



**BY-LAWS
TOWN OF THOMPSON'S STATION
PARKS AND RECREATION ADVISORY BOARD**

GENERAL PROVISIONS

SECTION 1. OBJECTIVE

The objectives and authority of the Thompson's Station Parks and Recreation Advisory Board (Board) shall be set forth in Ordinance 2015-006.

SECTION 2. OFFICE AND RECORDS OF THE BOARD

The meeting place of the Board shall be the Thompson's Station Town Hall or as otherwise specified. The office and records of the Parks Board are maintained by the Staff of the Town of Thompson's Station located in the Town offices and shall be available for public inspection during regular business hours. A record of the business conducted at all meetings shall be kept on file in Town offices, as adopted minutes, which shall record the names of all Board members present or absent, the names of all persons in attendance, the business conducted, and the vote or abstention of all Board members on any item of business on which a vote is taken.

SECTION 3. MEMBERSHIP

The membership of this Board shall consist of seven (7) members. Each member shall be appointed for a term of three (3) years. Six (6) of the members shall be appointed by the Board of Mayor and Aldermen, and one (1) of the members shall be a member of the Board of Mayor and Aldermen selected by the same. A record of the membership of the Parks Board shall be maintained by Town Staff.

MEETINGS

SECTION 4. ANNUAL ORGANIZATION MEETINGS

The annual meeting of the Parks and Recreation Advisory Board shall be the first regular meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by Town Staff.

SECTION 5. REGULAR MEETINGS

Regular meetings of the Parks Board shall be held at the Thompson's Station Town Hall or as otherwise specified, on the First Tuesday, of the month at 6:00 p.m., except the month of February, July, November, and December. (in which there will be no regularly scheduled meeting). At such meetings, the Board shall consider all matters properly brought before the Board without the necessity of prior notice, thereof, given to any members. The Board, by a unanimous vote of all members present, may add items to the agenda that are presented by Town Staff prior to the meeting.

SECTION 6. PUBLICATION

Notice of all Regular Meetings of the Parks Board shall be posted prior to each meeting at the Thompson's Station website with an agenda of items to be considered at the meeting. Notice of all Special Meetings shall be published in at least one (1) newspaper of general circulation in Thompson's Station area and on the Town website, with an agenda, prior to holding such meeting.

SECTION 7. SPECIAL MEETINGS

Special meetings of the Parks Board shall be held at a time and place designated by the officer calling the same and shall be called by the Chair or four (4) members. Written notice and an agenda of items to be considered at the meeting shall be given to all the members not less than seven (7) days in advance, thereof, except in case of emergency.

SECTION 8. QUORUM

At any meeting of the Parks Board, a quorum shall consist of four (4) Board members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION 9. AGENDA

It is the duty of Town Staff to prepare for each meeting an agenda specifying the order in which the items of business shall appear before the Board. Town Staff shall prepare the Parks Board Agenda and Packets seven (7) days prior to the Parks Board meeting date, or as soon thereafter as is practical. Prior to finalization of the Agenda, Town shall coordinate with the Chair of the Parks Board to review the items placed on the Agenda for that Parks Board meeting.

SECTION 10. VOTING

At all meetings of the Parks Board, each member attending shall be entitled to cast one (1) vote. Voting shall be by voice votes with ayes and noes, with all unanimous votes and abstentions entered upon the record of the meeting. If the voice vote is not unanimous, the Chair may call for a roll call vote for a confirmation of vote from each member.

SECTION 11. CONFLICT OF INTERESTS

In the event that any member shall have a personal interest of any kind in a matter then before the Board, he shall disclose his interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of at least the majorities present at the meeting shall be necessary for the adoption of any resolution or other voting matter. Further, all conflicts of interests shall be identified and governed by the Town's Code of Ethics, duly adopted.

SECTION 12. PROCEEDINGS

- a. At any regular meeting of the Parks Board, the following shall be the regular order of business:
 1. Call the Meeting to Order and Determination of Quorum
 2. Public Comments
 3. Approve the Minutes of the Preceding Meeting
 4. Staff Updates and Announcements
 5. Regular Agenda Items
 6. Adjournment
- b. Each final action of the Parks Board required by law, Town charter, rule or regulation shall be embodied within the meeting minutes after an affirmative vote as provided in SECTION 10, hereof.

OFFICERS

SECTION 13. OFFICERS

The officers of the Parks and Recreation Advisory Board shall consist of a Chair and Vice-Chair, elected by the Board at the annual meeting for a term of one (1) year. The Secretary of the Board shall be the Town Planning Director, or designee.

SECTION 14. DUTIES OF OFFICERS

The duties and powers of the officers of the Parks Board shall be as follows:

- a. Chair
 - 1. To preside at all meetings of the Board.
 - 2. To call special meetings of the Board in accordance with these By-Laws.
 - 3. To sign documents of the Board.
 - 4. To see that all actions of the Board are properly taken.
- b. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.
- c. Secretary
 - 1. To keep or to assure that the minutes of all meetings of the Board are kept current and on file in the Town offices.
 - 2. To give or serve all notices required by law or by these Bylaws.
 - 3. To be custodian of Board records.
 - 4. To inform the Board of correspondence relating to business of the Board and to attend to such correspondence.
 - 5. To sign official documents of the Board. In the absence of the Secretary, official documents may be signed by either the Thompson's Station Town Administrator or the Thompson's Station Town Recorder.

SECTION 15. ATTENDANCE

The absence by any member from three (3) consecutive regular meetings or four (4) of the eight (8) regular meetings held in one (1) year may be grounds for removal by the Board of Mayor and Aldermen.

SECTION 16. VACANCIES

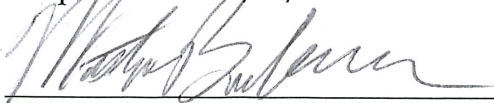
Should any vacancy occur among the members of this Parks Board by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Town Attorney by the Secretary. Should any vacancy occur among the members, the vacant position shall be filled in accordance with SECTION 3 of these By-Laws, with such officer serving the unexpired term of the office in which such vacancy shall occur. If a vacancy of occurs for a officer's position, once the membership position is filled, the Board shall elect among their members to fill said officer's position for the remainder of the year.

AMENDMENTS

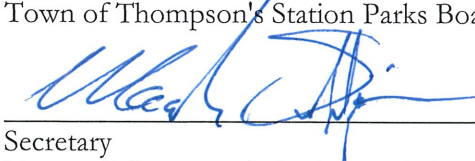
SECTION 17. AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the Parks Board provided that notice of said proposed amendment is given to each member in writing prior to said meeting.

~~Adoption~~ Date: 04/01/2025



Chair
Town of Thompson's Station Parks Board



Secretary
Town of Thompson's Station Parks Board

