

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. Meetings; order of business; quorum; absence of members; vacancy. (1) Regular meetings of the Town of Huntsville Parks and Recreation Advisory Board shall be held _____ on the _____ of each month and shall be held at the Huntsville Municipal Building or some other designated place.

(2) Special meetings may be called by the chairman or upon written request from a majority of the board.

(3) A majority of the members constitute a quorum.

(4) The order of business at regular meetings shall be as follows:

- (a) Reading of minutes of previous meetings;
- (b) Old business;
- (c) Report from recreation director.
- (d) New business;
- (e) Adjournment.

(5) The absence of any member from three (3) consecutive regular meetings without leave except when such absence is made necessary by sickness or other similar causes will declare vacant the seat of such member. In the event of a vacancy, a new appointment shall be made by the Town of Huntsville Board of Mayor and Aldermen. (as added by Ord. #05-10-01, Nov. 2005)

2-102. Election of officers. (1) The election of officers (the chairman, vice-chairman, secretary and treasurer) for the ensuing year shall take place at the regular meeting in June of each year. A nominating committee of three (3)

members shall be appointed by the chairman at the May meeting to present, at the June meeting, a slate of officers.

(2) The new officers shall take office at the regular July meeting. (as added by Ord. #05-10-01, Nov. 2005)

2-103. Chairman, vice-chairman and secretary duties. (1) It shall be the duty of the chairman to preside at all park and recreation advisory board meetings and to sign official papers.

(2) The vice-chairman shall perform duties of the chairman in the absence of the chairman.

(3) It shall be the duty of the secretary to notify members of all meetings, to keep a permanent record of the proceedings of all meetings and to have a copy of the proceedings of the meetings sent to each member. (as added by Ord. #05-10-01, Nov. 2005)

2-104. Powers and duties of board. The park and recreation advisory board shall provide, advise and make recommendations to the Town of Huntsville concerning the administration, affairs and needs for the Huntsville Parks and Recreation program. This board shall be the agent of the town in affairs dealing with recreation activities. The chairman shall submit a detailed report of the administration and activities of the recreation board on a quarterly basis. The chairman or his designee shall give this report at a regularly scheduled council meeting. A copy of this report shall be handed out at the meeting to each member. (as added by Ord. #05-10-01, Nov. 2005)

2-105. Standing committees. (1) Standing committees shall be appointed by the chairman at the first regular meeting of each year. Vacancies on the standing committees shall be filled by the chairman at any regular meeting.

(2) Standing committees are as follows:

(a) Long range planning;

(b) Facilities;

(c) Maintenance. (as added by Ord. #05-10-01, Nov. 2005)

2-106. Annual reports. The chairman shall submit preliminary annual reports of the program at the regular meeting in July of each year. The final annual report shall be rendered no later than the September meeting. (as added by Ord. #05-10-01, Nov. 2005)

2-107. Special committees. Special committees may be appointed for such purposes as deemed necessary. (as added by Ord. #05-10-01, Nov. 2005)

2-108. Amendments to by-laws. All amendments to these by-laws must be proposed in writing in one (1) meeting and acted upon at the next regularly scheduled meeting. (as added by Ord. #05-10-01, Nov. 2005)