

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: Parks and Recreation Advisory Board – By Laws Revision

DATE: 9/6/2024

RECOMMENDATION

POLICY DISCUSSION

BUDGET INFORMATION:

STATUS REPORT

~~ANNUAL-~~

OTHER

~~CAPITAL-~~

PRESENTED BY: Brooke Whitmire

COMMISSION ACTION REQUESTED ON: September 16th, 2024

PURPOSE: This is a revision to the by-laws for the Habersham County Parks and Recreation Department’s Recreation Advisory Board.

BACKGROUND / HISTORY: It was requested that the Recreation Advisory Board look at the by-laws and consider updates. The board met, formed sub-committees and have worked over the past couple of months to make updates.

FACTS AND ISSUES:

There are two areas of change:

- To add a 7th position instead of two at large appointments
 - Additional duties were added under section “DUTIES” to include a draft submission of the annual budget to the Recreation Advisory Board for review prior to the Director submitting it to County Finance
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OPTIONS:

- 1) Approve recommendation
 - 2) Deny recommendation
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION:

1. Approve recommended revisions to the Recreation Advisory Board By-Laws
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DEPARTMENT:

Prepared by: Brooke Whitmire

Director: Brooke Whitmire

**ADMINISTRATIVE
COMMENTS:**

_____ **DATE:** _____

County Manager

RESOLUTION NO: 2024-09-001

RESOLUTION OF THE BOARD OF COMMISSIONERS OF HABERSHAM COUNTY, GEORGIA RESTATING AND RE-ESTABLISHING THE HABERSHAM COUNTY RECREATION ADVISORY BOARD AND FOR OTHER PURPOSES

WHEREAS, the **Habersham County Board of Commissioners** (hereinafter “**BOCC**”) has determined that providing recreational programs and activities for its citizenry is a desirable governmental activity and that the establishment of a **Recreation Advisory Board** (“**RAB**”) to establish, conduct, and maintain a recreation system with certain specific and defined duties will facilitate that end.

NOW, THEREFORE, BE IT RESOLVED by the BOCC as follows:

PURPOSE

The previous code establishing the RAB dated December 21, 1970 is hereby restated and amended to re-establish of said RAB to more fully define the powers, duties, membership, and responsibilities of said RAB with by-laws as follows:

NAME

1. The name shall be “**Habersham County Recreation Advisory Board.**” (“**RAB**”)
2. The Habersham County BOCC established and empowered the RAB as an advisory body only.

PURPOSE

The RAB shall serve in the following capacities:

1. To be an advising body to assist the Habersham County BOCC and the Recreation Department Director (“**Director**”) in the smooth and effective operation of a county wide program of recreational activities.
2. To inform and educate the public on matters of concern regarding the Recreation Department programming and relay those concerns with recommendations to the Director and BOCC, as appropriate.
3. To provide a clearly identified vehicle for citizen input on recreational activities.

DUTIES

The RAB shall:

1. Consult with, advise, and make recommendations to the BOCC and the Director regarding planning, organization, implementation, and establishment and conduct of recreational programs and activities.

2. The Director shall provide a comprehensive *draft* of the budget to the RAB providing sufficient time for review and consideration before the budget is presented to the Habersham County Finance Department.
 - a. At the meeting of the RAB prior to the deadline for budget submission, the Director shall present the draft budget to the RAB, providing an overview of key components, any significant changes from the previous year, the preferred new initiatives, and any areas of concern.
 - b. RAB members will have the opportunity to ask questions and seek clarification.
 - c. RAB members will review department allocations to ensure they align with organizational goals and priorities.
 - d. RAB members shall offer input on areas where expenses may be reduced without impacting operations or suggest alternative approaches to achieve budgetary goals.
 - e. A follow-up meeting may be scheduled to review the revised budget, and the RAB will reach a consensus on the final recommendations to the Director prior to submission.
 - f. The Director will submit the approved budget to the Finance Department with an accompanying summary of key points and explanations as requested by the RAB in his/her discretion.
 - g. The Director will establish a method for monitoring and periodic reporting to the RAB regarding the status of spending as it relates to the approved budget.
 - h. The Director shall provide regular updates to the RAB highlighting any significant deviations and proposing corrective actions if necessary.
3. Promote and encourage constructive recreational activities for citizens of all ages of Habersham County.
4. Recommend rules and policies governing the use of all recreational facilities to the Director.
5. Recommend short-and long-term goals for the Recreation Department to the Director.

POWERS

To perform the foregoing duties, the RAB shall have the following authority and responsibilities:

1. To propose by-law amendments to the Director who may submit such proposed by-law amendments to the BOCC for consideration.

2. To adopt rules of procedure to achieve its purpose and functions.
3. To be available for consultation regarding rules governing participation in parks and recreation programs.
4. To be available for consultation on rules governing the hours of operation and use of county parks and recreation facilities.
5. To be available for consultation to endorse county staff approval of contracts for the provision of certain programs and services related to recreation facilities and activities prior to submission to the BOCC for its consideration.
6. To be available for consultation with the Director in the resolution of complaints, disputes or other grievances from the public arising out of parks and recreation activities.
7. To be available to assist in the evaluation of the programs and activities offered.

LIMITATIONS

1. The RAB shall not own, possess, or manage funds or property.
2. The RAB shall file an annual report with the Director who shall provide a copy to the BOCC relative to program accomplishments for the preceding fiscal year.
3. The RAB exercises no authority in employee practices.
4. The RAB exercises no authority in purchasing, financial or contract decisions.

MEMBERSHIP

The RAB shall consist of seven members appointed as follows for three year terms staggered as set forth below:

1. One member each appointed by the Commissioners from Districts One and Two for three year terms beginning January 1, 2025.
2. One member each appointed by the Commissioners from District Three and Four for an initial two year term beginning January 1, 2025. With the appointments in January 1, 2027, the term shall be for a full three years.
3. One member appointed by the Commissioner from District Five and two at large members appointed by the BOCC with one of the at large member appointments being a representative from the Habersham County School System for an initial one year term beginning January 1, 2025. With the appointments in January 1, 2026, the term shall be for a full three years.
4. Appointees shall be residents of Habersham County and shall serve without compensation.
5. The RAB shall have two elected officers: Chairperson and Vice-Chairperson. The officers shall be elected by the RAB at the first meeting after appointment at the beginning of each year.

6. The term of office of members of the RAB shall be for three years. Members whose terms have expired shall continue to serve as members until their successors have been appointed.
7. Appointments to the RAB should be structured so that no more than three members hereof at any given time are coaches, team leaders, team advisors, or otherwise involved in a team or league capacity; provided, however, that exception may be made if finding an appointment willing and capable of serving is made impractically difficult hereby.
8. The BOCC may, at any recommendation of the RAB or the BOCC, remove any member for misconduct or neglect of duty.

MEETINGS

1. The RAB shall hold meetings on the third Tuesday of every month or, when necessary, at a time established by the Chairman or the Director.
2. All meetings will be held in the Conference Room on the Main Floor of the County Administration Building, 130 Jacob's Way, Clarkesville, GA 30523 unless otherwise notified and published by the Director.
3. A Director or a staff designee shall be present at each meeting and shall be responsible for the preparation of the minutes of the meeting. A signed copy of these minutes shall be provided to the County Clerk after they are approved by vote of the RAB.
4. Members of the BOCC are encouraged to attend meetings.
5. The Chairperson of the RAB or the Director may call special meetings as warranted.
6. Four voting members shall constitute a quorum at any regular or special meeting.
7. All meetings shall be open to the public.
8. An appointed member who misses three or more consecutive regularly scheduled meetings loses his status as a member of the RAB until reappointed or replaced by the BOCC. Additionally, an appointed member who misses 50 percent or more of regularly scheduled meetings in a twelve-month period (not limited to a calendar year) loses his status as a member of the RAB until reappointed or replaced by the BOCC. Absences due to sickness, death or other emergencies shall be regarded as approved absences and shall not affect the member's status on the RAB except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.
9. Each RAB meeting will follow a published agenda, which shall be submitted at least two business days in advance of the scheduled meeting for publication on the County website. The agenda will be set forth by the Chairperson or the Director as outlined below.

- a. Items on the agenda will be approved at the beginning of each meeting.
- b. Agenda items should be introduced with background information provided by the RAB members or departmental staff. Once introduced, an agenda item is open for discussion by the RAB members upon a motion and a second.

10. Except as expressly provided otherwise herein, meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

PUBLIC INPUT

All RAB meetings are open to the public. Each meeting will contain an agenda item for public input, outlined as follows:

- 1. Public input will be limited to five minutes per individual and twenty minutes per topic.
- 2. Public input for a specific topic will be offered on a first-come-first-serve basis as identified by the Director from the completion of a Public Comment Form.
- 3. Topics brought forth by the public will then be open for discussion by the RAB members and the Director to determine the relevance of the topic to the RAB's role.
- 4. The RAB Chairperson will place topics deemed relevant to the RAB's role on subsequent meeting agenda for discussion.

SEVERABILITY/REPEALER

If any part of this resolution is for any reason held to be void or invalid, the validity of the remaining parts of this resolution or its application to other persons or set of circumstances shall not be affected thereby. All previous ordinances, policies, or resolutions in conflict with this resolution are hereby repealed.

ADOPTED this _____ day of September, 2024.

HABERSHAM COUNTY, GEORGIA

(SEAL)

Attest:

By: _____
Ty Akins, Chair
Habersham County Board of Commissioners

County Clerk