

**TITLE 2****BOARDS AND COMMISSIONS, ETC.****CHAPTER**

1. PARKS AND RECREATION COMMISSION.
2. LIBRARY BOARD.
3. TOURISM/EVENTS COMMISSION.

**CHAPTER 1****PARKS AND RECREATION COMMISSION****SECTION**

- 2-101. Creation, authority, purpose and title.
- 2-102. Membership and terms.
- 2-103. Officers.
- 2-104. Function.
- 2-105. Administration
- 2-106. Compensation and funding.

**2-101. Creation, authority, purpose and title.** The authority to fund, create, operate and maintain parks and recreation facilities and to conduct recreation programs shall be retained by the governing body; however, pursuant to Tennessee Code Annotated, § 11-24-103(b)(1), there shall be and is hereby create an advisory body for the purpose of providing the governing body of the City of Spring City, Tennessee, advice and guidance, and to provide a conduit for input from the general population as to the effective creation, operation and maintenance of parks and recreation facilities and/or recreation programs for said town. This body shall be named and known as the "Parks and Recreation Commission of the City of Spring City" (the "commission").

**2-102. Membership and terms.** The membership of the parks and recreation commission shall consist of eleven (11) members, appointed by the mayor. The appointees or reappointments will serve an indefinite tenure. Upon a vacancy of membership the parks and recreation commission may make recommendations to the mayor to fill the vacant positions. The right of appointment will remain with the position of mayor.

The membership of the board shall be representative of all sections of the community. (as replaced by Ord. #2009-01, Feb. 2009)

**2-103. Officers.** At the first meeting of the commission subsequent to its creation, the members shall elect from the membership a chairperson, vice-chairperson and secretary to serve for their respective terms of appointment.

**2-104. Function.** The affairs of the commission shall be conducted in a manner determined by the board of commissioners. The commission shall not be responsible for the supervision of staff, the hiring or dismissal of staff, the expenditure of public funds or the promulgation or enforcement of rules and regulations governing parks and recreation facilities or programs; however, the commission may advise the board of commissioners on any of these matters and act on behalf of said board, on a case by case basis, if so authorized by the governing body.

**2-105. Administration.** The commission shall set its own by-laws and meeting schedule in accordance with the open meeting laws of the state. Official minutes shall be recorded for each meeting, a copy of which shall be furnished the board of commissioners at their next subsequent meeting. The city manager shall provide the commission such administrative support as it may need, within the limits of his capability.

**2-106. Compensation and funding.** All members of the board shall serve without pay; however, with prior approval of the mayor and funding by the board of commissioners, members may be reimbursed for actual expenses involved in the discharge of their official duties on behalf of the town pursuant with the town's comprehensive travel regulations. Incidental funding for operations of the commission may be provided by the board of commissioners in the town's normal budgeting processes.

## CHAPTER 2

### LIBRARY BOARD

#### SECTION

2-201. Library board recognized.

2-202. Appointment and tenure of members: filling vacancies.

2-203. Removal from office: filling of vacancies.

2-204. Powers and duties of library board.

2-205. Auditing requirements.

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**2-201. Library board recognized.** The town formally recognizes the historical and present existence of the library board and public library for its residents. (as added by Ord. #30-03, Nov. 2003)

**2-202. Appointment and tenure of members: filling vacancies.** The board will consist of at least seven (7) and no more than eleven (11) members. The board will be comprised of a minimum of two (2) members of each gender. One (1) Spring City Commissioner may serve on the board with full membership status, residency in Rhea County is a requirement for appointment to and continued service on the board.

The board will recommend candidates to the Spring City Commission to fill expired or unexpired terms. A term is for three (3) years and will be considered served when the third (3rd) June 30 date is reached following the board members date of appointment.

In the event a board member is unable to complete their term of service, a board recommended replacement can be appointed by the Spring City Commission to complete the remainder of that unexpired term. Filling an unexpired term of less than two (2) years will not constitute a full term for the replacement board member.

Continuation of board membership beyond two (2) consecutive terms requires special action of the board and Spring City Commission or a one (1) year absence from the board. A board member with three (3) unexcused absences in a fiscal year may be terminated from board membership by majority vote of the board. (as added by Ord. #30-03, Nov. 2003, as replaced by Ord. #2016-05, Nov. 2016 *Ch10\_2-6-20*)

**2-203. Removal from office: filling of vacancies.** Any member of the library board may be removed from office by majority vote of the mayor/commission for failing to attend meetings of the board, for any other neglect of duties as such member or for any misconduct in office. (as added by Ord. #30-03, Nov. 2003)

**2-204. Powers and duties of library board.** The members of the library board shall organize by electing officers, adopting by-laws and regulations, and may recommend board members to the mayor/commission. The board has the power to direct the affairs of the library and appoint as well as dismiss a librarian. The librarian will be an employee of the Town of Spring City and shall direct the internal affairs of the library, and such assistants or employees as may be necessary. Such board may make and enforce rules and regulations and establish branches of travel service at its discretion. Such board may receive donations, devises and bequests to be used by it directly for library purposes. The library board shall furnish to the state library agency such statistics and information as may be required, and shall make annual reports to the mayor/commission. Annually, the library board shall submit a budget in conformance with the town charter to the city manager in preparation of the city's annual budget which shall be forwarded to the mayor/commission. All city tax funds and appropriate fees shall be held by the city recorder or appropriate designee. The library board shall within its discretion, have the exclusive authority to apply, direct, and disburse non-public contributions, donations, devises, bequests, and other such revenues raised or received by the library board and account for such funds by regular monthly reports to the city recorder. Under no circumstances will the library board obligate the Town of Spring City to any binding agreements without the full knowledge and vote of the board of mayor and commissioners. Proceeds from the sale of surplus books by the library may be credited to such special fund in the discretion of the library board. All library accounts of every character and kind shall be audited annually by or under supervision and direction of the mayor/commission. (as added by Ord. #30-03, Nov. 2003, and replaced by Ord. #2010-08, Jan. 2011, and Ord. #2012-09, Sept. 2012)

**2-205. Auditing requirements.** All library banking accounts will be conducted in compliance with all local, state, and federal accounting procedures and guidelines and in compliance with chapter 5, Municipal Finance and Taxation of the Spring City Municipal Code. The library banking accounts require the signature of the Town of Spring City, City Recorder; the library treasurer; and one (1) additional authorized library board member. The signature of the Town of Spring City, City Recorder is required, in addition to the library signees, on all library checks for day-to-day operation regardless of the amount of the transaction. A monthly report of all banking actions must be forwarded to the city recorder in compliance with chapter 5, Municipal Finance and Taxation. The library board will account for the receipt of all late fee charges which will be deposited in the specified line item restricted to library use only. (as added by Ord. #30-03, Nov. 2003, and replaced by Ord. #2010-08, Jan. 2011)

**2-206. Use of library.** The Audrey Pack Memorial Library (Spring City Public Library) shall be free to the inhabitants and residents of the town; however the board may, in its discretion, extend the privilege and facilities for the library to persons residing outside the city upon such terms as it may deem proper. The library board shall have power to make and enforce rules providing penalties for loss of or injury to library property. (as added by Ord. #30-03, Nov. 2003, and replaced by Ord. #2010-08, Jan. 2011)

## CHAPTER 3

### TOURISM/EVENTS COMMISSION

#### SECTION

- 2-301. Created.
- 2-302. Membership and terms.
- 2-303. Officers.
- 2-304. Function.
- 2-305. Administration.
- 2-306. Compensation and funding.

**2-301. Created.** The Spring City Tourism/Events Commission is created under title 2 of the Spring City Code of Ordinances for the following express purposes:

(1) Provide a centralized agency to coordinate the events and calendars of the various groups represented in order to decrease scheduling conflicts and positively affect the overall plan of community activities.

(2) Explore ideas for new ventures, activities, programs, and projects which will increase tourism, further enhance services to residents, increase revenues, and provide other positive effects for the community.

(3) Serve as an advisory body for the purpose of providing the governing body of the City of Spring City, Tennessee, advice and guidance, and to provide a conduit for input from the general population concerning tourism and events and spearheading the development of community related activities. (as added by Ord. #2008-03, Aug. 2008)

**2-302. Membership and terms.** The total membership of the commission shall be eleven (11) members consisting of the mayor, one (1) commissioner and nine (9) additional members representative of the various organizations in the Spring City area (Chamber of Commerce, The Audrey Pack Memorial Library, The Spring City Parks and Recreation Board, The Spring City Historical Museum and Depot Commission, The Tennessee Valley Theater), representatives from the business community and community at-large. The original appointments will be for staggered terms. The members of this commission will be appointed by the mayor. (as added by Ord. #2008-03, Aug. 2008)

**2-303. Officers.** At the first meeting of the commission subsequent to its creation, the members shall elect from the membership a chairperson, vice-chairperson, and secretary to serve for their respective terms of appointment. (as added by Ord. #2008-03, Aug. 2008)

**2-304. Function.** The affairs of the commission shall be conducted in a manner determined by the board of commissioners. The commission shall not be responsible for the supervision of staff, the hiring or dismissal of staff, the expenditure of public funds or the promulgation or enforcement of rules and regulations governing the city. The commission may advise the board of commissioners on any of these matters and act on behalf of said board, on a case by case basis, if so authorized by the governing body. (as added by Ord. #2008-03, Aug. 2008)

**2-305. Administration.** The commission shall set its own by-laws and meeting schedule in accordance with the open meeting laws of the state. Official minutes shall be recorded for each meeting, a copy of which shall be furnished the board of commissioners at their next subsequent meeting. The city manager shall provide the commission such administrative support as it may need, within the limits of his/her capability. (as added by Ord. #2008-03, Aug. 2008)

**2-306. Compensation and funding.** All members of the commission shall serve without pay; however, with prior approval of the mayor and funding by the board of commissioners, members may be reimbursed for actual expenses involved in the discharge of their official duties on behalf of the town pursuant with the town's comprehensive travel regulations. Incidental funding for operations of the commission may be provided by the board of commissioners in the town's normal budgeting processes. (as added by Ord. #2008-03, Aug. 2008)