

FAYETTEVILLE-CUMBERLAND PARKS AND RECREATION
ADVISORY COMMISSION

BY-LAWS

Revised June, 2022

Adopted July, 2022

ARTICLE I

NAME

The name of the organization shall be the **FAYETTEVILLE-CUMBERLAND PARKS AND RECREATION ADVISORY COMMISSION.**

ARTICLE II

MEMBERS

The membership of the Advisory Commission shall not exceed fifteen (15) persons, eighteen years of age or over, residents of Cumberland County, with seven (7) members appointed by the Fayetteville City Council; seven (7) members appointed by the Cumberland County Board of Commissioners; and one (1) member appointed by the Cumberland County Schools Superintendent.

All appointments by both the Fayetteville City Council and the Cumberland County Board of Commissioners will be for three (3) year terms, except for an appointment to fill an unexpired term, in which case the appointment will be for the unexpired portion of the term. The member appointed by the Cumberland County Schools Superintendent will serve at the pleasure of the Superintendent. Members may serve a maximum of two (2) consecutive terms, with at least one (1) year off after the completion of the two consecutive terms, before being eligible for re-appointment to the Commission. Upon the death, resignation, or disqualification of a member of the Commission, the Fayetteville City Council or the Cumberland County Board of Commissioners, as appropriate, may fill the vacancy. If an individual is filling an unexpired term, any unexpired term is not considered a term if the period served is eighteen (18) months or less. If more than eighteen (18) months is served, it will be considered a full term.

ARTICLE III

PURPOSE AND FUNCTIONS

The purpose and functions of the Parks and Recreation Advisory Commission are:

1. To advise, encourage, counsel, solicit, inform and promote the dedication and establishment of parks and recreation areas of all sizes and descriptions in all Sections of Cumberland County and, in particular, those areas where development is taking place, with the ultimate aim of making neighborhood playgrounds and parks accessible to all residents of the County through donations or dedication of property either perpetually or for a limited term.
2. To promote studies and plans of parks and recreational needs of Cumberland County, and inform and advise the Fayetteville City Council and the Cumberland County Board of Commissioners and conduct public information programs to develop public awareness of the need for such facilities.
3. To advise the Parks & Recreation Director in planning recreational programs and activities and encourage voluntary sponsorship and participation in the same clubs, societies, social and business organizations neighborhood groups and individuals.
4. To coordinate and liaise with other organizations in the full development of their programs and functions as they relate to parks, playgrounds, and recreational areas.
5. To advise the Parks & Recreation Director in acquiring land and water areas and accepting any grant, gift, bequest or donation and any personal or real properties offered or made available for recreational purposes.
6. To encourage a program for the establishment of memorial parks and playgrounds.
7. To assist and encourage the Parks & Recreation Director in the conservation and development of the natural beauty of Fayetteville and Cumberland County.

And further, to advise and comment on:

1. A Master Plan for Parks and Recreation;
2. A Capital Improvement Plan;
3. Programming to maintain and increase program participation
 - A. Establish and maintain appeals process of staff decisions on programming issues;
 - B. Establish and maintain Program Standards;
4. Standards for facility usage and charges; and
5. Preservation of historical sites and conservation of green space

ARTICLE IV

MEETINGS

Regular meetings of the Advisory Commission shall be held at such time and place as the Advisory Commission may by resolution provide. If the day fixed for the regular meeting shall fall on a legal holiday, such meeting shall be re-scheduled. The Chair or any three members may by written notice call special or emergency meetings, which notices shall state the purpose[s] for which the meeting is called and the business of such meeting shall be confined to such purpose[s]. This notice shall be provided in accordance with the North Carolina Open Meetings Law.

The Parks and Recreation Director or designee shall attend all meetings, shall act as Secretary of the Advisory Board, and shall provide staffing to record minutes and other staff support as needed.

Members may not miss three (3) meetings in a row, and may not miss more than three (3) in a calendar year (November to October). Any member of the Advisory Commission who fails to attend three (3) consecutive meetings, or misses more than three (3) in a calendar year (November to October), may be removed from membership and, in that case, the position of such member shall be filled by appointment by the Cumberland County Board of Commissioners or the Fayetteville City Council, as hereinabove set forth.

All participants must be present by fifteen (15) minutes after the designated start time in order to be considered present.

A majority of the Advisory Board shall be necessary and sufficient at all meetings to constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Advisory Board. A quorum once established shall not be broken by the withdrawal of any member. If a quorum shall not be present at the meeting, the members then present may adjourn the meeting without notice other than announcement at the meeting until a quorum shall be present.

The Advisory Board shall conduct its business and hold its meetings generally in accordance with principles of parliamentary procedure.

ARTICLE V

OFFICERS

Officers of the Advisory Commission shall be elected annually during its November meeting, and shall consist of the following:

Chair
Vice-Chair
Member-At-Large

The Chair shall be the principal executive officer and shall preside at all meetings. He/she shall see that all orders and resolutions of the Advisory Board are carried into effect; he/she shall execute all documents on behalf of the Advisory Board; and he/she shall be the spokesperson for the Advisory Board. The Chair shall be an ex officio member of all committees. He/she shall appoint committees and perform the duties ordinarily incident to the office of Chair and such other duties as may be assigned by the Advisory Commission.

The Vice-Chair shall act in the place of the Chair in his/her absence or at any time called on to do so by the Chair. When so acting, he/she shall have the power and authority of the Chair. If the Chair refuses to act, the Advisory Commission may, by resolution, call upon the Vice-Chair to do so.

The Member-At-Large shall be a member of the Executive Committee to help effect actions necessary by the Commission when a full commission is not necessary.

The Parks & Recreation Director or his/her designee shall act as Secretary to the Advisory Board but shall not be a member thereof.

Commission members must serve 12 months before being elected as an officer.

ARTICLE VI

COMMITTEES

There shall be an Executive Committee, and the Chair of the Advisory Commission is authorized to establish and name such other committees as he/she finds and determines to be best suited to carry out the functions of the Advisory Commission. The Chair, the Vice-Chair and a designated Member at Large voted upon at regular meeting in November shall serve on the Executive Committee. The Executive Committee shall have the powers and authority of the full Advisory Commission between meetings of the Advisory Commission, except as otherwise provided by resolution of the Advisory Commission, and shall report all its actions to the Advisory Commission at the next occurring meeting of the Advisory Commission. Every committee and the membership on the same shall terminate upon change in the office of Chair.

ARTICLE VII

AMENDMENTS

The Parks and Recreation Advisory Commission may amend these By-Laws by a two-thirds vote.