks system for Clayton County.

ARTICLE III. **MEMBERSHIP**

Section 1. The membership of the Advisory Board shall be seven (7) members selected by the Board of Commissioners, with two (2) members having specific interest to include special events and athletics.

Section 2. Advisory Board members shall be residents of Clayton County.

Section 3. The Clayton County Board of Commissioners may remove any member of the Advisory Board for misconduct or neglect of duties.

Section 4. Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Clayton County Board of Commissioners 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 5 The term of Advisory Board members shall run concurrent with the term of the respective Commissioner who appointed them. The Special Events member and Athletics member terms shall be four (4) years from the date of appointment.

ARTICLE IV. OFFICERS

Section 1. The officers of the Advisory Board shall be a Chairman and Vice-Chairman. The officers shall be elected at the organizational meeting to serve for one (1) year or until a successor shall be elected and qualified.

Section 2. The Advisory Board shall make and adopt by-laws, rules and regulations for its own guidance proceedings.

Section 3. The Director of Parks and Recreation, or his/her designee, shall serve in the capacity of the Board Secretary if so desired by the Advisory Board.

Section 4. The Director of Parks and Recreation shall serve as an ex-officio member of the Advisory Board.

Section 5. The Advisory Board members shall be permitted to receive compensation in the amount determined and approved by the Clayton County Board of Commissioners. The Advisory Board shall cast a vote to determine if the entire Board will accept compensation or waive compensation. The Advisory Board members will be responsible for setting up a vendor account in the Clayton County Vendor Access Portal. Advisory Board members receiving more than \$600 in compensation annually will receive a GA 1099 from the CCBOC.

ARTICLE V. MEETINGS

Section 1. The Advisory Board will meet regularly as the discretion of the Chairman and Vice Chairman with the meeting dates to be determined during the organizational meeting. The Advisory Board meeting dates will be advertised on the Parks and Recreation website and Facebook Page.

Section 2. Any agenda items to be considered should be submitted to the Clayton County Parks and Recreation Executive Assistant no later than three (3) business days prior to the scheduled meeting date.

Section 3. Special meetings may be called by the Chairman of the Advisory Board, the Parks and Recreation Director, or on the written request of at least two (2) members of the Advisory Board. These

meetings shall be posted on the Clayton County Parks and Recreation website and Facebook Page.

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

Section 5. Four (4) members shall constitute a quorum at any regular or special meeting.

Section 6. The Clayton County Parks and Recreation Advisory Board shall be permitted to institute Proxy Voting procedure allowing Board members to delegate his or her vote to a representative authorizing the proxy holder to cast a vote in their absence. The proxy shall provide specific instructions, through documented means such as written / text / email), on how the vote shall be cast.

Section 7. All meetings are open to the public.

Section 8. Public Comment will be Permitted at CCPR Advisory Board Meetings.

- a. The agenda will allow for a consecutive period of time for Public Comment, not to exceed 30-minutes.
- b. Visitors and guests that follow proper procedure to request speaking time will be granted a period of time to voice their opinion and/or bring awareness to the Clayton County Parks and Recreation Director and/or the Advisory Board, not to exceed 2-minutes.
- c. The procedure for Public Comment will be as follows:
 1. Announcement will be made by the CCPR Advisory Board Chairperson during the Call-To-Order instructing guests interested in public comment to
 - a. Virtual Meetings: post the word “Comment” in the Chat section of the Zoom platform.
 - b. In-Person Meetings: add their name to the sign-up sheet
 2. During Public Comment, the CCPR Executive Assistant will announce and time each guest speaker.
 3. At the end of the last guest speaker, or at the end of the 30-minute period, the CCPR Chairperson will thank the guests and move the meeting to the next Agenda item.

ARTICLE VI. AMENDMENTS

Section 1. Such other operating procedures as may be needed from time to time may be established by majority vote of the Board and added to these By-Laws, providing prior submission has been given to the Parks and Recreation Director and proper notification has been given to the Clayton County Board of Commissioners.

Section 2. Notice of an amendment should be submitted at the previous regular meeting with quorum vote needed for passage.

ARTICLE VII. DUTIES AND RESPONSIBILITIES OF THE BOARD

Section 1. General Duties and Responsibilities:

- a. Advise the Director of Parks and Recreation on activity planning and make nonbinding recommendations on recreation policies, fee structure, park development, special programs and community facilities.
- b. Act as a citizen's board, which in an advisory role, helps private inclusive facilities to offer a variety of recreational amenities, including passive (walking, jogging, unstructured activities) and active programs (scheduled structured activities) for all residents of Clayton County.
- c. Develop contacts for resource development and/or legislative support for the department.
- d. Periodically evaluates and make recommendations for:
 1. The progress of acquisition and development programs.
 2. The effectiveness of recreation programs.
 3. The level of maintenance of parks areas.
- e. Act as ambassadors and communicators, being informed of Department activities and representing the Clayton County Parks and Recreation Department on various committees and informally in neighborhoods, at work, and in community organizations.
- f. CCPR Advisory Board Members are not authorized to make an official statement to the news media or public on behalf of Clayton County Government or The Department of Clayton County Parks and Recreation. CCPR Advisory Board members are to defer questions to the Director of Parks and Recreation on subjects related to incidents, physical injury, natural/unnatural disaster, or other highly concerning matters.

Section 2. Annual Reports

- a. The Chairman of the Advisory Board shall prepare an annual Advisory Board report. Such reports shall be presented to the Department Director.

Section 3. The Advisory Board shall investigate and make recommendations for the needs and interests of the community for facilities and programs.

Section 4. All minutes of the regular and special meetings of the Parks and Recreation Board shall be sent to the Department Director

ARTICLE VIII. DUTIES OF OFFICERS

Section 1. Chairman

- a. The Chairman shall preside at all meetings of the Board. The Chairman shall represent the Board at public affairs and shall maintain the dignity and efficiency of the Board in all possible ways. He/she shall perform the other duties ordinarily performed by that office.
- b. The Chairman and Director shall present to the Clayton County Board of Commissioners, the department's annual report each year as outlined.
- c. The Chairman will join the Parks and Recreation Director as an ex-officio member of all committees.
- d. The Chairman and Director shall prepare or cause to be prepared a manual for each member of the Board including the following information:
 1. A copy of the Enabling Legislation under which the Board operates.
 2. Copy of Ordinance authorizing the Parks and Recreation Board.
 3. By-Laws of the Board.
 4. List of fees and charges used by the department.
 5. Copy of current annual budget.
 6. Site plans of each park area owned and operated by the County and list of their facilities and equipment.
 7. Any other information helpful in acquainting new board members of the procedures and operation of the park Board.

Section 2. Vice-Chairman:

The Vice-Chairman of the Board, in the absence of the Chairman shall perform all the duties of the Chairman. In absence of both the Chairman and Vice-Chairman, the Board shall elect a temporary Chairman Pretemporal 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 Board.

ARTICLE IX. COMMITTEES

Section 1. The Chairman may appoint such committees, standing or special as may be authorized by the Board.

Section 2. The Chairman and Director of Parks and Recreation shall be ex-officio members of all committees and as such, shall be notified of all meetings.

Section 3. Appointment of Committees:

The standing committees shall be appointed by the Chairman of the Board at the annual meeting in January or as soon thereafter as possible and serve until their successors are appointed and qualified.

Section 4. Committee Reports:

A record of the actions of each committee shall be kept by the chairman of said committee and shall be reported in writing to the Board.

Section 5. Meetings shall be conducted by Robert's Rules of Order and in accordance with procedures prescribed in the By-Laws and decisions reached only after full consideration and debate on the issue in question.

Section 6. A member missing three (3) consecutive meetings of the Board without having justifiable cause shall be removed from the Board by the Clayton County Board of Commissioners and replaced by the methods herein prescribed.

Section 7.

The following shall be the order of business of the Parks and Recreation Board, but the Rules of Order may be suspended and any matters considered or postponed by action of the Board.

1. Call to order
2. Invocation
3. Public Comment
4. Approval of minutes
5. Old Business
6. New Business
7. Director's report
8. Comments (Other Business)
9. Adjournment