

# **AN ORDINANCE DESCRIBING THE DUTIES OF THE WASHINGTON COUNTY RECREATION BOARD**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF WASHINGTON COUNTY:

## **Section 1. Authority**

The authority for this Ordinance is found at G.S. 153A-444 and 160A-330 through 160A-359.

## **Section 2. Need**

The Washington County Board of Commissioners has determined that:

- a) Planned recreation affords a large percentage of people their only opportunity for a choice as to wholesome recreation and is of great personal and social importance to all; and
- b) Planned (organized) recreation provides one of the brightest hopes for a continuation and refinement of our democratic way of life; and
- c) Local government involvement gives permanence and continuity to recreation; and
- d) Local government money spent for recreation is, in reality, invested in citizens' health and happiness as well as in increased and longer retained real estate values, is a resource to which industry is increasingly drawn, and which gives important help in securing and in holding business, tourists, and other industry in a community; and
- e) The nonrevenue producing as well as the self-supporting recreation activities are an actual economy in that they bring about a direct reduction in the cost of policing, crime prevention, and contribute to other economic facets of the county's health and welfare concerns.

## **Section 3. Recreation Defined**

For the purpose of this article, recreation is defined as those activities which fall within the general classification areas of: The arts; drama; crafts; athletics; sports and games; dance; hobbies; music; nature and outing; reading; writing and linguistic; social recreation; special community events and special activities; volunteer services; recreational travel; and use of leisure time.

## **Section 4. Established**

The Washington County Board of County Commissioners hereby establishes the Washington County Recreation Board.

## **Section 5. Composition**

The Recreation Board shall consist of seven seats. The Board shall be composed of one member of the Washington County Board of Commissioners; five members who each shall be a county resident; and the Recreation Director who shall serve as an ex-officio member.

## **Section 6. Appointment**

Five (5) members of the Washington County Recreation Board shall be appointed by the Washington County Board of Commissioners.

### **Section 7. Term of Office**

Each member shall be appointed for a three year term. Initial appointments shall be arranged so that approximately one-third of the terms shall expire each year, except for the representative from the Washington County Board of County Commissioners who shall serve on the recreational Board concurrent with his or her term of office on the Board of Commissioners. No other member may serve more than two consecutive terms of office, or six years without a one year break in service after this time period.

Vacancies on the Recreation Board shall be filled for the unexpired term only by appointment of the Board of Commissioners.

### **Section 8. Powers and Duties of the Board**

The Board shall serve as the advisory body for the Recreation Department. The Board shall suggest policies to the department, the manager, and the Board of County Commissioners, within its powers and responsibilities as stated in their Ordinance. The Board shall serve as a liaison between the department, the manager, the Board of County Commissioners and the citizens of the county. The Board shall consult with and advise the department, the manager, and the Board of County Commissioners in matters affecting recreation policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range planning for recreation.

The Recreation Board shall assume duties for recreation purposes as follows:

1. Evaluate recreation resources, problems, and possible solutions; and
2. Plan capital improvements and operational program changes; and
3. Allocate the use of athletic fields, supplies, and equipment to various program participants; and
4. Help to develop the official annual county budget request with the Recreation Director; and
5. Make policy recommendations to the Board of Commissioners, municipal governing bodies and Washington County Board of Education; and
6. Sponsor or refrain from sponsoring individual athletic leagues, tournaments and open play options; and
7. Develop an annual report, including submitting minutes and treasury reports to the Commissioners from each meeting.

### **Section 9. Meetings**

Recreation Board meetings shall be held four times a year or as determined by the Board. The Chair of the Board, or in his/her absence, the Vice-Chair, may call a special meeting of the Board at any time in compliance with the open meetings law. The Chairman along with the verbal approval of four or more Recreation Advisory Board Members may waive regular meetings if the business of the Recreation Board is not urgent. A quorum consists of attendance by at least one more than 50% of the seats of the Recreation Board which at the time are occupied.

### **Section 10. Officers**

There shall be a Chair, Vice-Chair, Treasurer and Recording Secretary of the Board. These members will constitute the Executive Committee of the Board. On an annual basis, the

Recreation Board shall select its officers for terms of one year. Officers shall be eligible for re-election. If an Officer's term is interrupted by resignation or other factors, a replacement shall be selected by the Commissioners from its membership during the next meeting.

### **Section 11. Regular Attendance Requirements**

Members who miss more than three (3) consecutive regular meetings of the Recreation Board without just cause may be removed from the Board by the Board of County Commissioners. Absence due to sickness, death, or other emergencies of like nature, shall not be counted toward the maximum number of absences allowed. However, in the event of a long illness or other extended absence, said extended absence may be grounds for replacement by the Board of County Commissioners.

### **Section 12. Duties of Officers**

The Chair shall preside at all meetings and sign all Recreation Board Documents including approved minutes. Ad hoc committees can be appointed by the Chair when the need arises. In case of the Chair's absence the Vice-Chair shall perform the duties of the Chair. In the case of the absence of both, either of the remaining executive committee members may perform the duties of the Chair given the consent of the members assembled. The Recording Secretary shall be responsible for keeping the minutes and their safekeeping. The minutes shall be up-to-date and accurate. The Recording Secretary shall be responsible for an accurate list of the membership, their names, contact information, dates of appointment and dates of appointment expiration. All information will be given to the Clerk to the County Board of the Commissioners along with a copy of approved minutes. The Treasurer shall be responsible for supervising the collection and accounting for revenues generated by the Board from any fund raising, grants, or sponsored events of the committee.

### **Section 13. Compensation**

Recreation Board members shall serve without monetary compensation.

### **Section 14. Bylaws**

Operational procedures may be incorporated into a set of by-laws as developed by the Recreation Board. By-laws and all changes to the by-laws must be approved by the Washington County Board of Commissioners.

### **Section 15. Budget**

The annual budget shall be submitted to the County Manager for his/her consideration of the recommendation request of the Recreation Board and Recreation Director. The Board of County Commissioners shall appropriate an annual recreation budget. Funds for the recreation program may be from general revenues, donations, grants, tournaments, or other fundraisers as determined by the Recreation Board and approved by the Board of County Commissioners.

### **Section 16. Disbursement**

The funds appropriated by the Board of County Commissioners to the Recreation Department shall be administered by the County Finance Officer in the same manner as are funds for other departments of the County and in compliance with the Local Government Fiscal Control Act. Funds received from all other sources shall be deposited with the County Finance Officer and

shall be disbursed by the Finance Officer in compliance with the Local Government Fiscal Control Act and in accordance with any conditions or restrictions which would not require the County to discriminate among its citizens on the basis of race, sex or religion.

**Section 17. Planning**

The Recreation Board shall take the necessary steps to create a long-range plan for the proper and adequate acquisition of recreation areas, and the development of recreation facilities, structures and programs for the present and future needs of all citizens of Washington County. In such a process the leisure wishes and needs of all citizens will be studied from the standpoint of their best potential recreation uses in order that the county may realize fully its recreation resources. In making this study, the economic values and functional efficiency of the areas and facilities shall be considered.

**Section 18. Repeal of Existing Ordinance and Other Conflicting Ordinances or Regulations**

Upon the date of adoption of this Ordinance all related provisions of the Recreation Board will be repealed upon enactment on this, the 21<sup>st</sup> day of the month of October in the year of 2013.

**Section 19. Severability**

Should any section or provision of this Ordinance be declared null and void by the courts, such decisions shall not affect the validity of the Ordinance as a whole, or any other independent part thereof.

**Section 20. Effective Date**

This Ordinance shall take effect and shall be in full force on and after the date of Monday, October 21, 2013.

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**Buster Manning**  
**Chairman, Board of Commissioners**

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**Julie J. Bennett, CMC, NCCCC**  
**Clerk to the Board of Commissioners**