

PARKS AND RECREATION COUNCIL POLICIES AND PROCEDURES

SECTION I: SCOPE

A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Parks and Recreation Council.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity to 1) consult with and advise the Board of Commissioners and staff in matters affecting recreation and parks policies; 2) recommend recreation programs, advise on parkland acquisition needs and/or the donation or personal or real property, and provide recommendations on the construction, operation and maintenance of parks and recreation centers; and 3) conduct studies and prepare reports as needed on the provision of parks and recreation programs in the county.

B. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Advisory Board Policy serves as the underlying policy document to which the Parks and Recreation Council, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
3. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document, this Policies and Procedures document shall control.
4. Additional provisions regarding the makeup and role of the Parks and Recreation Council may be found in the Orange County Code of Ordinances, Chapter 26. Where provisions differ, the Code of Ordinances governs the rules for the Parks and Recreation Council.

C. Charge

1. The charge of the Parks and Recreation Council is as follows:
The Council shall serve as the advisory board for provision of parks facilities and recreation programs. It shall suggest policies, within its powers and responsibilities as stated in Article 26 of the Code of Ordinances. The Council shall consult with and advise the Board of Commissioners and staff in matters affecting recreation policies and programs, advise on the acquisition of parkland and lands for recreation programs, and advise on long-range planning for recreation and parks, including the development of plans, studies and reports.

SECTION II: GOALS AND OBJECTIVES

A. Goals

1. The Parks and Recreation Council shall work to:
 - i. Establish and ensure the existence of a system of supervised recreation programs for the county;
 - ii. Advise on the provision of parks, playgrounds, recreation centers, water recreational areas or other recreation structures and areas;

- iii. Advise on the acquisition of lands for parkland and recreation structures, including the offer of grants, gifts and other donation or real of personal property offered to the County for parks and recreation; and
- iv. Advise in the construction, equipping, operation and maintenance of parks, playgrounds, recreation centers, and other buildings owned by the county for recreational use.

B. Objectives

The Parks and Recreation Council shall undertake the following objectives toward these goals:

1. Oversee and participate in the creation of plans, reports and studies on parks and recreation matters in the county – including the Parks and Recreation Element of the Orange County Comprehensive Plan; the Comprehensive Master Parks and Recreation Plan; and individual park master plan and concept plan documents and maps.
2. Develop recommendations for implementation of recreation programs, and regularly monitor and receive annual reports on the status of existing recreation programs.
3. Develop recommendations on the provision and operation of parks and trails, and regularly monitor and receive annual reports on the status of existing parks and trails operation and maintenance – as well as plans for operation of planned and programmed future parks and trails.
4. Develop recommendations for the County's Lands Legacy Program and Lands Legacy Action Plans for acquisition priorities for future parks and trails needs.
5. Develop recommendations, as needed, for the potential dedication of land or the payment-in-lieu of dedication for parks through the land subdivision process.
6. Solicit public opinion and feedback on parks facilities and recreation programs through a periodic community needs assessment mechanism.
7. Work with and provide a liaison to the Intergovernmental Parks Work Group, and like advisory boards in the municipalities of the county, as needed.

SECTION III: MEMBERSHIP

A. Authority

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.
2. Parks and Recreation Council membership and authority is also granted by N.C. General Statutes Chapter 153A, and Chapter 26 of the Orange County Code of Ordinances.

B. Composition

1. See Chapter 26, Orange County Code of Ordinances.

SECTION IV. MEETINGS

A. Staffing

1. Orange County staff from the Department of Environment, Agriculture, Parks and Recreation shall serve as staff support to the Parks and Recreation Council, contingent upon the approval of the Orange County Manager.

B. Agendas

1. Items for agendas shall be approved by the Parks and Recreation Council Chair and staff.
2. Regular meetings of the Council shall be held on the first Wednesday of each month at a time and location established by the Council. The Council may also choose to meet bi-monthly by cancelling regular meetings in selected months, as part of the annual adoption of the meeting schedule. When the regular meeting day falls on a holiday, the Council may call a special meeting.
3. Special meetings may be called by the Chair or by written request by two members of the Council, submitted to the Council or the Chair. Written or oral notice of meetings shall be given to all members at least 48 hours prior to the meeting and shall state the time, place and purpose of the meeting.
4. Records: The Council shall keep a meeting summary of the proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be filed in the office of the Department of Environment, Agriculture, Parks and Recreation and shall be a public record.
5. Cancellation: The Council may cancel meetings when there is no business for the Council, or lack of a quorum is determined, by notice from the Chair or staff provided at least 24 hours prior to the scheduled meeting.

SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation presented by the Department of Environment, Agriculture, Parks and Recreation and/or the officers of the Council to familiarize the advisory board members with the operation of County government, and the operating procedures of the advisory board.
2. Each voting member will be encouraged to complete the orientation within eight weeks of his or her appointment and participate in at least one site tour or visit (as deemed practical)

SECTION VI. BY-LAWS

A. By-Laws

1. Any Bylaws adopted by the Parks and Recreation Council are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document – as well as the Council rules and procedures found in the Code of Ordinances, Chapter 26.
2. Should the Parks and Recreation Council determine modifications to policies and procedures are necessary, the Council may petition the Board of County Commissioners for such modifications, to be made to this document and the Code of Ordinances, as applicable.