

TITLE 2**BOARDS AND COMMISSIONS, ETC.****CHAPTER****1. PARKS AND RECREATION ADVISORY BOARD.****CHAPTER 1****PARKS AND RECREATION ADVISORY BOARD****SECTION**

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2-101. Creation. There is hereby created the Gallaway Recreation Advisory Board, hereinafter referred to as "the board," to serve in an advisory capacity to the board of commissioners, in matters enumerated in this chapter. (2003 Code, § 2-101)

2-102. Membership. (1) Criteria. The selection of board members will be made from individuals who have an interest in park, recreational, social and cultural activities, and in the various park and recreational facilities, as may be evidenced by their training, experience, and/or actions. Membership of the board should include, if possible, both casual and organized users of parks and recreation facilities and programs. Representatives of the board should be selected from areas as evenly dispersed geographically as possible.

(2) Composition. The board will consist of five to seven (5 to 7) people and preferably would include both male and female members and a youth representative who may be less than eighteen (18) years of age. In addition to the five (5) board members, one (1) member of the board of commissioners will serve for a one (1) year period and act as a non-voting liaison to the board of commissioners.

(3) Terms. A full term of office for each board member will be four (4) years. Terms of office shall begin on January 1 of the year in which the appointment is made and expire December 31 of the fourth year thereafter. The initial appointments to the board will be made in such a way that no more than two (2) terms will expire in the same year and such terms shall be staggered to achieve this result.

No person may serve on the board more than two (2) consecutive four (4) year terms. The board of commissioners' representative may serve successive one (1) year periods.

The term of office for members appointed to fill expired terms will be a maximum term not to exceed four (4) years. It is intended that no more than two (2) terms will expire in the same year and such terms shall be staggered to achieve this result.

(4) Appointment. A member of the board and the board of commissioners' representative will be appointed by the mayor, subject to confirmation by the majority vote of the board of commissioners. Board members will be selected without regard to political affiliations and will serve without compensation, except for reimbursement of actual expenditures duly authorized by the board of commissioners. Appointments to fill an unexpired term will be for the remainder of that term, after which the board of commissioners may consider a full term.

(5) Removal. Members of the board may be removed by the mayor, with concurrence of the board of commissioners, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three (3) consecutive regular meetings. The decision of the board of commissioners will be final and there will be no appeal therefrom. Board members who are unable to attend regular meetings are expected to tender their resignation.

(6) Vacancies. Vacancies created by causes other than an expiration of term shall be filled for the remainder of the term in the same manner as otherwise provided in this section. (2003 Code, § 1-102)

2-103. Officers, meetings, quorum, and bylaws. (1) Officers. The board will, during the first board meeting in January, annually select from its members a chairperson to serve for a one (1) year period, or until a successor is elected. The chairperson will preside at all meetings, preserve order and decorum, enforce the rules and regulations of the board, sign all letters and documents as authorized by the board and as prescribed by law, and will otherwise perform the duties devolving upon a presiding officer. The board will also select a vice-chairperson. The board will select a secretary who will assume charge of all records of the board and who will keep accurate and complete minutes of all meetings thereof. The secretary need not be a member of the board.

(2) Meetings. The board will determine a regular meeting schedule (time, place, and frequency) as necessary, but not less than once each month, unless the chairperson determines no meeting is necessary. Special board meetings may be held as often as deemed necessary by the board. All meetings will be open to the public. Accurate minutes will be kept of all meetings and shall be made available to the public. A copy thereof will be transmitted to the board of commissioners.

(3) Quorum. Fifty percent (50%) of the members of the board will constitute a quorum for the transaction of business.

(4) Bylaws. The board will adopt bylaws for the conduct of its business, a copy of which will be kept on file in the city recorder's office. (2003 Code, § 2-103)

2-104. Authority--powers and duties. (1) The board will have only such powers and authority as may be granted to it by the board of commissioners. The board shall have no final authority over the adoption of policy nor the administration of the parks and recreation department.

(2) The board will act at all times in an advisory capacity to the board of commissioners and will have no direct power. It will interpret community programs, facilities and needs, survey public opinion, prepare studies and reports as requested by the board of commissioners, and make recommendations on subjects as may be requested from time to time by the board of commissioners.

(3) The board will serve as a liaison between citizens, the parks and recreation department, and the board of commissioners. The board is subject to rules and regulations in the performance of their duties and responsibilities as prescribed by city ordinance. (2003 Code, § 2-104)

2-105. Initiation of policy recommendations. (1) The board of commissioners will be the initiator of requests to study city policy regarding parks and recreation facilities and programs.

(2) Requests of the board to study and/or make recommendations on administrative policy will be initiated by the board of commissioners.

(3) The board may from time to time initiate study and recommendations by first submitting the topics to the board of commissioners. When approval of the board of commissioners is received, the board will commence its work on the approved topics. (2003 Code, § 2-105)