



**PARKS AND RECREATION COMMISSION BY-LAWS  
TOWN OF DUMFRIES**

Parks and Recreation Commission Approval  
Town Council Review and Approval Pending

**Article I: Creation**

The Parks and Recreation Commission (“Commission”) was created on July 1, 2013 and is comprised of one Council member acting as a chairperson, one member of Town Staff, and at least five residents of the Town of Dumfries (“the Town”).

**Article II: Purpose of Parks and Recreation Commission**

1. The Commission shall serve as an advisory body the Town Council
2. Commission Focus: To offer recreation and programs designed to meet the needs and interest of patrons of all ages to include but not limited to the following; outdoor festivals, live performances, fitness and sport programs, trips, youth and senior activities
3. Commission Mission: The Commission will provide workable recreational programs and services which respond to changing needs and interests of the citizens of the Town.
4. Commission Vision: We see the Commission promoting healthy development and play for all ages.

**Article III: Meetings**

1. The number of meetings per month and a schedule of meeting dates shall be approved on a yearly basis no later than December 31st of the preceding year and may be altered or changed at any regularly scheduled meeting.
2. One regular meeting will be held in the Council Chambers the next Tuesday following the Town Council's regularly scheduled business meeting, unless otherwise agreed upon by a majority of the commission members. Meetings may be rescheduled as necessary.
3. Additional meetings may be held at any time upon the call of the Chairperson or by two members of the Commission or upon the request of the Town Council following at least 3 days notice to each member of the Commission and publication of the meeting to the public.
4. Each member will be compensated for meetings requiring attendance by Commission members, regardless if a quorum is present for transaction of business.
5. Items to be voted on for recommendation to the Town Council shall be done by a quorum. A quorum shall consist of a majority of the appointed commission members. In the absence of a quorum, a work session may take place to discuss any agenda items, but no votes may be taken.

**Article IV: Membership**

1. The Commission shall consist of no less than five (5) and no more than seven (7) members appointed by the Town Council for staggered two (2) year terms. Each appointee shall be a resident residing within the Town's limits.
2. The Commission will allow up to two (2) non-voting positions, which may be filled by non-residents members by council.

**Article V: Terms of members; filling vacancies.**

1. The term of a member of the Commission shall be two years, from July 1 through June 30 of the respective years or as determined by Town Council. Any vacancy in membership shall be appointed by the Town Council. Such appointment, in the case of a member appointed to fill an unexpired term, shall be for the unexpired term only.
2. The Town Council may appoint any member for successive terms.
3. To fill a vacancy of an appointed member, the Town Council may follow this procedure or any part thereof. The Town Clerk shall notify the Town Council ninety (90) days prior to the end of the term or terms to expire. The Town Council shall fill any vacancies it may choose to fill, provided the Commission shall never have less than five (5) members.
4. In reviewing the qualifications of currently appointed members who wish to be reappointed to the Commission, the Town Council shall consider the following:
  - a) Attendance and participation at meetings of the Commission or its committees;
  - b) A witnessed knowledge of and experience in dealing with questions of community growth and development.

**Article VI: Election of Officers**

1. The Commission at its first regular meeting in June of each year shall elect a Chairperson, whose terms shall be for one year, beginning 1 July.
2. The Commission at its first regular meeting in June of each year shall elect a Vice-Chairperson, whose term shall be for one year, beginning 1 July.
3. No member may serve more than two full consecutive terms in the same capacity as an officer.
4. A Recording Secretary shall be elected and will be a member of the Commission.
5. The duties and powers of the Officers of the Commission shall be as follows:
  - a. **Chairperson:**
    - 1) Preside at all meetings of the Commission.
    - 2) Call special meetings of the Commission in accordance with the By-Laws.

- 3) Certify and submit all minutes, and other documents as necessary, as true and correct copies to the Town Clerk by required date.
  - 4) Carry out other duties as assigned by the Town Council.
- b. **Vice Chairperson:**
- 1) During the absence, disability, or disqualification of the Chairperson the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
- c. **Recording Secretary:**
- 1) Shall keep the minutes of all meetings of the Commission in an appropriate minute book.
  - 2) Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence.
- d. **Town Representative as directed by the Town Manager:**
- 1) Act as liason between the Commission and the Town Manager when action are requested.
  - 2) Receive and respond to questions from the Commission.
  - 3) Shall act as agent to ensure that the actions and recommendations of the Commission are properly and appropriately transmitted to the requisite person, body, or agency.
- e. **Chair Pro Tem –** In situations in which both the Chairperson and the Vice-Chairperson are absent from meeting, the remaining members of the Commission shall elect a Chair Pro Tem from among themselves by a majority vote.

**Article VII: Conduct of the Members**

1. Members of the Commission shall take such time as necessary to prepare themselves for meetings and events.

If any Commission member has any questions concerning their duties or obligations under this section, they should discuss the issues with the Town Attorney.

**Article VIII: Absence from Meetings**

1. Each member of the Commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the Commission shall notify the Chairperson and or the Vice-Chairperson at the earliest possible opportunity and, in any event prior to 12:00 P.M. on the date of the meeting.
2. A member of the Commission may be removed from office by the Town Council in the event that the member is absent from any three (3) consecutive meetings of the Commission, or is absent from any six (6) meetings of the Commission within any twelve (12) month period. A

successor may then be appointed by Town Council for the unexpired portion of the term of the member who has been removed.

**Article IX: Reporting**

The Commission shall make monthly report to include agendas and minutes must be submitted to the Town Clerk no later than 5:00 pm on the Monday of the week before the Town Council meeting, unless otherwise stated by the Town Clerk.

**Article X: Town Council**

Matters referred to the Commission by the Town Council shall be placed on the Commission agenda for consideration and action at the first meeting of the Commission after such reference.

**Article XI: Financial Duties and Responsibilities**

1. The Commission shall have no authority to enter into any contract or incur any obligation binding the governing body of the Town.
2. By the February work session of each year, the Commission shall discuss with the Town Council an annual budget sufficient to finance the programs and services the Commission feels is necessary for the welfare of the residents of the Town for the following Fiscal Year.
3. The Commission shall provide to the Town Council a recommended list of capital improvements in accordance with the vision of the Comprehensive Plan.
4. The Commission shall make recommendations to the Town Council on community use, maintenance and physical planning of the town parks.

**Article XII: Amendments to By-laws**

1. The Town Council must approve any amendments to the Commission by-laws. Requests for by-law changes may be initiated by the Town Council or may be submitted by the Commission as an agenda item for discussion at any Town Council work session. Before such vote may be taken by the Commission, five days notice prior to the vote must be given to each member of the Commission. In addition, notice of any proposed amendments must be given to each Commission member in writing at least two weeks prior the meeting during which such vote shall take place.
2. These rules shall be reviewed bi-annually by the appointed Commission members.

Respectfully Submitted:  
Parks and Recreation Commission