

**CHAPTER 19
PARKS AND RECREATION**

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**CHAPTER 19
TOWN OF PITTSBORO
PARKS AND RECREATION ADVISORY BOARD**

ARTICLE I: IN GENERAL

19.101 **CREATED**

There is hereby created a parks and recreation advisory board for the Town of Pittsboro.

19.102 **MEMBERSHIP**

The board shall consist of eight (8) members all of whom shall be appointed at large. Five members shall be residents and citizens of the town. Three members shall be residents of the Town's Extra Territorial Jurisdiction.

A member who has three consecutive unexcused absences shall be replaced by the Board of Commissioners.

The manager or his designee and/or recreation director shall serve as liaison for Board of Commissioners.

19.103 **APPOINTMENT**

Initially, members of the board shall be appointed by the Town Board of Commissioners for terms of two or three years as follows:

- Three members – two year term
- Four members – three year term

Each subsequent appointment shall be for two years.

Members of the advisory board shall be appointed by the Board of Commissioners. Terms shall end on June 30th. Vacancies shall be filled in the

same manner as the original appointments except that such appointment shall be only for the length of the unexpired term.

The Board of Commissioners to appoint one of its members to be an ex-officio member who will not have a vote. The Chairman shall vote only in case of a tie vote.

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19.104 MEETINGS; CHAIRMAN

The parks and recreation advisory board shall hold meetings at such time and places determined by the Chairman. They shall determine and adopt bylaws, rules and regulations governing its procedure. The advisory board shall appoint one of their members to serve as chairman. The chairman shall only vote in the case of a tie.

19.105 ATTENDANCE OF BOARD MEMBERS AT MEETINGS

A board member who, without excuse, misses more than three (3) consecutive regular meetings or a total of four (4) such meetings during the year loses their status as a member of the board. In such cases, the chair will immediately request the Board of Commissioners to fill the vacancy. Absences due to sickness, death or other such obligatory emergencies shall be regarded as excused absences and shall not affect the board member's status on the board. However, in the event of long illness, or other such causes for prolonged absences, the board member may be replaced.

19.106 QUORUM

A quorum shall consist of five (5) advisory board members.

ARTICLE II: ADVISORY BOARD FUNCTIONS

19.200 The primary function of the advisory board is to advise and make recommendations to the town manager or his designee and governing board.

Some of the basic functions of the parks and recreation advisory board are as follows:

19.201 To investigate and determine the needs and interests of the community for recreation programs and facilities and make recommendations to meet those needs.

- 19.202 To inform and interpret the needs of the general public to the governing body and the town manager or his designee.
- 19.203 To recommend and help secure a comprehensive master plan and other pertinent studies for the Town for the acquisition and development of a system of parks, facilities and recreation programs.

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- 19.204 To recommend and advise on the acceptance of any grant, gift, contribution, or donation made available to the Town.
- 19.205 To serve as a forum in introducing innovative and new ideas, concepts, programs, policies and procedures.
- 19.206 To generally work toward a favorable public opinion of, and support for, parks and recreation services through such means as community and neighborhood groups.
- 19.207 To assist the Town in developing cooperative arrangements with other organizations and private groups. This function will assist in providing new and innovative programs for the citizens of the community.
- 19.208 To advise and assist in the preparation of the parks and recreation department budget.
- 19.209 To assist the Town in recruiting volunteer staff to work with parks and recreation programs and activities.
- 19.210 To assist the Town staff in evaluating recreation programs and activities.
- 19.211 To assist the Town in developing program priorities.
- 19.212 Advise the town planning board on all matters pertaining to recreational planning of the community.

ARTICLE III: BYLAWS

- 19.301 The Committee By-laws are made a part of this ordinance by reference and attachment.

1903 Revised September 24, 2007

**TOWN OF PITTSBORO
PARKS AND RECREATION ADVISORY BOARD
APPLICATION**

Name: _____

Address (Street): _____

Phone: Home () _____ Work () _____

Email: _____ Reside within Corporate Limits? ____ ETJ? ____

ADVISORY BOARD FUNCTION

The primary function of the advisory board is to advise and make recommendations to the town manager or his designee and governing board.

The advisory board does not have decision making authority nor does it select the parks and recreation director or department personnel.

QUALIFICATIONS

Briefly answer the following questions to help us select the best qualified applicants.

1. List any experience you may have in working on an advisory board or with a parks and recreation department.

2. List any organizations, clubs or civic groups that you are a member of.

3. In what areas of parks and recreation are you most interested?

4. What suggestions do you have that would improve the services of the parks and recreation department to the citizens of Pittsboro?