

BY-LAWS GOVERNING
THE
SANFORD PARKS COMMISSION

ARTICLE I. MEETINGS.

SECTION A. Regular meetings of the Sanford Parks Commission (herein after referred to as Commission) shall be held quarterly at 4:00 p.m. on the third Monday, starting the first month of the fiscal year(July) at a place designated by the Commission provided; however, that the Commission may change the date of a meeting by motion duly passed at the regular monthly meeting prior to the monthly meeting changed. Notice of the designated place and date shall be given in accordance with the “Open Meeting Laws” of North Carolina (Article 33C of Chapter 143 of the North Carolina General Statutes).

SECTION B. Special meetings may be called in accordance with the “Open Meeting Laws” of North Carolina by the Chairperson or, in his absence, the Vice-Chairperson acting as the Chairperson. Special meetings may also be called upon the written request of a majority of the Commission members by either the Chairperson or, his absence, the Vice-Chairperson. Each member of the Commission and others as designated in the “Open Meeting Laws” must be given forty-eight hours prior notice.

SECTION C. A majority of the voting members of the Commission shall constitute a quorum. A quorum must be present before any Commission business can be conducted. The ex-officio member appointed by the Board of County Commissioners shall be a non-voting member.

SECTION D. The order of business at regular meeting of the Commission shall be as follows:

- I. Roll Call and Approval of Minutes of previous meeting
- II. Petitions and Communications
- III. Old Business
- IV. New Business
- V. Director’s Report
- VI. Adjournment

SECTION E. A voting member of the Commission who misses more than three consecutive regular meetings shall be deemed to have tendered his or her resignation as a member of the Commission to the Sanford City Council. Absences due to sickness or other emergencies of like nature shall be regarded as excused absences and shall not reflect the member's status on the Commission except that in the event of an illness which causes a prolonged absence, the member may be replaced. The City Council may take no action to re-appoint the member or may replace the member as in case of a vacancy.

ARTICLE II. OFFICERS AND ELECTIONS

SECTION A. The Commission shall have as its officers a Chairperson, Vice-Chairperson, and Secretary. The Chairperson and Vice-Chairperson shall be elected at the regular monthly meeting in December of each year and shall take office at the following regular meeting in January. A Nominating Committee shall be appointed by the Chairperson of the Commission, with the approval of the Commission members, at the November meeting (or before). The Nominating Committee shall present a slate of nominees to the City Council for approval. The officers shall serve for one year until their successors are appointed and qualified. There is no limit on how many times a Commission member might be elected an officer. In the event an officer's appointment to the Commission is terminated, a successor shall be elected by the Commission at the meeting following the termination of the officer's service for the balance of the officer's term. The City of Sanford Parks Administrator shall serve as Secretary of the Commission.

ARTICLE III. OFFICER'S DUTIES

SECTION A. Chairperson. The Commission Chairperson shall preside at all meetings and shall appoint all committees of the Commission. The Chairperson shall sign all official papers for the Commission.

SECTION B. Vice-Chairperson. When the Chairperson is absent, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson shall serve as Chairperson of the Budget and Finance Committee.

SECTION C. Secretary. The Parks Administrator shall hold the office of Secretary, but may delegate all or part of the duties of Secretary to another department employee with the approval of the Commission. The Secretary shall be responsible for the satisfactory accomplishment of meeting notifications, official reports, minutes and special minutes.

ARTICLE V. APPOINTMENT AND DUTIES OF COMMITTEES

SECTION A. Standing Committees shall be appointed by the Chairperson, subject to approval of the Commission, and the regular January meeting, each year. Vacancies on the standing committees shall be filled by the Chairperson of the Commission subject to the approval

of the Commission members at any regular meeting. The Chairperson is authorized to appoint such other committees as in the opinion of the Commission are needed.

SECTION B. Standing Committees are as follows:

- (1) Programming. It shall be the duty of the Programming Committee to advise the Parks Administrator in preparing the recommended program plan and budget for each ensuing fiscal year. It shall further be the duty of the Committee to develop and recommend financial plans for the acquisition property, and development of facilities and programs for a longer period of time.
- (2) Fees and Charges. It shall be the duty of the Fees and Charges Committee to advise with the Parks Administrator in preparing an annual review of the Department's fees and charges policy and schedule. This review must be completed in a timely manner to allow for inclusion of possible changes in the proposed budget for the ensuing year.
- (3) Facilities. It shall be the duty of the Facilities Committee to advise the Parks Administrator in developing needs, assessments, plans for new facilities, plans for major renovation existing facilities, acquisition of new real properties, and in development long range (as well as short range) master development plans for park and recreation facilities in Sanford. The Committee will meet and coordinate renovation and improvement efforts with "Adopt-a-Park" groups. It shall further be the duty of the Facilities Committee to work with the Programming Committee to see that adequate funds are provided, through the budget, to properly maintain, improve, and to develop necessary public park and recreation facilities in Sanford.
- (4) Nominations. The Nominating Committee shall carry out their duties as outlined under "OFFICERS AND ELECTIONS" procedures in Article II of the By-Laws. The committee shall ensure that those persons nominated are willing to serve.

SECTION C. Any Committee shall perform such additional duties as are delegated by the Chairperson.

SECTION D. The Chairperson and Director shall be ex-officio, non-voting members of all committees, and such, notified of all committee meetings.

ARTICLE VI. OPERATING PROCEDURES

SECTION A. The Parks Administrator shall have responsibility and authority for general supervision, direction and control, under the direction of the Commission over all matters pertaining to public recreation and enjoyment, including public playgrounds, public parks and other public property under jurisdiction of the Commission.

SECTION B. It shall be the duty of the Parks Administrator to supervise generally, administer and control, under rules and regulations approved by the Commission, the use of all

public playgrounds, parks facilities, and equipment owned and operated by the City for the use of public enjoyment and recreation.

SECTION C. The Parks Administrator shall submit a quarterly report of programs and finances to the Commission.

SECTION D. All amendments to the By-Laws must be proposed in writing at one regular monthly meeting and may not be acted upon until the following regular monthly meeting. Amendments must be approved by a 2/3 majority vote on the Commission members.

SECTION E. All meeting of the Commission shall be conducted in accordance with Robert's Rules of Order. By vote of the Commission the One-Person motion will be amended to these By-Laws.