

Parks & Recreation Advisory Board

A) Organization of the Parks & Recreation Advisory Board

1) Board Membership

The Beaufort Parks & Recreation Advisory Board (BPRAB) is a standing citizen advisory committee consisting of seven members. All members shall reside within the corporate limits of the Town of Beaufort and be appointed by the Town's Board of Commissioners.

2) Term of Office

The term of office for members shall be a three-year staggered term made by appointment by the Board of Commissioners (BOC). Vacant seats or unexpired terms shall be filled by the BOC.

3) Removal from the Board

- a) The BOC may remove any member of the BPRAB for neglect of duty or malfeasance while in office.
- b) BPRAB members may be removed by the BOC at any time for failure to attend three consecutive meetings or for failure to attend seventy-five percent (75%) of the meetings within any twelve month period or for any other good cause related to performance of duties. Such failure will constitute a voluntary resignation of the member. Upon the request of the member proposed for removal, the BOC shall hold a hearing on the removal before it becomes effective.
- c) If a member moves outside the corporate limits, it shall constitute a resignation of said member from the board.
- d) If for reasons other than mentioned herein a member resigns from the board, a written notice shall be delivered to the Town Clerk at the member's earliest convenience.

B) Meetings of the Parks & Recreation Advisory Board

- 1) The BPRAB shall establish a regular meeting schedule and shall meet frequently enough so it may take action on the issues for which they are appointed.
- 2) All meetings of the BPRAB are subject to Open Meetings Law and whenever feasible, the agenda for each BPRAB meeting shall be made available to the public at least three business days in advance of the meeting.
- 3) The chairman of the BPRAB shall have the authority to cancel a meeting of the board if the Parks Department advises there is no business to be conducted at the meeting.
- 4) Special meetings may be called by the Chairman or upon written request from a majority of the board.
- 5) Special committees may be appointed for such purposes as deemed necessary and consisting of only members of the BPRAB as appointed by the Board of Commissioners. The Chairman and Town staff liaison shall be ex-officio members of all committees and, as such, notified of all committee meetings.

C) Quorum and Voting

1) Quorum Requirements

- a) A majority of the members of the BPRAB in attendance shall constitute a quorum at all meetings of the board.
- b) All actions of the BPRAB shall be taken by majority vote, a quorum being present.

- 2) Withdrawal from Meeting
Any member who has withdrawn from the meeting without being excused shall be counted as present for the purposes of determining whether or not a quorum is present.
- 3) Roll Call Vote
A roll call vote shall be taken upon request of any member.
- 4) Notification of Absences
Members shall promptly notify the board staff liaison if they are unable to attend or participate in for any reason an upcoming meeting.

D) BPRAB Officers

- 1) Election of Officers
Officers will be elected during the September meeting of the BPRAB by majority vote of its membership (excluding vacant seats). One member will be elected to serve as chairperson (chair) and preside over the board's meetings and one member will be elected to serve as vice-chairperson (vice-chair). The person so designated shall serve in these capacities for a one year term. The newly elected officers will take office at the regular October meeting. The BPRAB shall appoint other officers as it may deem necessary and appropriate. Vacancies and unexpired terms of the chair or vice-chair may be filled by majority vote of the board membership (excluding vacant seats).
- 2) Chairperson's Rights
The chair and vice-chair may take part in all deliberations and vote on all issues.
- 3) Rules of Order
All points of order and procedure shall be determined by the modified version of *Roberts Rules of Order* as updated.

E) Parks Staff Responsibilities

- a) Responsible for all financial transactions, grant applications and business dealings. Board members are not authorized to represent the Town of Beaufort in this manner.
- b) Town staff will keep a permanent record of the proceedings of all meetings and will send the board agendas and meetings prior to regularly scheduled meetings.
- c) It is the duty of Town staff to notify the board of all meetings.

F) Powers and Duties of the BPRAB

- a) The BPRAB serves as a liaison between the citizens, town staff and town Board of Commissioners while its vision is to represent the community with the promotion of people-friendly parks and facilities, while anticipating future needs and trends.
- b) The BPRAB consults with and serves as an advisory body for the town staff and BOC in matters affecting recreation.
- c) The BPRAB provides input for the long-range planning of resources towards park projects and other indoor/outdoor recreational activities.
- d) The BPRAB reviews, participates and monitors park planning documents in regards to proposals for park sites and greenway construction in Beaufort.
- e) The BPRAB reviews existing park sites within Beaufort and provides recommendations for future development, considering such factors as park usage, safety and equipment.

- f) Perform any other appropriate duties as assigned by the BOC.
- g) The Board's mission statement is to provide quality recreational facilities and open spaces which are safe for leisure time activities.
- h) Recommendations submitted by the Advisory Board, would then need final approval by town staff and BOC.

Bylaws approved by the Board of Commissioners on June 11, 2018.