

### **Sec. 36-31. – Name**

This body shall be known as the Oak Ridge Parks and Recreation Advisory Board, hereinafter the “Board”.

### **Sec. 36-32. – Purpose**

The purpose of the Board shall be to make recommendations to the Town Council regarding parks and recreation plans, projects, programs, policies, and special events.

### **Sec. 36-33. – Duties and Functions**

The duties and functions of the Board shall include

- 1) Adopting meeting rules of procedures.
- 2) Soliciting public comment regarding parks, recreation, and trail matters by holding regular public meetings, distributing questionnaires, and conducting workshops.
- 3) Making recommendations regarding acquisition and use of specific parcels of land for parks and recreation purposes.
- 4) Recommending solicitation of contracts with consultants to prepare master plans for parks, recreation, and trail facilities, and reviewing construction contracts for said facilities.
- 5) Coordinating with Guilford County, other municipalities, and non-governmental recreation and conservation organizations, regarding the siting and maintenance of parks, recreation facilities, and trails, so as to avoid duplication and maximize regional potential.
- 6) Establishing operating rules and policies, and recommending fee schedules, for Town parks, recreation facilities, and trails.
- 7) Developing and planning special events with the Parks and Recreation Department.
- 8) Making periodic reports to Town Council regarding activities of the Board.
- 9) Undertaking such other duties and functions reasonably related to parks and recreation as the Council may assign from time to time.

### **Sec. 36-34. – Membership**

The Board shall be composed of seven (7) members, one of whom shall be the President of the Oak Ridge Youth Association, Inc., and three (3) alternates appointed by the Town Council. Board membership should in its educational, employment, and experiential background reflect various recreation needs of the community.

All members and alternates shall be legal residents of Oak Ridge. Appointments or reappointments shall be for a three-year term. Members will serve at the pleasure of Town Council without monetary compensation.

### **Sec. 36-35. – Officers and Duties**

Chair: A Chair shall be elected by the Board from among its members. The Chair shall decide matters of order and procedure, unless directed otherwise by a majority of the Board in session at the time. The Chair shall appoint any committees found necessary to investigate any matter before the Board.

Vice-Chair: A Vice-Chair shall be appointed the first year by the Town Council and elected thereafter by the Board from among its members. The Vice-Chair shall preside in the absence of the Chair, fill any unexpired term of the Chair, and assume all duties and responsibilities delegated by the Chair.

### **Sec. 36-36. – Meetings**

Regular meetings of the Board shall be held once a month, and the meeting schedule shall be adopted by the Town Council. Special meetings of the Board may be called at any time by the Chair, provided that at least forty-eight (48) hours notice is given. All meetings shall be open to the public. Whenever there is no business for the Board, the Chair may dispense with the regular meeting by giving notice to all members at least forty-eight (48) hours in advance.

A quorum shall consist of a simple majority of the full Board membership. The vote of a majority of those members present shall be sufficient to decide matters before the Board, provided that there is a quorum.

### **Sec. 36-37. – Attendance**

If a Board member, whose absences are not excused in the manner set out hereinafter, misses more than three consecutive regular meetings or a total of four such meetings during the calendar year, such Board member shall lose the status as a member of the commission. In such cases, the Chair will immediately request the Town Council to fill the vacancy. Absences occasionally occurring due to illness of a Board member, or to illness or death of family members or friends, or to bona fide emergency, shall be regarded as excused absences and shall not affect the Board member's status on the Board. However, in the event of a repeated or prolonged absences on the part of a Board member, whether due to illness or other causes, the Board member may be replaced.

### **Sec. 36-38. – Amendments**

This ordinance may be amended with a recommendation of a majority vote of the full Board with subsequent approval of the Town Council.

### **Sec. 36-39. – Effective Date.**

This ordinance shall be effective upon its adoption.