



PARKS AND RECREATION ADVISORY BOARD

BY-LAWS

(A) Town of Spencer Ordinance - 25-03.01, as adopted by Town of Spencer Board of Aldermen establishes a Parks and Recreation Advisory Board ("Board") under the authority of G.S. Ch. 160D-306. {§ 160D-306. Other advisory boards. A local government may by ordinance establish additional advisory boards as deemed appropriate. The ordinance establishing such boards shall specify the composition and duties of such boards. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).}

(B) The Board shall consist of 6 member members appointed by the Board of Aldermen. All members shall reside within the planning and zoning jurisdiction of Spencer. A majority of the members of the board shall have demonstrated special interest, experience, or education in parks, recreation, special events, planning, land stewardship, natural history or related fields. The Board shall serve without compensation. The Board may appoint advisory bodies and committees as appropriate.

(C) Members of the Board shall serve terms of four years. Terms shall be staggered. A member may be reappointed for a second consecutive term, but after two consecutive terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of the termination of his or her second term.

Section 1, MEETINGS.

The Parks and Recreation Advisory Board shall meet on the first Wednesday of each month at 10:30 AM at Spencer Town Hall, and more often as it shall, determine and require. All meetings of the Board shall be open to the public and reasonable notice of the time and place thereof shall be given to the public. All meetings shall conform to the North Carolina Open Meetings Law, G.S. § 143-33B.

Section 2, ATTENDANCE OF MEETINGS.

Any member of the Parks and Recreation Advisory Board who misses more than three consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the Commission and shall be replaced or reappointed by the Board of Aldermen. Absence due to sickness, death or other emergencies of like nature shall be recognized as approved absences and shall not affect the member's status on the Board except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.

Section 3, RULES OF PROCEDURE / BY-LAWS.

Prior to any official action the Board shall adopt and publish rules of procedure (By-Laws) governing its meetings and the conduct of official business and bylaws governing the appointment of members, terms of office/ the election of officers and related matters.

Section 4, MEETING MINUTES.

The Board shall keep permanent minutes of all its meetings. The minutes shall record attendance of its members, its resolutions, findings, recommendations, and actions.

Section 5, BOARD ADVISORY CAPACITY.

The Parks and Recreation Advisory Board is authorized and empowered to advise the Board of Aldermen on matters related to Parks and Recreation and, in coordination with town administration, undertake actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in this chapter and G.S. Ch. 160D – 306, including but not limited to the following:

- (A) Coordinate and recommend strategies and policies to effectively forward the purpose and intent of the Parks and Recreation Master Plan, the Creating Outdoor Recreation Economies Strategic Plan, and other recreation-based plans and directives initiated by the Town Administration and /or the Board of Aldermen;
- (B) Recommend to the Board of Aldermen an annual recreation workplan to include opportunities and priorities for improvements to recreational facilities, to explore strategies for coordination with community groups for events and activities and identify prospects for the continuous advancement of a recreation-based economy
- (C) Review and recommend proposals for the addition or alteration of recreation properties to advance recreational programming, improve access to recreational facilities and to serve the public interest by way of enhanced environmental health and community wellness through physical activities and the availability of managed outdoor recreation space;
- (D) Conduct educational program with respect to parks, recreation, and community wellness, within its jurisdiction;
- (E) Cooperate with the state, Federal and local government, in pursuance of the purposes of this ordinance; to offer or request technical assistance, funding through grants or direct appropriation, guidance or advice concerning matters under its purview or of mutual interest. The Board of Aldermen, or the Board, when authorized by the Board of Aldermen, may contract with the State or the United States, or any agency of either, or with any other organization provided the terms are not inconsistent with state or Federal law;