

Resolution 2016-02

A resolution of the Mayor and Council of the Town of Ashland City to create a Parks and Recreation Advisory Board to advise and recommend to the City Council of the Town of Ashland City in all matters to the establishment, maintenance, and operation of the city parks and recreation programs.

WHEREAS, The City Mayor and City Council for Ashland City, Tennessee desire to establish and maintain a Parks and Recreation Advisory Board to promote and establish parks and recreation programs, and maintenance and operation of the city parks; and

WHEREAS, the Mayor has the authority to appoint five (5) members to the board; and

WHEREAS, the board members will serve two (2) year terms;

WHEREAS, the board shall not meet more than once a month; and


WHEREAS, the board shall elect a Chair and one (1) member shall serve as Vice-Chairman; and

WHEREAS, the board shall accept and amend the by-laws annually; and

WHEREAS, the board shall comply with all State and City regulations.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Ashland City, Tennessee that a Parks and Recreation Advisory Board shall be established.

Adopted this the 9th day of February, 2016.

A handwritten signature in blue ink, appearing to read "Rick Johnson", written over a horizontal line.

Rick Johnson, Mayor

A handwritten signature in blue ink, appearing to read "Phyllis Schaeffer", written over a horizontal line.

Phyllis Schaeffer, City Recorder

**Constitutional By-Laws
of the
Parks and Recreation Advisory Board
Town of Ashland City, Tennessee**

A. Purpose

The Ashland City Parks and Recreation Board, herein-after referred to as the Board, shall be composed of five (5) members. The duties of said Board shall be to advise and recommend to the City Council on all matters to the establishment, maintenance, and operation of the city parks and recreation programs for the Town of Ashland City and its inhabitants and to carry out other duties as may be assigned by the City Council.

B. Terms of Office

1. The terms of office for the Board for said Parks and Recreation Advisory Board shall commence on July 1st and shall be two (2) years in length. The members of the board shall be appointed by the Mayor on a staggered basis with three (3) expiring in uneven years and two (2) expiring in even years. The Board shall appoint one (1) member to serve as Chairman. One (1) member will serve as a Vice-Chairman on an annual basis, as selected by the Board at the July meeting.

2. Members appointed to fill vacancies on said Board shall be for the remainder of the term of his/her predecessor.

C. Termination

Any board member appointed by the Mayor shall forfeit that membership if absent for more than three (3) meetings in a twelve month period that are considered unexcused by definition, or 25% of the meetings, whichever is greater, in one appointment year, unless the absenteeism is for:

- a. Vacation
- b. Illness
- c. Family Emergency
- d. Jury Duty
- e. Business out of town

Absenteeism may also be excused by the Board or by the Mayor. If a member goes beyond this absenteeism limit, the Mayor shall be advised to declare the position vacant and appoint a new member to fill the vacancy. Unexcused absences include failure to notify Chairman or Vice-Chairman of a valid reason or good cause for absence prior to a scheduled meeting.

D. Organization

Said Board is authorized to establish its own rules, regulations, and by-laws subject to ratification by the City Council and shall provide for regular and special meetings necessary to carry on its business.

E. Limitations

The Board shall not be authorized to incur on behalf of the Town of Ashland City any expense incident to the operation of said Parks and Recreation programs, unless expressly authorized to do so by the City Council. The Board shall not knowingly conduct business that has been assigned by ordinance to any other governing or advisory board of the Town of Ashland City.

F. Regular Meetings

The regular meeting shall be held on the third Tuesday of each month at the hour of 6:00 p.m. unless otherwise designated in the Notice, and at such place as is designated in the Notice.

G. Special Meetings

Special meetings may be called at any time by the Chairman of the Board or by three (3) members of the Board.

H. Place of Meeting

The place of meeting shall be the location designated in the Notice.

I. Quorum

Three (3) members or more shall at all times constitute a quorum.

J. Rules of Order

General parliamentary rules, as given in Robert's Rules of Order, shall be observed in conducting meetings of the Board.

K. Order of Business

The following shall be the Order of Business of the Board, but the rules of order may be suspended and any matters considered or postponed by action of the Board:

1. Call to order
2. Roll call and possible action concerning requests for absences.
3. Hear visitors.
4. Consideration of minutes of the last regular meeting and of any special meetings held subsequently, and their approval or amendment.
5. Reports and Board action items.

M. Appointment of Officers

The Board shall appoint one (1) member of the Board to serve as Chairman. One (1) member will serve as Vice-Chairman on an annual basis, as selected by the Board at the July meeting.

N. Duties of the Board Chairman

The Chairman of the Board shall preside at the meetings of the Board and shall perform the other duties ordinarily performed by that office. The Chairman shall prepare and present an annual report to the City Council stating significant accomplishments from the preceding twelve (12) months.

O. Duties of the Vice-Chairman

The Vice-Chairman of the Board, in the absence of the Chairman, shall perform all the duties of the Chairman of the Board. In the absence of both the Chairman and the Vice-Chairman, the Board shall elect a Chairman Pro Tempore who shall perform the duties of the Chairman of the Board.

P. Duties of the Parks and Recreation Director

The Director shall act as the Chief Executive Officer of the board, but shall not be a member. The Director shall attend all regular meetings and participate in discussions, but shall not be entitled to vote.

Q. Duties of the Secretary to the Board

The Parks Staff Assistant shall act as the Secretary to the Board, but shall not be a member. The Staff Assistant shall prepare agendas, post the appropriate notices, notify Board members of all the regular meetings at least seventy-two (72) hours prior to the meeting, transcribe minutes from regular and special meetings in which a quorum of the Board is present, and maintain the minutes and records of the Board in compliance with all state and local laws.

R. Appointment of Special Committees

Special Committees shall be appointed by the Chairman for Consideration and study of any matter not covered by the Board during regular or special meetings. The Special Committees shall report their findings to the Board.

S. Amendments

These by-laws may be amended at any regular meeting of the Board by a majority voted of the members present, and then approved by the City Council provided previous notice of the nature of proposed amendment shall have been given at least one (1) regular meeting before the action thereon shall be taken.

The by-laws shall be automatically amended by any future ordinances passed by the City Council dealing with matters relating to the Parks and Recreation Advisory Board.