

CITY OF CHARLOTTESVILLE

Parks and Recreation Department

PARKS AND RECREATION ADVISORY BOARD

BY-LAWS

SECTION I: CREATION; NAME; NUMBER OF MEMBERS

There is hereby created a Parks and Recreation Advisory Board for the City of Charlottesville.

SECTION II: POWERS AND DUTIES

The Advisory Board shall serve as an advisory body for the Parks and Recreation Department as well as for City Council. The Advisory Board shall also serve as a liaison between the Parks and Recreation Department and the citizens of the City of Charlottesville and provide advocacy, as appropriate, for Parks and Recreation-related issues.

The Advisory Board shall consult with and advise said bodies in all matters affecting the functions of the Parks and Recreation Department, including but not limited to: strategic and program planning, programming, development of the Capital Improvement Program, budgeting, revenue generation, facilities planning and operations, park master planning, natural and cultural resource protection, and land acquisition.

SECTION III: APPLICATION, APPOINTMENT, AND LENGTH OF TERM OF BOARD MEMBERS

The City Manager shall appoint new members of the Advisory Board, after input from the Advisory Board and Department staff. A key goal in the appointment process is creating a diverse membership of individuals who are interested in helping maintain and improve the parks and recreational offerings in Charlottesville. Terms of service will begin on January 1 and expire on December 31. Upon advertisement, applications must be submitted to the Director of Parks and Recreation.

Each at large member filling an opening created by an expired term shall be appointed for a three-year term. Initial appointments shall be arranged so that no fewer than three and no more than four of the members' terms will expire each year. If, through administrative error or otherwise, the staggering of terms needs to be reset, then the Board shall have the power to adjust the term length for a new appointee who is filling a midterm vacancy.

Each at large Advisory Board member shall be eligible for reappointment to a second full three-year term. Consecutive terms served shall be limited to two (2) three-year terms. Previous at large members of the Board who have already served two consecutive terms are eligible for reappointment after being off the Board for at least one calendar year from the date that their most recent term ended.

Vacancies occurring on the Advisory Board of at large seats shall be advertised and filled as soon as practicable. An interim appointee will complete the unexpired term of the vacant seat. If the unexpired term being filled is for less than a year and a half (1-½ years), then such an appointee is eligible for appointment to serve up to two full three-year terms after the expiration of the interim appointment. If the unexpired term being filled is at least a year and a half in length, then the appointee may serve only one additional full three-year term upon completion of the interim term.

SECTION IV: COMPOSITION

The Advisory Board shall be composed of up to 10 at-large members. In addition, the Advisory Board will have three ex-officio members with the full membership powers and duties: one (1) member from and appointed by the Planning Commission, one (1) member from and appointed by the School Board, and one (1) City resident student representative, recommended by the C.H.S. administration or the Charlottesville Youth Council (If each body recommends one or more students, then the above appointment procedures will be used to decide between). These ex-officio Advisory Board members will serve at the pleasure of the Planning Commission, School Board, and CHS staff/Youth Council respectively, with no limit on the number of terms they may serve.

SECTION V: MEETINGS

The regularly scheduled Advisory Board meetings are to be held monthly on the third (3rd) Thursday of each month except no regular meeting is scheduled in the months of December and July. The Chair of the Advisory Board or the Director of Parks and Recreation may call special meetings of the Advisory Board at any time by giving each member 48 hours' notice. Special meetings shall also be scheduled upon request by four (4) or more Advisory Board members. A quorum of the Advisory Board must be present before action of an official nature may be taken. A quorum is defined as a majority of the currently serving members. The Chairperson may cancel regular meetings, should there be insufficient business on the Board's tentative Agenda.

SECTION VI: ATTENDANCE OF MEMBERS

Absent extenuating circumstances as determined by The Chair, any at-large member who fails to attend three (3) consecutive meetings or at least 75% of the regularly scheduled meetings of the Advisory Board during any calendar year 12-month period shall be considered to have resigned. If the appointed Board member from the Planning Commission, the School Board, or Student Rep fails to attend three consecutive meetings or at least 75% of the regularly scheduled meetings, then absent extenuating circumstances the Advisory Board, through its Chair, will request the appointing body to consider appointing a different member to the Advisory Board.

SECTION VII: COMPENSATION

Advisory Board members shall serve without compensation. Members may, however, be reimbursed for food and lodging expenses incurred when attending professional conferences and workshops. Such reimbursement shall be made in compliance with applicable state, city, and department policies and regulations.

SECTION VIII: SELECTION OF OFFICERS

At the first meeting of the Advisory Board in each calendar year, the Board shall select from its members and appoint by a majority vote a Chair and a Vice Chair of the Board. The Chair and Vice Chair shall serve in those capacities for the remainder of that calendar year. These officers may be reappointed to their positions by the Board. The Chairperson retains his or her ability to discuss, make motions, and vote on issues before the Board.

The Chairperson of the Board shall preside at all meetings of the Board and shall perform such other duties as may be determined by the Board or which assist in the mission of the Board, including communicating on behalf of the Board and collaborating with the Director on setting the agenda of Board meetings. The Vice Chairperson shall assume the duties of the Chairperson in his or her absence.

SECTION IX: STAFF SUPPORT

Staff support to the Advisory Board will be assigned by the office of the Director of Parks and Recreation to handle the administrative work of the Advisory Board and to make presentation(s) to the Advisory Board regarding issues outlined in Section II of these by-laws.

The Director is an ex-officio member of the Advisory Board (without a vote) and attends Board meetings whenever practicable. The Director shall work closely with the Board to operate a high quality, efficient parks and recreation program for the City of Charlottesville. The Director shall have a continuing responsibility to explain to the Board the organization, responsibilities, working relationships, and program objectives of the Department of Parks and Recreation and to keep the Board informed of the Department's needs, objectives, and progress on plans.

Whenever practicable, the Advisory Board's agenda and accompanying materials should be emailed to Board members by the end of the day on the Friday before the regular meeting date.

The Director and/or other staff will offer an orientation and appropriate information to new Board members regarding the facilities and operations of the Parks and Recreation Department.

SECTION X: PUBLIC PARTICIPATION

All regular and special meetings shall be open to the public and notice of meetings will be posted by staff pursuant to state and local laws or regulations. A time for public comment shall be presented at some point during each regularly scheduled meeting.

Public comment on agenda items shall only be given during the public comment periods of the agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Board may direct questions to members of the public or other invited individuals.

Before the start of a meeting, the Chairperson may decide to limit the total amount of time devoted to public comment and/or the amount of time allowed for each individual comment. The Chairperson may ask members of the audience to caucus with others sharing similar positions, so that they may select a single spokesperson. That spokesperson shall then have twice the time allotted for one individual.

SECTION XI: BYLAW AMENDMENTS

These by-laws can be amended, at any regular meeting of the Board, by a two-thirds vote of the total current members of the Board, provided notice of the nature of any proposed amendment shall have been given at least two (2) weeks before the action thereon shall be taken.

Adopted 4/14/2022