

Carroll County Recreation and Parks Advisory Board

Constitution and Bylaws

ARTICLE I

Name

Subject to the enabling legislation of the Annotated Code of Maryland, Section 66C, Article 410, and the encouragement of the County Commissioners, in 1965 the Carroll County Board of Recreation and Parks was created.

ARTICLE II

Purpose

The purpose of the Recreation and Parks Advisory Board is to study and determine the park, recreation and open space needs of the County and serve as an advisory body providing recommendations to the County Commissioners on matter pertaining to the planning, programming, evaluating and funding of park and recreation facilities and programs.

ARTICLE III

Membership

- Section 1 MEMBERS: the membership shall consist of eleven (ii) members appointed by the Carroll County Board of County Commissioners of whom one shall be recommended by the Carroll County Board of Education, and one shall be a representative of the County's volunteer recreation councils. The County Commissioners may appoint ex-officio members as they deem necessary.
- Section 2 TERMS: The term of membership shall be for four (4) years from the first day of January to the end of their appointment, or until their successors are appointed. In the appointment of Board members, the County Commissioners shall give due regard to population and geography, Membership on the board is limited to two (2) consecutive terms, Appointments shall be staggered.
- Section 3 COMPENSATION: All members of the Board shall serve without compensation, but may be compensated for any unusual expenses incurred as a result of their membership.

ARTICLE IV

Officers

- Section 1 ELECTION OF OFFICERS: The Board shall elect a Chairman and Vice-Chairman from its membership every year. The Vice Chairman will automatically become Chairman.
- Section 2 TERM OF OFFICE: The term of office shall be for a period of one year. Each officer shall hold office until his/her successor has been duly elected. Election of officers shall take place at an annual meeting to be held in the month of March.
- Section 3 REMOVAL: Any officer elected by the members of the Board may be removed from office by a vote of a majority.
- Section 4 VACANCIES: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a majority vote of the members of the Board for the unexpired portion of the term.
- Section 5 CHAIRMAN: The Chairman shall be the principal - executive officer of the Board and shall in general supervise and direct all of the business and affairs of the Board. The Chairman shall, when present, preside at all meetings of the Board,
The Chairman may sign any document or instrument which the members have authorized to be executed; and in general shall perform all duties as may be prescribed by the members from time to time.
- Section 6 VICE-CHAIRMAN: In the absence of the Chairman, the Vice-Chairman shall perform all of the duties of the Chairman and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairman. The Vice-Chairman shall perform such other duties that may be assigned by the Chairman or by the members.
- Section 7 SECRETARY: The Secretary shall record the monthly minutes of the Board and maintain a book of approved minutes. The Secretary shall present all official communications to the Board, prepare correspondence of the Board, and maintain files and records as required by the Board.

ARTICLE

Meetings

- Section 1 MONTHLY MEETINGS: The Board shall hold seven monthly meetings during the months of February, March, May, June, July, September, and October.
- Section 2 SPECIAL MEETINGS: Special meetings of the Board may be called by the Chairman at any time at their discretion and/or upon written request by four Board members, provided at least 72 hours notice is given.

Section 3 PUBLIC MEETINGS: All meetings of the Board shall be open to the public and shall be announced according to the Open Meetings Law.

Section 4 NOTICE: Written notice of monthly meetings of the Board shall be given by first class mail and/or email to each Board member not less than seven (7) or more than fourteen (14) days before the meeting. Said notice shall state the place, date, time, and purpose of the meeting.

Section 5 QUORUM: The presence in person of a majority of the current members of the Board shall constitute a quorum for the transaction of business at any meeting. If a quorum be not present, the presiding officer may adjourn the meeting until a quorum is obtained.

Section 6 VOTING: Members shall vote in person. The Chairman is considered a voting member.

ATTENDANCE: Members are expected to attend all meetings of the Board. Three (3) consecutive absences by any member without good cause, or attendance at less than 60% of all meetings, (whether regular or special) in any 12-month period, shall result in a recommendation to the Board of County Commissioners for termination of membership.

Section 8 PROCEDURES: Robert's Rules of Order shall govern the proceedings of all meetings of this Board, except as otherwise stated in these By-Laws.

1. Encourage citizen participation
2. Recommend annual priorities to the County Carroll County Land Preservation, Parks and development, operation and maintenance of and programs.
3. To prioritize Self-Help projects and Capital Projects and recommend funding.
4. Provide input on the values, goals and objectives of programs
5. Contribute to continuous feedback and make recommendations to both the Recreation and Parks Department and the County Commissioners for overall quality program/service deliveries

ARTICLE VII

Amendments

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a two-thirds (2/3) majority vote of Board members, and the Board members have received 7 days prior written notice of the proposed change(s).

Section 7

ARTICLE VI

Responsibilities and Duties

The responsibilities and duties of the Recreation and Parks Advisory Board are as follows:

Commissioners with reference to the Recreation Plan for the acquisition,
recreation areas, natural areas, facilities Adopted May 24, 2006

Torn Ronaghan, Chairman
Jody Ledford, Vice-Chairman

