

VILLAGE OF EDMORE
RECREATION ADVISORY BOARD
BY-LAWS

Approved by Recreation Advisory Board
Approved by Edmore Village Council December 12, 2016

The following rules of procedure are hereby adopted by the Village of Edmore Recreation Advisory Board to facilitate the performance of its duties as outlined in the Village of Edmore. The provisions of the Village of Edmore Charter, and Code of Ordinances and are hereby included in and made a part of these By-Laws.

SECTION 1 OFFICERS

- A. Selection and Tenure. At the first regular meeting of each year, the Recreation Advisory Board shall select from its membership a Chairperson, Vice-Chairperson, and Secretary. All officers shall serve a term of one (1) year, or until their successors are selected and assume office, as noted in Section 1, B, below. All officers shall be eligible for reelection for consecutive terms for the same office.
- B. Duties
1. The Chairperson shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Recreation Advisory Board.
 2. The Vice-Chairperson shall act in the capacity of the Chairperson in his/her absence. In the event the office of Chairperson becomes vacant the Vice-Chairperson shall succeed to this office for the unexpired term and the Recreation Advisory Board shall select a successor to the office of Vice-Chairperson for the unexpired term.
 3. The Secretary shall execute documents in the name of the Recreation Advisory Board, perform the duties hereinafter listed in Section 1, B, 3, (a), below, and shall perform such other duties as the Board may determine.
 - (a) Duties of Secretary
 - (1) Minutes - The Secretary shall be responsible for a permanent record of the minutes of each meeting and shall cause to have them recorded in suitable permanent records.
 - (2) Correspondence - The Secretary shall be responsible for the issuance of formal written correspondence with other groups or persons, as directed by the Recreation Advisory Board. All communications, petitions, reports, or other written materials received by the Secretary shall be brought to the attention of the Recreation Advisory Board.

- (3) Attendance - The Secretary shall be responsible for maintaining an attendance record for each Recreation Advisory Board member and report those records annually to the Recreation Advisory Board for inclusion in the Annual Report to the Village Council.
 - (4) Notices - The Secretary shall issue such notices as may be required by the Recreation Advisory Board.
- C. Village Council Representative. The Village Council representative shall present the recommendations of the Recreation Advisory Board to the Village Council as may be required prior to the Council's consideration of such request.

SECTION 2 MEETINGS

- A. The Recreation Advisory Board shall meet on the second and/or fourth Wednesday of each month, only when the Chairperson, or at least two (2) members of the Board request a meeting. Additional, or Special meetings may be called by the Chairperson or at least two (2) members of the Board.
- B. Meeting Notice - Notice of meetings shall be given to the members of the Recreation Advisory Board at least seventy-two (72) hours prior to the meeting. Such notice shall state the purpose, time, and location of the meeting and shall be posted in accordance with the Open Meetings Act.
- C. All meetings, minutes, records, documents, correspondence, and other materials of the Recreation Advisory Board shall be open to public inspection, except as may otherwise be provided by law.
- D. Quorum – Three (3) voting members of the Board shall constitute a quorum for the transaction of business and the taking of official action for all matters. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act. The members present may discuss the matters outlined on the agenda. However, no official action shall be taken at a meeting without a quorum.
- E. Agenda - The Chairperson shall be responsible for preparing an agenda for Recreation Advisory Board meetings; the order of business for meetings shall be as follows:
 - 1. Call to Order and Roll Call
 - 2. Approval of Agenda
 - 3. Approval of Minutes
 - 4. Unfinished Business
 - 5. New Business
 - 6. Citizens Comments
 - 7. Comments from Board members
 - 8. Adjournment

- F. Public Hearings - The following rules of procedure shall apply to Public Hearings held by the Recreation Advisory Board:
1. Chairperson opens the public hearing and announces subject.
 2. Chairperson summarizes the procedures/rules to be followed during the hearing.
 - (a) The Chairperson may elect to limit the time permitted for each person to speak.
 - (b) The Chairperson may elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the Chairperson, in his/her discretion, may permit additional comments.
 - (c) All comments by the public, staff, and the Recreation Advisory Board shall be directed to the Chairperson.
 3. Chairperson presents the main points and reasons for the public hearing.
 4. Public comments are taken.
 5. Chairperson closes the public hearing.
 6. Village representative present their report and recommendation.
 7. Recreation Advisory Board begins deliberation and arrives at a decision.

SECTION 3 DUTIES OF THE RECREATION ADVISORY BOARD

The Recreation Advisory Board shall:

- A. Advise the Village Council and Village Manager on matters concerning recreation in the Village.
- B. Make recommendations on the location of sites for parks and recreational areas to the Village Council.
- C. Recommend to the Village Council and Village Manager such measures as it deems necessary and proper for the betterment of the Village recreation program.
- D. Perform such other related duties as may be assigned to the Board by the Village Council.

SECTION 4 REMOVALS, ABSENCES, RESIGNATIONS, AND VACANCIES

- A. Members of the Recreation Advisory Board shall serve at the pleasure of the Village Council. Any member of the Board may be removed at any time from membership on the Board by a majority vote of the Village Council.
- B. The Board may recommend to the Village Council removal of a Board member if such member is absent from more than fifty (50) percent of the meetings in one (1) calendar year. Recreation Advisory Board members shall notify the Village Manager, Recreation Advisory Board Chairperson, or other Recreation Advisory Board member when they intend to be absent from the following meeting or any subsequent meeting.

- C. A member may resign from the Recreation Advisory Board by sending a letter of resignation to the President, Village Manager, or Recreation Advisory Board Chairperson.
- D. Vacancies shall be filled by the Village Council in the same manner as original appointments. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5 AMENDMENTS

These by-laws may be amended at any meeting by an affirmative vote of four (4) members of the Recreation Advisory Board.