

BY-LAWS
FAUQUIER COUNTY
PARKS AND RECREATION BOARD

The Fauquier County Parks and Recreation Board, established in conformance with the Ordinance adopted by the Board of Supervisors of the County of Fauquier on September 14, 1972, and amended on October 5, 1983, May 3, 2000, July 5, 2000, April 4, 2001, December 31, 2001, December 1, 2004, February 2, 2005, and September 7, 2005 has adopted the following articles in order to facilitate its powers and duties in accordance with the provisions of the State Code of Virginia, Chapter 8, Sections 15.2-5701 and 15.2-5702, and the aforementioned ordinance of Fauquier County, Virginia.

ARTICLE 1

Mission & Purpose

- | | |
|---------|---|
| Mission | The Fauquier County Parks and Recreation Board, hereinafter referred to as the Board, is dedicated to the enhancement of the quality of life for all people in Fauquier County. Working in partnership with the people, the Department shall provide the leadership to assure that citizens receive high quality recreational facilities and services. The Board shall also provide for leisure recreation/education opportunities and facilities for all residents of Fauquier County, to pursue and be responsible for the preservation and beautification of natural and historical sites, and shall endeavor to insure the provision of these sites for the future. The Board has been vested with the power, duties, and obligations necessary to accomplish this purpose. They shall be charged with full responsibility for the recreation programs and park facilities designated by the County Board of Supervisors. |
| Purpose | The Fauquier County Parks and Recreation Board shall serve as a liaison between the County government and citizens of the community. The Board advises the County government on matters affecting recreation policies, programs, acquisition or disposal of lands and properties related to the County's parks and recreation plan. |

ARTICLE 2

Board Membership

- | | |
|---------------------------|---|
| Section 1
Board Makeup | The Board shall consist of five (5) or more members, appointed by the Board of Supervisors, each of whom shall be residents of the County of Fauquier. The Director of the Parks and Recreation Department shall be a non-voting, ex officio member of the Board. |
|---------------------------|---|

- Section 2
Terms Terms of Office shall be for four years, staggered based on the initial establishment of the Board, and expire on September 30.
- Section 3
Representation/
residency At least one Board member will represent each magisterial district; however, they need not reside in the district they represent. All appointments shall be residents of the County and shall maintain their residency within the County throughout their term. Change of residency to a locality outside of the County shall result in immediate forfeiture of the office.
- Section 4
Misconduct The Chairman of the Board of Supervisors may, with consent of the Board, remove any member of the Board for misconduct or neglect of duty.
- Section 5
Vacancies Vacancies occasioned by removal, resignation, or otherwise shall be reported to the Board of Supervisors and shall be filled in like manner as original appointments except that the term of office is restricted to the unexpired term of office.
- Section 6
Reimbursement Members may be reimbursed for travel and subsistence to professional recreation meetings, conferences, and workshops and such reimbursement being made in compliance with the general policies of Fauquier County and of the Board. Members are to be compensated \$1200.00 per annum as approved by the Board of Supervisors in 2011.
- Section 7
Former Board
Member Restrictions Former Parks and Recreation Board members are prohibited, for one (1) year after the date of their term of office ends, from providing personal or substantial assistance to the Parks and Recreation Department for remuneration of any kind, except that arising out of and in the course of duties as may be bestowed by the Board of Supervisors, if that matter as a Board member is one in which the Board member participated personally and substantially through decision, approval, or recommendation.

ARTICLE 3
Officers and By-Laws

- Section 1
Officers The officers of the Board shall be a Chairman, a Vice-Chairman, and a Treasurer. The officers shall be elected at the organizational meeting in October to serve for one year or until a successor shall be elected. Should a vacancy occur, the Chairman will appoint a replacement to serve until the office term expires or until a successor is elected. The Vice-Chairman and Treasurer's offices may be held by the same individual at the Board's discretion.

Section 2
By-Laws

The Board shall adopt by-laws and rules and regulations governing its procedures that are consistent with the provisions of the State laws and the approved ordinance as set forth by the Fauquier County Board of Supervisors.

ARTICLE 4
Proceedings of the Board

Section 1
Regular
Meetings

Regular meetings shall be held the first Wednesday of each month during the year, except for the July meetings that will be held on the third Wednesday and the August meetings which are hereby cancelled. These meetings will convene at 6:30 p.m. or such other time as so designated at the Warrenton Community Center meeting room or such other place as so designated.

Section 2
Work sessions

Work sessions may be called by the Chairman or by the request of at least two members of the Board.

Section 3
Special
Meetings

Special meetings may be called by the Chairman or by the request of at least two members of the Board.

Section 4
Organizational
Meetings

The regular meeting in October of each year shall be called the organizational meeting. The purpose of this meeting shall be the election of officers and other business that may need to come before such meetings.

Section 5
Quorum

Three (3) voting members shall constitute a quorum at any regular or special meeting.

Section 6
Open and
Closed Meetings

All proceedings shall be open to the public except deliberations that need, and are allowable, to be discussed in closed session in accordance with Federal and State Freedom of Information Laws.

Section 7
Guidelines

Meetings shall be conducted in accordance with procedures prescribed in the by-laws and decisions reached only after full consideration on the issue in question. General parliamentary procedures as given in the latest version of Roberts' Rules of Order shall generally be followed.

Section 8
Agenda

The following shall be the order of business of the Board, but the Rules of Order may be suspended for any matters to be considered or postponed by action of the Board:

- a. Call to order – Pledge of Allegiance
- b. Approval agenda

- c. Comments from citizens.
- d. Presentations/Commendations
- e. Consent agenda
- f. Reports
- g. Action items
- h. Information items
- i. Board time
- j. Closed sessions
- k. Adjournment

ARTICLE 5

Duties and Responsibilities of the Board

Section 1 Operation & Supervision	The Parks and Recreation Board shall provide, maintain, operate, and supervise the public parks and playgrounds, athletic fields, and recreation centers, and other recreation facilities owned or controlled by Fauquier County or leased or loaned to the board by the owners thereof. The Board shall have complete supervision of the facilities and activities provided and conducted on or in connection with the parks, playgrounds, athletic fields, and recreation centers provided and shall have the power to conduct any form of recreation or cultural activity. The Board shall additionally have the responsibility to identify, preserve, and beautify the natural and historical sites within Fauquier County that merit such consideration.
Section 2 Acceptance of gifts, etc.	All grants, gifts, bequests, or donations for recreational purposes shall be submitted to the Parks & Recreation Board's established 501C3.
Section 3 Establish a Department	The board shall establish a Department of Parks and Recreation (hereinafter referred to as the Department) and may delegate, through the Director, such duties and responsibilities to the Department that are necessary to facilitate the fulfillment of the Board's duties and responsibilities.
Section 4 Appointment	The Board shall make a recommendation to the Board of Supervisors regarding the appointment or termination of a Director of Parks and Recreation. However, the Director shall not be appointed nor terminated without the consent of the Parks and Recreation Board. The Director shall possess the necessary foundation training and demonstrate by actual work the ability to organize and direct a community recreation system. He/she shall be a National Recreation and Parks Association (NRPA) or

Virginia Recreation and Parks Society (VRPS) Recreation Professional or be eligible to become certifiable on the professional level. Certification must be accomplished within one year of commencing duties.

Section 5
Determine
Policies

The Board shall additionally determine, establish and record the general policies to be followed in carrying out the purpose for which the Board was established.

Section 6
Inform the
Community

The Board shall interpret the recreation and parks services of the Board to the community and interpret the needs and desires of the community to the Board of Supervisors of Fauquier County.

Section 7
Budget

The Parks and Recreation Department will annually develop and submit its operations and maintenance budget in consultation with the Parks and Recreation Board. The Board shall not be permitted to encumber any debt upon the County beyond its annual budget appropriation unless express permission is given by the Board of Supervisors. Use and expenditure of appropriated or donated funds shall be in conformance with adopted Board of Supervisors' purchasing and financial policies. The Board will work toward approval of the Departmental budget for operating expenses.

Section 8
Capital
Improvements

The Board shall annually recommend to the Board of Supervisors a five-year plan for capital improvements (acquisition and development) in accordance with the plan for parks and recreation for the County and request an allocation from the General Fund or other funds sufficient to provide for these needs as planned.

Section 9
Fund
Appropriation

Funds appropriated by the Board of Supervisors of Fauquier County and budgeted to the Parks and Recreation Board shall be disbursed upon vouchers issued by the Board of Supervisors. All monies collected by the Department other than budget appropriations shall be deposited in the County Treasury. The Parks and Recreation Board shall have the responsibility for the expenditure of all monies collected, budgeted and deposited to the credit of the Parks and Recreation Board.

Section 10
Planning
Duties

A Master Plan that includes the acquisition and development of an adequate system of parks; the preservation of naturally and historically significant sites, the beautification of the County, and the provision of other facilities; recreation programs for the residents of the County of Fauquier and an annual update of the

plan consistent with the County Comprehensive Plan will be prepared by the Parks and Recreation Board. The Board will investigate and determine the needs and interests of the community for recreation facilities and programs on a continuing basis.

ARTICLE 6

Duties and Responsibilities of Board Officers

Section 1 Duties of Chairman

The Chairman shall preside at all meetings, sign official papers, appoint committees, call special meetings, represent the Board at official functions and perform all of the duties usually handled by a chairman except when such duties are properly delegated. The Chairman may make and second motions due to the small size of the Board. Overall, the Chairman is responsible for the integrity of board process including effectiveness of meetings and the Board's adherence to its own rules and policies.

Section 2 Duties of Vice-Chairman

The Vice-Chairman of the Board, in the absence of the Chairman, shall perform all of the duties of the Chairman. In the absence of both the Chairman and the Vice-Chairman, the Board shall elect a Chairman Pro Tempore who shall perform the duties of the Chairman. The Vice-Chairman shall be charged with the responsibility of seeing that all standing and temporary committees function as planned by the Board.

Section 3 Duties of Treasurer

The Treasurer shall perform duties in connection with the financial resources of the department as may be required by the Board. Duties of the Treasurer will neither lessen nor add to the Director's accountability to Board and County policies on fiscal matters.

Section 4 Duties of Director

The Director shall serve as the executive functionary for the Parks and Recreation Board. The Director serves as an ex-officio member of the Board. The Board shall approve a position description, and revise as needed, for the Director position to carry out the Board's directives and oversee the day-to-day operations of the department. The Director shall serve as the medium of communication between employees of the department and the Board; exercise full administrative authority for personnel, financial, property, and other resources of the department; develop and implement plans and departmental improvements; report to the board on all matters impacting or that may impact, the department; work with the Board during all project phases; update the Board on all State and Federal legislative matters and pending and/or enacted legislation that impacts the Board or Department; advise

and make recommendations to the Board; assure that the Board's directives, policies, and plans are implemented; and assure that the department is operated in a professional, efficient, effective, open, and progressive manner.

Section 5
Duties of
Secretary

The Administrative Associate shall be the Board's Secretary. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meeting of the Board. This includes regular and special meetings plus reports of standing committee and shall be the custodian of all documents. The Secretary shall issue or cause to be issued notices of regular and special meetings. Also, the Secretary must issue minutes of the previous meeting to the Board members prior to all meetings. The Secretary will perform such other duties assigned by the Director.

ARTICLE 7

Accountability of the Board

Section 1
Accountability

The Parks and Recreation Board shall make full and complete reports to the Board of Supervisors at such times as may be requested and at such other times as the Board of Supervisors may deem proper. The fiscal year of the Board shall conform to that of the Board of Supervisors of Fauquier County.

ARTICLE 8

Committees

Authority of
Committee
Members

Board-appointed committees may not speak or act for the Board except when formally given such authority for specific and time limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Chairman and/or Director.

Board committees are to help the Board do its job, not to help the staff do its job. Committees will assist the Board chiefly by preparing policy alternatives and implications for Board deliberation.

Board committees cannot exercise authority over staff, and in keeping with the Board's focus on the future, Board committees will ordinarily have no direct dealings with current staff operations.

Standing
Committees

Parks and Recreation/Schools Cooperative Committee – the Chairman shall appoint two persons each year at the Organizational Meeting to serve on the Cooperative Committee. The role of the committee members shall be guided by the Parks and Recreation/Schools Cooperative Committee Agreement and Operational Guidelines.

Bids and Contracts Committee – the Chairman shall appoint two persons each year at the Organizational Meeting to serve on the Bids and Contracts Committee. The committee shall serve to review and approve bids, specifications, contracts, change orders, and other related documents and matters between Board meetings. The Committee shall have authority to approve projects up to \$50,000 without requiring approval from the full Board.

Advisory Committees – the Board may appoint Advisory Committees to provide special attention to specific facilities, functions, or topics that are deserving of focused effort. Advisory committees shall report to the Board at least semi-annually.

Fauquier Youth Sports Coordination Council – The Chairman shall appoint two persons each year at the Organizational Meeting to serve on the Council. The role of the liaisons is to serve as an ongoing link to the Council to resolve issues associated with the sports complexes as well as coordinate general youth sports related topics.

Ad-hoc
Committees

The Chairman may appoint committees as needed and for specific time frames to accomplish specific tasks. These committees may be composed of Board members, staff, citizens, or any combination thereof to achieve the desired results.

ARTICLE 9
Amendments to the By-Laws

Section 1
Amendments

These By-Laws may be amended at any regular meeting of the Board by a majority vote of the entire Board, provided previous written notice of the nature of any proposed amendments shall have been given at least one regular meeting before the action thereon shall be taken. The By-Laws may also be amended at any regular meeting upon the unanimous consent of all Board members.