



**PARKS AND RECREATION ADVISORY COMMISSION
COUNTY OF POWHATAN**

TUESDAY FEBRUARY 8, 2022 at 6:00 P.M.

PLC Gym Training Room

MEETING AGENDA

- A. Call to Order**

- B. Additions/Changes to the Agenda**

- C. Meeting Minutes**
 - 1. January 11, 2022

- D. Old Business**
 - 1. BOS Meeting February 28, 2022
 - 2. Grants

- E. New Business**
 - 1. Sister Maureen presentation

- F. Comments from the Board**

- G. Upcoming Events- Next meeting March 8, 2022**

- H. Adjournment**

**BY-LAWS OF THE PARKS AND RECREATION ADVISORY COMMISSION
POWHATAN COUNTY VIRGINIA**

PURPOSE:

The Powhatan County Parks and Recreation Advisory Commission hereinafter referred to as the Commission, shall ~~be formed in order to~~ advise the County Administrator and the Board of Supervisors on development, funding, programming, land acquisition, and maintenance related to Parks and Recreation activities and facilities.

MEMBERSHIP:

The Commission shall be composed of five (5) members each appointed by one of the five Board of Supervisors. The appointee does not need to reside in the appointing Supervisor's District. In addition to the five appointed, voting, Commissioners, there shall be appointed by the Powhatan County Board of Supervisors, one representative from the Powhatan County Schools (non-voting), a minimum of one youth representative Community member at large selected by the Commission (non-voting), a representative from the Powhatan Parks and Recreation Department (non-voting). The secretary of the Commission will be the Director of Powhatan Public Works or designated representative. All appointed members must be residents of Powhatan County. Appointed members shall serve a ~~minimum~~ two year term from the date of their appointment. Appointments will follow the below schedule;

District 1 Supervisor Appointee-Odd years beginning 2023

District 2 Supervisor Appointee-Odd years beginning 2023

District 3 Supervisor Appointee-Even years beginning 2022

District 4 Supervisor Appointee-Even years beginning 2022

District 5 Supervisor Appointee-Odd years beginning 2023

Appointments will be made at the May Board of Supervisors meeting of the year that the appointment or reappointment is due, or until a successor is elected. Appointed members wishing to vacate their term shall provide the Chair of the Commission notice of their intent to leave the Commission one month prior to leaving their appointment. The Chair will notify the County Administration office and the Board of Supervisors of any vacancies and request that applications be put on the County web page and social media follow the procedures for filling vacancies. Non-voting members will serve until they find a replacement or they vacate their seat due to absenteeism noted below.

VACANCY DUE TO ABSENTEEISM:

Any appointed member or non-voting member of the Commission who fails to attend three (3) regular meetings in succession will be considered to have automatically resigned from the Commission.

PROCEDURE FOR FILLING VACANCIES:

When a vacancies becomes available or a two year term is expiring, the Commission Chair will notify the County Administrator of the vacancy and request that notice be broadcast to the public for applications to be received. Applications will be reviewed by the Powhatan County Board of Supervisors and an individual will be appointed with a majority vote of the Board of Supervisors.

ORGANIZATION:

The officers shall consist of a Chair and a Vice Chair selected from among the appointed voting members at the first meeting in a calendar year. Election of officers will be by a majority vote of the Commission members present. Officers shall serve a one (1) year term of office. Vacancies in either office shall be filled by election. Successors will fill the remainder of an unexpired term.

The Chair shall preside at all meetings of the Commission and shall;

- 1) Ensure the orderly conduct of all meetings
- 2) Receive official communication on behalf of the Commission and report the same at the next meeting.
- 3) Perform all other duties normally associated with the office of Chair
- 4) The Chair will act as the Commission's spokesperson with the County Administrator, Board of Supervisors and at other venues, when so authorized by a vote of the Commission.
- 5) The Vice Chair, in the event of the absence or disability of the Chair, or a temporary vacancy in that office, shall assume and perform the duties of Chair.

The Secretary of the Commission shall prepare meeting agendas and minutes of the regular or special meetings. Minutes shall be distributed to Commission members prior to the next regular meeting.

MEETINGS:

The Commission shall meet monthly with a minimum of 9 meetings per year. Meetings will be open to the public. Notice of all regular Commission meetings will be posted on the Powhatan County webpage and notifications e-mailed to all Commission members.

Special Meetings may be called at any time by the Chair of the Commission or by three (3) members of the Commission.

QUORUM:

A majority of the currently appointed voting members of the Commission shall constitute a quorum.

RULES OF ORDER:

General parliamentary rules, as given in Robert's Rules of Order, as modified by the rules and regulations of the Commission shall be observed in conducting meetings of the Commission.

APPOINTMENT OF SPECIAL SUB-COMMITTEES:

Special Sub-Committees shall be appointed by the Chair for consideration and study of any matter not covered by the Commission during regular or special meetings. The special committee shall report their findings to the Commission.

AMENDMENTS:

Amendments to the bylaws may be proposed at any regular meeting of the Commission by a majority vote of the voting members present, provided previous notice of the nature of any proposed

amendment shall have been given at least one regular meeting before the action thereon shall be taken. Proposed bylaw amendments shall be presented to the Board of Supervisors at their next scheduled meeting following the Commission meeting. The Board of Supervisors must approve any changes to the bylaws with a majority vote. The bylaws shall be automatically amended by any future ordinances passed by the County dealing with matters relating to or applicable to the Parks and Recreation Commission.