

**BY-LAWS**  
**of the**  
**TOWN of HARRISBURG**  
**PARKS AND RECREATION ADVISORY BOARD**

---

**ARTICLE I**

**NAME**

Pursuant to the Harrisburg Town Council active on February 12, 2007 the name of this body shall be “Parks and Recreation Advisory Board.”

---

**ARTICLE II**

**CREATION**

The Town of Harrisburg Parks and Recreation Advisory Board hereinafter referred to as “Board” or “the Board”, is created by the action of the Town of Harrisburg Council pursuant to Chapter 160A, Article 18, of the General Statutes of the State of North Carolina.

---

**ARTICLE III**

**PURPOSE AND OBJECTIVES**

Section 1. The October 8, 2001, Harrisburg Town Council Motion stipulates the following authority and responsibility bestowed upon the Board:

*“To become the operational body for Harrisburg Parks and Recreation. This will include oversight of all recreational activities in Harrisburg, in accordance with the Harrisburg Parks and Recreation Board by-laws, which have been approved by the Harrisburg Town Council.*

*This authority will be able to assist the Parks and Recreation Manager if requested in negotiating and administering written “cosponsoring” agreements with any group or organization desiring to use specific areas of the Park on a “one-time” or a regular basis. The form for a “Co-sponsorship Agreement” will be drafted by the Parks and Recreation Advisory Board and submitted to the Town Council for final approval, prior to use. These agreements will replace any agreement now in effect, following the proper termination of such agreements.*

*Oversight may also include assistance with the selection or appointment of event planning and management committees for each year’s activities.”*

The following material is a revision of the original By-Laws and effects this Town Council action.

Section 2. The Board shall suggest policies to the Town Council and, through methods described in these Bylaws, to the Parks and Recreation Manager, Town Administrator or Public Works

Director responsible for the maintenance of parks and recreational facilities, through appropriate operational procedures. Policies suggested will be provided within the Board's powers and responsibilities as provided for in the Town resolution creating the Board and/or other provisions of the laws of the United States of America, the Statutes of the State of North Carolina, Cabarrus County Ordinances and any other legally authorized governing bodies. This requirement includes North Carolina's "Open Meetings Law", which stipulates all meetings must be open to the public as well as scheduled and attended at a predetermined time and place as announced to the public, and, complete Minutes of all meetings must be kept on file at Town Hall and be available for public viewing. The Board shall serve as the liaison between the citizens of the community and the Town Council/Town Employees.

Section 3. The Board shall consult with the Parks and Recreation Manager regarding maintenance of all Parks and Recreation facilities. He / she may request advice on any matter related to Board Policies. By reference, the Parks and Recreation Board Policy Statement is incorporated into these Bylaws. The consulting should be in matters affecting recreation policies, programs, staffing, finances, maintenance, the acquisition and disposal of lands and properties related to the total community recreation program and to its long-range, projected program for recreation.

Section 4. The Board shall assume duties for the recommendation of the following recreation purposes:

- The establishment of supervised recreation for the Town of Harrisburg.
- Recommend for use as parks, playground, recreation facilities, water areas or other recreations and structure(s), any lands or buildings owned or leased to the Town of Harrisburg, for approval by the Council, and may suggest improvements of such lands and for the construction and for the equipping and staffing of such buildings and structures as may be necessary to the recreation program within the funds apportioned.
- Advise in the acceptance of any gift, grant, bequest or donation, any personal or real property offered or made available for recreation purposes and which is judged to be of present or possible future use for recreation; any donation to the Town of Harrisburg should be reviewed by the Board for acceptability given the content of these Bylaws and the Parks and Recreation Policies statement.

Section 5. The primary purpose of the Board is to strive toward the accomplishment of the purposes herein stated and others as outlined in the Resolution creating the Board and the Town Resolution dated October 8, 2001, revising the responsibilities of the Board.

Section 6. The Board shall serve:

- To advise the Harrisburg Town Council and Town Administrator regarding Parks and Recreation matters
- To inform business and community leaders and the general population about the Board and its functions
- To assist the Town Administrator and Parks and Recreation Manager in financial planning, identifying resources, and assisting in securing funds from the corporate and private sectors
- To work with the Harrisburg Parks and Recreation Coordinator in planning and developing programs that will fill the recreation needs of Harrisburg.

- To act as a liaison between the Parks and Recreation Department and Harrisburg Town Council
- To review the Harrisburg Parks and Recreation Bylaws on an annual basis recommending any changes to Harrisburg Town Council for final approval.
- To assist the Parks and Recreation Department in planning events and facility usage
- To provide relationship management of groups, youth leagues and other organizations interested in using the Park facilities when requested by the Parks and Recreation department.
- To volunteer on an as needed basis with recreational activities.

Section 7. The Board will make the park available for all ages, genders, ethnic groups as well as accessible for handicapped persons and encourage programs for all ages.

---

## **ARTICLE IV**

### **MEMBERSHIP OF THE BOARD**

Section 1. The Harrisburg Town Council shall appoint each member of the Board as hereinafter set forth. Members of the Board shall be broadly representative of all areas in and around the Town of Harrisburg with an interest in and a willingness to be supportive of the goals of the Board. The Parks and Recreation Advisory Board shall be composed of seven area residents with no less than six (6) of these members to be residents of the Town of Harrisburg and one (1) whom may reside in the Town's extraterritorial jurisdiction. One (1) additional ex-officio, non-voting member shall be from the Harrisburg Parks and Recreation Department as appointed by the Harrisburg Town Council.

Section 2. Board members shall have 2 year staggered terms. Terms will begin when members are appointed to the board.

Section 3. Members of the Board shall fill the following management responsibilities:

- Scheduling events and facilities
- Fiscal reporting, projecting and other financial analysis
- Maintenance and operation of facilities
- Relationship management of groups, youth leagues and other organizations interested in using Park facilities

Section 4. Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops with such reimbursement being made in compliance with the general policies of the Board.

---

## **ARTICLE V**

### **APPOINTMENT OF BOARD**

Section 1. Any resident of the Town of Harrisburg, including the Town's extraterritorial jurisdiction, is eligible for appointment to the Board.

- Section 2. The Harrisburg Town Council shall appoint all members of the Board from the list of nominees submitted by nominations from the members of the Board or by individually nominating members without restriction to the list of nominees.
- Section 3. Appointment of members shall take place at the regular meeting of the Town Council one month prior to the organizational meeting (Article 6, Section 4) of the Board or at such times as the Town Council members may desire.
- Section 4. Subsequent members shall be appointed for a 2 year term. Members may be replaced with or without cause and serve at the pleasure of the Town Council.
- Section 5. Any member may resign from the Board by submitting a written resignation to the Chairman of the Board. In the case of the Chair, resignation should be presented to Town Council.
- Section 7. The Harrisburg Town Council shall appoint a replacement to fill any uncompleted term or any vacancy created from the list of nominees submitted from the members of the Board or by individually nominating members without restriction to the list of nominees.
- Section 8. No member shall be related to any Town employee. No member, directly or indirectly, individually or through any entity, shall contract with or provide Parks and Recreation services for compensation, or, benefit through any activity which is a conflict of interest given the context of a fiduciary relationship due to serving on the Board.
- 

**ARTICLE VI**  
**MEETINGS**

- Section 1. Regular meetings of the Board shall be determined as needed by the Harrisburg Parks and Recreation's Recreation Coordinator. Such meetings shall be in accordance with the State of North Carolina's "Open Meetings Law" as previously proscribed.
- Section 2. The Harrisburg Parks and Recreation Manager will create the suggested agenda with input from the Harrisburg Parks and Recreation Board members.
- Section 3. An organizational meeting shall be held during the month of January for the purpose of organizing the Board for the coming year and for the purpose of electing officers.
- Section 4. Robert's Rules of Order should govern all meetings.
- Section 5. A quorum of the Board, 4 voting members, must be in attendance before any official action can take place. If there is no quorum at the opening of the meeting it may be adjourned by a majority of the members present.
- Section 6. All meetings of the Board shall be open to the public, and notices to the media and the public shall be given in accordance with the "open meetings law" of the State of North Carolina.

- Section 7. It is the duty of each member to vote unless excused by a majority vote of the Board as in the instance of conflict of interest or other reason. A member wishing to be excused from voting shall so inform the Chair who shall take a vote of the remaining members. A member, who fails to vote not having been excused, shall be recorded as having voted in the affirmative. This section in no way mitigates the quorum requirement for any official action.

---

## **ARTICLE VII**

### **OFFICERS**

- Section 1. Officers of the Board shall consist of a Chair, Vice Chair and a Secretary.
- Section 2. The officers shall be elected at the February meeting. At that time the Board shall elect a candidate for each of the 3 positions. For each position the person receiving the highest number of votes shall be declared elected. In the event of a tie, for whatever reason, the Town Council shall select the individuals(s) for the officer position(s).
- Section 3. Officers shall serve for the term of one (1) year beginning at the close of the meeting at which they were elected.
- Section 4. The Chair shall fill an officer vacancy, or, if the Chair is vacant, the Vice chair will fill the vacancy for a time period not to exceed the original term of office.
- Section 5. The Chair shall preside over all meetings of the Board and shall sign all official papers or documents relative to action taken by the Board as well as oversee the officer selection process and any other functional internal activities of the Board.
- Section 6. The Vice-Chair shall assume all duties in the absence of the Chair.
- Section 7. The Secretary of the Board shall keep the official records of all meetings and shall notify members of their appointments and conduct such correspondence as the Board designates.

---

## **ARTICLE VIII**

### **COMMITTEES**

- Section 1. Standing Committees shall be appointed at the regular meeting following the organizational meeting each year and at other times as necessary.
- Section 2. Special Committees may be appointed any time deemed necessary and desirable during any regular or special meeting of the Board. Any Special Committee so established shall continue to exist until the duties for which it was created are completed or until dissolved by the Board.
- Section 3. In the absence of formal committees, the following functions are the responsibility of the Board:

- Selection of business items to go before the Board may be suggested by any member
- Board members are encouraged to nominate candidates for Board positions, especially to recruit a replacement when a Board member steps down before the fulfillment of a current term
- Planning should be developed and documented to anticipate the future needs of the Park and any related activities.
- Park programs should also be reviewed to consider implementation of Park policies and procedures, scheduling of large or recurring events and to make recommendations regarding programs and any related matters.

---

**ARTICLE IX**  
**VACANCY AND REMOVAL**

- Section 1. In the event a vacancy occurs in the membership of the Board, the remaining Board members shall review and consider possible candidates to fill the vacancy in keeping with the appointment policy of the Board and Town Council. The Board shall submit its notification and recommendations to the Town Council for final appointment.
- Section 2. With a quorum, the Board may formally recommend to the Town Council that a Board member be removed for either of the reasons that follow. Any Board member so charged must be heard in a session at which the same quorum is present, the charges and Minutes of the hearing and any related meeting must be forwarded to the Harrisburg Town Council:
- Upon the third absence from regular meetings that occurs without prior notification to the Chair.
  - Acts which are, in the opinion of the Board, detrimental to the best interest of the Board, the community or Park facilities.

---

**ARTICLE X**  
**MISCELLANEOUS**

- Section 1. All versions of and amendments to these By-laws must be kept and dated with signatures of the Chair and Secretary as part of the official Board record. These Bylaws may be amended or repealed by an act of the Board and the approval of Town Council providing that:
- A majority vote of 4 Board members at the duly constituted meeting approves the amendment.
  - All versions of, and amendments to, the Bylaws must be kept and dated with signatures as part of the official Board record.