

**BY-LAWS FOR YORK COUNTY**  
**PARKS AND RECREATION ADVISORY BOARD**

Revised November 15, 2018

**Article I. BY-LAWS ESTABLISHED**

**Section 1 By-Laws Established**

The York County Parks and Recreation Advisory Board hereby adopts the following articles in order to facilitate the duties of said Board in accordance with the York County Board of Supervisors Resolution No. R77-2, establishing the Parks and Recreation Advisory Board.

**Article II. PURPOSE OF ADVISORY BOARD**

**Section 1. General Statement of Purpose**

The Parks and Recreation Advisory Board shall serve as an advisory body of the York County Board of Supervisors.

**Section 2. Specific Functions**

Specific functions of the Parks and Recreation Advisory Board are limited to the following:

- The Advisory Board shall serve as a liaison between the Recreation Manager, the Board of Supervisors, and the citizens of the community.
- The Advisory Board shall consult with and advise the County Administrator, the Recreation Manager, and the Board of Supervisors in matters affecting recreation services policies, programs, finances, acquisition and disposal of lands and properties related to the total community recreational services program, facility development, facility maintenance, and to the Division's long-range, projected program for recreational services. The advice of the Advisory Board should not be interpreted as instructions or regulations, but as constructive advice.
- The Advisory Board may interpret the Division and the general operation of the system to the public.
- The Advisory Board may represent the general public.
- The Advisory Board may represent the Division at official occasions.

Adopted 3/20/77

Revised 3/15/79; 7/25/85; 1/25/89; 10/7/98; 11/16/06

- The Advisory Board may negotiate advantages for the Division. Because of their individual and collective prestige, the Advisory Board is often in a better position than the County Administrator or others to negotiate advantages for the Division with the Board of Supervisors, other public officials, and the general public. Among these advantages might be an adequate budget for Division operations.
- The Advisory Board may encourage cooperation with other related agencies and assist in correlating community forces for the development of recreational services.
- The Advisory Board may investigate and determine the needs and interests of the community for recreation facilities and programs and recommend a recreation program to meet these needs.
- The Advisory Board shall advise the Manager, County Administration and Board of Supervisors on actions York County may take in order to meet the objectives of the Division as outlined by Policy Statements of the Board of Supervisors.
- The Advisory Board shall make full and complete reports to the governing body at such times as may be requested.
- The Advisory Board may, under the direction of the Manager, recommend and help prepare a master plan and other studies for the acquisition and development of an adequate system of parks, facilities, and recreation programs for the future.
- The Advisory Board may recommend and advise the Board of Supervisors on the acceptance of any grant, gift, bequest or donation, 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.
- The Advisory Board shall act as a sounding board for the Manager.
- The Advisory Board generally enlists and influences favorable public opinion of and support for recreational services.

### Section 3. Specific Restrictions

The Advisory Board specifically does not have the following functions:

- Perform administrative duties.
- Establish policy.
- Enter into and correct for or incur any obligation which binds the Board of Supervisors.
- Hire, dismiss, discipline employees, or advise on personnel matters.

## Article III. MEMBERSHIP

### Section 1. Appointment

The Parks and Recreation Advisory Board shall consist of eight members, who shall be qualified voters of the County. Seven members shall be selected from the County at-large by the Board of Supervisors. The eighth member shall be a member of the York County School Board and shall serve in an ex-officio capacity. Such ex-officio member shall be appointed by the York County School Board. The ex-officio member shall only be eligible for membership on the Advisory Board while officially a member of the York County School Board.

### Section 2. Appointment Term

Appointments shall be for terms of four years each. The ex-officio member shall serve a term as specified by the School Board. The members shall hold office during their respective terms and until their successors are appointed and qualified. No member shall serve for more than two consecutive terms.

### Section 3. Removal

The Board of Supervisors may, with or without the recommendation of the Advisory Board, remove any member of the Advisory Board for misconduct or neglect of duty.

Section 4. Vacancies

Vacancies occasioned by resignation, or otherwise, shall be reported to the Board of Supervisors by the Administrator and shall be filled in like manner as original appointments.

Section 5. Manager

The Recreation Manager shall be chief administrative officer to the Advisory Board, but shall not be a member of the Board. The Manager shall be entitled to attend all meeting of the Advisory Board and participate in discussion but shall not be entitled to vote. The Manager shall be notified in advance of all Advisory Board meetings.

Article IV. OFFICERS

Section 1. Appointment

The officers of the Advisory Board shall be a Chairman, a Vice-Chairman, and Secretary. The Chairman and Vice-Chairman shall be elected by the Advisory Board at their organization meeting in January (date to be set by the Advisory Board) to serve for one year or until a successor shall be elected. The Secretary shall be appointed by the Board at each meeting.

Section 2. Officer Vacancies

In case of a vacancy, an election shall be held at the next meeting following such vacancy, provided that at least five days written notice of such election shall have been previously sent to all Advisory Board members.

Article V. SPECIAL DUTIES

Section 1. Chairman

The Chairman shall preside at all meetings, appoint committees, call special meeting when deemed advisable, and perform all duties incumbent upon a chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members of the Advisory Board. The Chairman is an ex-officio member of all committees.

Section 2. Vice-Chairman

The Vice-Chairman, in the absence of the Chairman, shall perform all the duties of the Chairman.

Section 3. Chairman Pro Tempore

In the absence of both the Chairman and the Vice-Chairman, the Advisory Board shall elect a Chairman Pro Tempore who shall perform the duties of the Chairman.

Section 4. Manager

The Manager shall have a continuing responsibility to explain the organization, responsibilities, and working relations to the Advisory Board, explain program objectives to them, assist them in details of organization, and assist in all matters related to a good organization. The Manager shall work closely with the Advisory Board in matters in interest to the operation of the efficient program. The manager keeps the Advisory Board informed concerning the interests, needs, objectives, progress, plans, and other factors of importance to them. The Manager shall be the official medium of communication between employees of the Division and the Advisory Board.

Section 5. Secretary

The Secretary shall have the responsibility of recording all notes and minutes of board meetings. They shall prepare the notes and provide them to the Chairman, Vice Chairman, and Manager prior to the next board meeting.

Article VI. MEETINGS

Section 1. Scheduling Meetings

The date, time and place for Advisory Board meetings shall be established by the Advisory Board.

Section 2. Regular Meetings

Regular meetings shall be bimonthly (once every two months) during the year.

Section 3. Special Meetings

Special meetings may be called by the Chairman or on the written request of at

least two (2) members, the time and place and purpose to be designated in the notice of such call.

#### Section 4. Organizational Meetings

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, the presentation of the annual report, and other business that may need to come before such meetings.

#### Section 5. Attendance

Each member must attend at least 75% of all regular and special meetings of the Advisory Board. Failure to attend three (3) consecutive meetings or absences exceeding the 75% criteria without justification shall be cause for removal from the Advisory Board. Justification of absence must be accepted by the Advisory Board at the next meeting following an absence. Members should advise the Chairman in advance of their absence. Attendance records shall be reported to the Board of Supervisors by the Manager. The School Board's ex-officio member shall only be required to attend when requested by the Advisory Board for discussion on mutual interest subjects.

#### Section 6. Quorum

A majority of the Advisory Board (excluding the ex-officio member) then serving shall at all times constitute a quorum and shall have full authority of the Advisory Board. The ex-officio member shall only be entitled to vote when there is an even number of Board of Supervisors appointed members present.

#### Section 7. Agenda

In order to get an item on the agenda for a regular meeting, a request should be provided to the Chairman at least one week prior to the regular meeting.

#### Section 8. Rules of Order

Meetings shall be conducted in accordance with procedures prescribed in the by-laws and decisions reached only after full consideration and debate on the issue in question. Meetings will be conducted as provided in *The Modern Rules of Order* as modified by these by-laws.

#### Section 9. Order of Business

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

- a. Call to order.
- b. Roll call.
- c. Consideration of minutes of last regular meeting and of any special meetings held subsequently and their approval or amendment.
- d. Unfinished business.
- e. Reports of standing committees.
- f. Reports of special committees.
- g. Reports of the Advisory Board.
- h. Report of the Manager.
- i. New business.
- j. Adjournment.

#### Article VII. COMPENSATION

##### Section 1. Advisory Board Compensation

Advisory Board members shall serve without compensation. Members may be reimbursed for travel and subsistence when attending Advisory Board related meetings, conferences and workshops. Such reimbursement shall be made in compliance with the general policies of the County. Such reimbursements are subject to approval of the County Administrator and shall be administered through the Manager.

#### Article VIII. AMENDMENTS

##### Section 1. By-Law Amendments

These by-laws may be amended by the York County Parks and Recreation Advisory Board at a meeting at which there is a quorum.