BOARD OF SUPERVISORS
COUNTY OF NEW KENT
VIRGINIA

R-22-12

At the regular meeting of the Board of Supervisors of the County of New Kent in the Boardroom of the Administration Building in New Kent, Virginia, on the 14th day of May, 2012:

Present:	Vote:
Thomas W. Evelyn	Aye
C. Thomas Tiller	Aye
Ron Stiers	Aye
W. R. Davis, Jr.	Aye
James H. Burrell	Aye

Motion was made by Mr. Davis, which carried 5:0, to adopt the following resolution:

A RESOLUTION CHARTERING
THE NEW KENT COUNTY
PARKS AND RECREATION ADVISORY COMMISSION

WHEREAS, the Board of Supervisors recognizes that New Kent County (hereafter "the County") has a need to promote the recreational needs of its citizens; and

WHEREAS, the Board of Supervisors wishes the citizens of the County to be aware of and involved in the development of a Parks and Recreation Strategic Plan; and

WHEREAS, the Board of Supervisors desires to promote the County's Parks and Recreation program and invite public participation to its processes;

NOW THEREFORE, the Board of Supervisors charters the New Kent County Parks and Recreation Advisory Commission.

Charter

The Commission shall be known as the "New Kent County Parks and Recreation Advisory Commission" (hereafter "the Commission").

Purpose. The Commission's purpose is to serve as a liaison between the citizens, Board of Supervisors, and the Department of Parks and Recreation (hereafter "the

Department"), and to make recommendations on matters relating to the recreational needs of the citizens.

Public Body. The Commission is a public body for the purposes of the Virginia Freedom of Information Act.

Duration. Either the Commission shall exist until January 31, 2016, by which time the Board of Supervisors shall renew the Commission's charter or the Commission shall cease operation in an orderly fashion by that date.

Membership. Each District Supervisor shall appoint one member to the Commission.

Each district member shall serve three years in staggered terms, with the terms of one member expiring one year and the terms of two members expiring the other two years. Vacancies shall be filled by appointment by the Board of Supervisors for the unexpired term only. Members shall serve without compensation, but may be reimbursed for expenses necessarily incurred in the performance of Commission business.

Staff Sponsorship and Liaison. A Board Representative shall serve as liaison to the Commission.

Duties of the Commission. The Commission has a duty to the citizens of New Kent County to serve as liaison between the citizens, Board of Supervisors, and the Department, and to make recommendations on matters relating to the recreational needs of the citizens. The Commission also has the duty to:

- Prepare, recommend, and maintain a Parks and Recreation strategic plan.
- Hold regular meetings and maintain adequate meeting records.
- Carry out any other assigned duties and/or activities as deemed appropriate by the Department and/or the Board of Supervisors.

Powers of the Commission. The Commission may engage in the following activities in order to fulfill their duties:

- Interpret the services offered by the Department to the citizens.
- Provide recommendations on a system of supervised recreation for the County.
- Assist the Department in identifying funding sources and securing funds for the County's park and recreation service and facilities.

Officers. The Commission shall have three (3) officers: a Chairman, a Vice-Chairman, and a Secretary. The Commission shall elect the Chairman and Vice-Chairman and elect or appoint the Secretary at the first meeting of each calendar year. The Secretary need not be a member of the Commission.

Duties and Powers of Officers. The Chairman shall preside at all meetings, make committee appointments, and work closely with the Department Director on programs within the County. The Chairman shall also carry out other duties as may be assigned by the Commission. The Vice Chairman shall perform any of these duties in the Chairman's absence or incapacitation. The Secretary shall keep all records of the Commission.

Meetings. Regular meetings of the Commission shall be held bi-monthly on the second (2nd) Wednesday of the month at 6:30 p.m. in the New Kent Administration Building beginning with the Annual Meeting of the Commission which shall be the first meeting of the calendar year. The Commission shall have the power to postpone or reschedule a regular meeting as needed. The Chairman shall have the power to call a special meeting. The Chairman shall give ten (10) days' notice before calling a special meeting unless a two-thirds (2/3) majority of the members present at such a special meeting agree to bypass this notice requirement.

Quorum. A majority of the members of the Commission shall constitute a quorum. When an alternate succeeds a member to the Commission, the alternate shall also count toward quorum.

Voting. A decision on new business shall be made by a majority of all members. All other decisions shall be made by a majority of members present and voting. All votes shall be made by voice vote with the Chairman casting the last vote.

Procedure. Except as otherwise specified, proceedings of the Commission shall be governed by the most recent Robert's Rules of Order. An appeal from a ruling of the Chairman may be taken by any member and shall be determined by a majority of those members present. The Chairman shall be permitted to make motions and vote on all questions. Meetings of the Commission shall proceed in the following order: Call to order, Roll Call, Approval of Minutes, Unfinished Business, New Business, Adjournment.

Subcommittees and Working Groups. The Chairman shall appoint a chairman of all committees established by the Commission within thirty (30) days of that committee's creation. The Chairman of each committee shall then appoint the members of that committee. Before becoming members, the committee chairman's appointees will need a majority vote of the Commission.

Funding: The Commission can only expend public funds as approved by the Director.

Fiscal Year. The Fiscal Year of the Commission shall run from July 1through June 30.

Budget. The Commission shall review the prepared budget with the Director.

Required Reports. The Commission may include an annual report of the Commission's activities to the Board of Supervisors.

Amendments. Any amendments to the Charter shall be submitted to the Board of Supervisors for approval.

Effective Date. This Charter is effective upon passage.

Adopted this 14th day of May, 2012.

G. Cabell Lawton, IV
County Administrator

James H. Burrell
Chairman