



PARKS AND RECREATION ADVISORY COMMITTEE BY-LAWS

ARTICLE I- NAME

The Harnett County Parks and Recreation Advisory Committee hereinafter referred to as “the Committee”.

ARTICLE II- MISSION STATEMENT

The Committee shall represent the interests of the citizens of Harnett County by providing guidance for Harnett County Parks & Recreation in planning for future needs and trends in the area of recreation, as well as for the promotion of parks, facilities and events. The Committee will also serve as a liaison between the citizens of Harnett County, County staff, and the Harnett County Board of Commissioners.

ARTICLE III- SCOPE OF WORK

The Committee shall consult with and serve in an advisory capacity to County staff and the Harnett County Board of Commissioners in matters affecting recreation and special events throughout the County. This includes the planning, promotion and marketing, committee membership and other activities related to programs and events. The Committee shall provide input for the long-range planning of resources towards park projects, acquisition of land, and other indoor/outdoor recreational activities. The Committee shall review, participate in the creation of and monitor progress related to park planning documents in related to proposals for parks sites and greenway construction in and around Harnett County. The Committee shall review existing park sites with Harnett County and provide recommendations on future development, considering such factors as park usage, safety and equipment. Committee membership is designed to include representation from all segments of Harnett County’s population, and as such, the Committee shall consider the best interests of all of Harnett County’s residents, current and future, in making recommendations related to recreation. Recommendations submitted by the Committee shall require final approval by the Parks and Recreation staff and the County Board of Commissioners.

ARTICLE IV- MEMBERSHIP

The Committee consists of nine residents of Harnett County who will be selected by Parks and Recreation staff based on a submitted application. The Committee shall consist of one member from each of the five voting districts with the remainder being chosen at large. Members of the Committee shall be broadly representative of all areas of the County with an interest in and a willingness to be supportive of the goals of the Committee. Parks and Recreation staff members shall serve as liaisons to the Committee. Committee Members will serve three-year terms and may serve up to two consecutive terms. If a vacancy shall occur on the Committee, the position shall be filled by application to Parks and Recreation staff.

All Committee members should make an effort to attend all meetings and make fair and just decisions. The Committee shall aid the Department in interpreting the objectives of the Department's programs to the public.

ARTICLE V - ATTENDANCE

Any member who is absent for three consecutive regular meetings without leave, unless such absence is made necessary by sickness or other similar causes, or fails to be present for at least 75% of regularly scheduled meetings each calendar year shall be subject to removal from membership. When possible, members should notify Parks & Recreation staff regarding planned absences.

All Committee members are required to attend a Committee orientation session upon appointment to the Committee and with follow-up orientation sessions required every three years. Committee members are asked to participate at least 2 hours monthly in the following areas:

- i. Attend regular meetings.
- ii. Attend openings and events associated with the Department
- iii. Serve on subcommittees as needed.
- iv. Serve as liaisons to other groups and committees as advocates for the Department.

ARTICLE VI- COMMITTEE OFFICERS AND DUTIES

A Chair and Vice-Chair shall be elected by the Committee. The officers shall be elected by the Committee at the regular January meeting. Terms for officers shall be for one year.

The Chair shall set the agenda with prior input from the Parks and Recreation staff and shall preside at all meetings. The Vice-Chair shall assume the duties of the Chair in his or her absence. A staff member will serve as Secretary for the Committee and take meeting notes, prepare minutes, and notify Committee members and the public of all meetings.

Any member may request the Chair to place an item on the agenda. If the Chair should decline to place a requested item on the agenda, a member may have such item placed on the agenda by submitting it in writing to the Chair with supporting signatures of three members.

Any officer elected by the Committee may be removed for just cause by the Harnett County Board of Commissioners or by a majority of the Committee members at any regular or special meeting of the Committee.

ARTICLE VII- COMMITTEE MEETINGS

Regular Committee meetings shall be held the second Tuesday of every other month in January, March, May, July, September, and November at 6 PM, and shall be held in Conference Room A of the Harnett County Administration Building. In the event Conference Room A of the Harnett County Administration Building is unavailable, the meeting shall be held at such other designated place with a minimum 48-hour public notice from County staff. These meetings shall be open to the public. A quorum is reached when a majority of the members are present. A quorum must be met before any action of official nature can be taken. Staff members are considered non-voting ex officio positions.

Special meetings may be called by the Chair, Parks and Recreation staff, or upon written request from a majority of the body with a minimum 48-hour public notice from County staff.

The deliberations of all meetings of the Committee and its various sub-committees shall be governed by Robert's Rule of Order, Newly Revised.

All meetings, both regular and special, may be canceled by giving reasonable notice to each Committee member and by posting a Notice of Cancellation at the place of the meeting.

ARTICLE VIII – VOTING

Each Committee member, including the Chair, shall be entitled to one vote. No member shall vote by proxy. All final actions, positions, or recommendations shall require the favorable vote of a majority of those members present at a duly called meeting.

Committee members may register their abstention on any vote which shall be reflected in the minutes, and members shall abstain on matters which would pose for them any conflicts of interests.

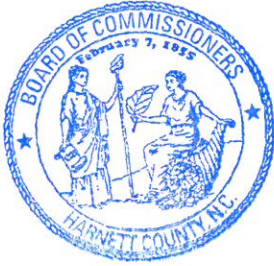
ARTICLE IX- SUB-COMMITTEES

The Chair may appoint such committees, standing or special, as may be authorized by the Committee. The Chair and Parks and Recreation Director or designee shall be ex-officio members of all committees and, as such, be notified of all meetings.

ARTICLE X- ADOPTION AND AMENDMENTS

These bylaws are adopted by a majority vote of the Harnett County Board of Commissioners. Amendments to these bylaws shall be made by the Harnett County Board of Commissioners or through written proposal of the Committee to the Board of Commissioners.

Adopted this 16th day of July, 2018.




Gordon Springle, Chairman


Gina Wheeler, Clerk