

BYLAWS

COUNTY of BATH, VIRGINIA Bath County Recreation Policy and Procedures Advisory Committee

Amended September 13, 2016

ARTICLE I – Authorization

- 1-1. This Recreation Policy and Procedures Advisory Committee is established in conformance with a resolution adopted by the Board of Supervisors of the County of Bath, Virginia on April 08, 2014.
- 1-2. The official title of this body shall be the Bath County Recreation Policy and Procedures Advisory Committee, as established by the Board of Supervisors of the County of Bath, Virginia, hereafter referred to as the “Advisory Committee.”

ARTICLE II – PURPOSE & OBJECTIVE

- 2-1. The primary purpose of this Committee is to:
 - 2-1-1. Serve in an advisory capacity to the Recreation Department hereafter referred to as the “Department.”
 - 2-1-2. Develop, update, and propose revisions to the Department’s Recreation Policy and Procedures Manual hereafter referred to as the “manual” for consideration by the Board of Supervisors.
 - 2-1-3. Review and update the Policy and Procedure Manual yearly
 - 2-1-4. Hold meetings open to the public to gather input from the community regarding the Manual
- 2-2. The objectives of the Advisory Committee is to recommend policy and procedures encouraging healthy recreation programs now and in the future. The Advisory Committee will recommend policy and procedures in such away no member of the community will be excluded from recreational programs.

ARTICLE III – Membership

- 3-1. The “Advisory Committee” shall consist of five (5) members appointed by the Board of Supervisors. All shall be residents of the County.
- 3-2. The terms of office shall be four (4) years with members’ terms staggered as exists at the time of adoption of these Bylaws. Members whose terms expire shall be allowed to serve until the Governing Body appoints their replacement.
- 3-3. Vacancies shall be filled by the Board of Supervisors and shall be for an unexpired term only.
- 3-5. Members of the Advisory Committee shall be eligible for reappointment.
- 3-6. Members of the Advisory Committee may be removed by the Board of Supervisors for malfeasance in office.
- 3-7. Terms of Advisory Committee members shall expire immediately before the beginning of the regular meeting at which their successors’ terms of office begin.
- 3-8. The “Advisory Committee” is strictly volunteer and its members will receive no compensation for the services they provide the community
- 3-9. The “Advisory Committee” members shall attend all meetings, regular, and special, including work sessions, and shall notify the Recreation Department Director or the Committee Chairman if they will be unable to attend a meeting. If three consecutive meetings are missed without prior notification of the Recreation Director or Committee Chairman, this will result in a recommendation to remove the member from the Advisory Committee being forwarded to the Board of Supervisors by the Advisory Committee.

ARTICLE IV – Selection of Officers

- 4-1. Officers of the Committee shall consist of a Chairman, Vice-Chairman, and Secretary. The Chairman and Vice-Chairman shall be elected from and by the membership. The Department Director or his designee shall be the ex-officio Secretary.

- 4-2. Nomination of officers shall be made from the floor at the first meeting of each calendar year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership present, so long as a quorum exists, shall be declared elected.
- 4-3. Terms of office shall be for one year or until a successor takes office.
- 4-4. Vacancies shall be filled for an unexpired term by a majority vote of the Advisory Committee members present, so long as a quorum exists.

ARTICLE V – Duties of Officers

- 5-1. The Chairman shall:
 - 5-1-1. Preside at meetings and hearings of the Advisory Committee.
 - 5-1-2. Appoint Committees as the need arises and serve as ex-officio member of each.
 - 5-1-3. Rule on procedural questions (subject to reversal by a two-thirds vote of the members present, so long as a quorum exists).
 - 5-1-4. Report official communications at the next regular Advisory Committee meeting.
 - 5-1-5. Certify approved minutes as true and correct copies.
 - 5-1-6. When authorized by the Advisory Committee, execute in its name all its obligations.
- 5-2. The Vice Chairman shall:
 - 5-2-1. Assume the full powers of the Chairman in the absence or inability of the Chairman to act.
- 5-3. The Secretary or his designee shall:
 - 5-3-1. Record attendance at all meetings.
 - 5-3-2. Record the minutes of the Advisory Committee meetings.
 - 5-3-3. Notify members of all meetings.

- 5-3-4. Maintain a file of all official Advisory Committee records and reports.
- 5-3-5. Certify approved records, and reports of the Advisory Committee.
- 5-3-6. Give notice and be responsible for publishing public notices of all Advisory Committee public meetings.
- 5-3-7. Attend to the correspondence for the execution of duties and functions of the Advisory Committee.
- 5-3-8. Prepare case materials and present cases to the Advisory Committee, the Board, and/or Governing Body as applicable.

ARTICLE VI – Meetings

- 6-1. Advisory Committee will meet on a as needed bases. Meetings will be scheduled by the members of the committee and will be advertised two weeks prior to the meeting date.
- 6-2. All meetings of the Advisory Committee shall be open to the public.
- 6-4. All public comments, whether related to an agenda item or not, shall be in accordance with Section 9-4. (Rules of Public Hearing) of the Bath County Recreation Advisory Committee bylaws, adopted April 8, 2014 as amended.

ARTICLE VII – Voting

- 7-1. A majority of the members shall constitute a quorum.
- 7-2. No action of the Advisory Committee shall be valid unless authorized by a majority vote of those present and voting, so long as a quorum has been determined to exist.

ARTICLE VIII – Order of Business

- 8-1. The order of business for a regular meeting shall be:
 - 8-1-1. Call to Order.
 - 8-1-2. Acknowledge Public in Attendance.
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- 8-1-3. Public Comment – Matters Unrelated to Agenda Items.
- 8-1-4. Additions and Corrections to Agenda.
- 8-1-5. Committee Reports.
- 8-1-10. Chairman’s Report.
- 8-1-11. Staff Report.
- 8-1-12. Old Business.
- 8-1-13. New Business.
- 8-1-14. Approval of Minutes.
- 8-1-15. Adjourn.
- 8-2. Parliamentary procedure in the Advisory Committee meetings shall be governed by Roberts Rules of Order, Revised Edition.
- 8-3. The Advisory Committee shall keep minutes of each meeting, and such minutes shall become a public record upon approval. The Chairman shall sign all approved minutes and at the end of the calendar year, shall certify that all minutes in the official minute’s book of the preceding year are true and correct copies.

ARTICLE IX – Public Meetings

- 9-1. The Advisory Committee may hold public meetings on any related matter, which it deems to be in the public interest.
- 9-2. Notice of a public meetings shall be posted in the local paper two (2) weeks prior to meeting date.
- 9-3. Upon opening a public meeting, the Chairman or his designee shall summarize the matter before the Advisory Committee, allow interested parties to speak, accept written statements and other documentation pertinent to the matter being addressed. The public meeting shall then be closed and the floor opened to action by the Advisory Committee.
- 9-4. Rules of Public Meeting shall be as follows:

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- 9-4-1. Speakers representing or commenting on requests or business before the Advisory Committee shall be limited to five (5) minutes per person. The Chairman may allow up to ten (10) additional minutes per speaker if the circumstances necessitate such action due to the complexity of the issue(s). Speakers shall not yield any portion of their allotted time to a person who has already addressed the public hearing.
- 9-4-2. Speakers shall first be recognized by the Chairman before addressing any matter before the Advisory Committee. Speakers shall state their name and the nature of their business before proceeding with their comments.
- 9-4-3. Advisory Committee members may question speakers or County staff for informational and clarification purposes, but shall make every effort to remain neutral and uncommitted on issues coming before the Advisory Committee until said issues have been presented to the Advisory Committee and the opponents and proponents concerning same have been heard.
- 9-4-4. Comments and/or actions by Advisory Committee members, County staff, or members of the public which are personal in nature, unrelated to the issue, redundant, or otherwise inappropriate may be deemed out of order by the Chairman, whose decision may be reversed by a majority vote of the Advisory Committee members present.
- 9-5. An accurate, written record shall be made of the proceedings of the public hearing and included as a part of the Advisory Committee meeting minutes.

ARTICLE X – Amendments

- 10-1. Any proposed amendment to these bylaws shall be presented, in writing, to the members of the Advisory Committee at any regular Advisory meeting and shall not be subject to vote until the next regular Advisory Committee meeting. The Chairman may refer any proposed bylaw amendment(s) to an Advisory Committee subcommittee for a report to the Advisory Committee at its next regular meeting. A two-thirds majority vote of Advisory Committee membership shall be required to adopt any proposed amendment to the bylaws.

Amendment Date(s): April 8, 2014, September 13, 2016