

**TOWN OF MOREHEAD CITY**

**PARKS  
AND  
RECREATION ADVISORY BOARD**

**BYLAWS**

**BYLAWS OF THE  
TOWN OF MOREHEAD CITY  
PARKS AND RECREATION ADVISORY BOARD**

**ARTICLE 1 - NAME AND PURPOSE**

**SECTION 1. Name and Authority.**

Pursuant to the Town of Morehead City ordinance 2020-R-5, the name of the organization is the Morehead City Parks and Recreation Advisory Board (hereinafter referred to as the Advisory Board). The Advisory Board exists by the action and authority of the Town Council of the Town of Morehead City and be modified or abolished by action of the same.

**SECTION 2. Purpose.**

The purpose of the Advisory Board is to advise the Town Council (Council) and Manager on parks and recreation issues to include, but not be limited to, town parks and recreation areas, safety matters in town parks and recreation sites and facilities, and recreational activities to take place in such parks and facilities. The Advisory Board shall also work on other issues assigned to it from time to time by the Council or Manager. The Advisory Board shall propose principles, goals, and methods, and offer guidance to the Council and Manager on parks and recreation matters.

**ARTICLE 2 - MEMBERSHIP**

**SECTION 1. Number and Terms of Office.**

There shall be nine (9) voting members of the Advisory Board, to be appointed by the Council for 3-year staggered terms with three (3) members' terms expiring after serving for one year, three (3) members' terms expiring after service of the second year, and three (3) members' terms expiring after service of the third year. All members shall be eligible to serve three (3) successive terms. Members will be selected without regard to race, creed, national origin, age, sex, or presence of a disability. In consideration of the American with Disabilities Act, efforts should be made to include members with disabilities. All members shall serve without compensation. The Town's Parks and Recreation Director shall be a tenth, non-voting member of the Board and shall serve as the Town's staff liaison. In addition to the Parks and Recreation Director, there shall be two student non-voting members of the Board who shall serve as the youth liaisons. These two non-voting positions represent the eleventh and twelfth members of the advisory board. These student members of the Advisory Board shall also be appointed by Town Council and serve one-year terms.

**SECTION 2. Removal**

The Council may remove an Advisory Board member, with or without cause, only by taking a public vote to do so. An Advisory Board member who misses three (3) consecutive Advisory Board meetings

without being excused by the majority vote of the Advisory Board present, shall automatically, without Council vote, be considered to have resigned and such vacancy shall be filled by the Council. The Advisory Board may excuse an absent member only if such absence is shown to be due to special circumstances, such as health matters or time-limited situations beyond the control of the member.

**SECTION 3. Resignation**

Any member of the Advisory Board may resign upon written notice to the Chairperson of the Advisory Board and to the ~~Town~~ **City** Manager.

**SECTION 4. Vacancies**

The Chairperson shall immediately, upon receipt of an Advisory Board member's resignation or when advised of a vacancy, notify the ~~Town~~ **City** Manager, or in the Manager's absence, the ~~Town~~ **City** Clerk, of any vacancies on the Advisory Board. Any vacancy shall be filled by the Council and any Advisory Board member and any Advisory Board members appointed to a vacant seat shall serve until the term of the seat filled was scheduled to end.

**SECTION 5. Powers and Duties**

The Advisory Board shall have, but, shall not be limited to, the duties and responsibilities listed under Powers and Duties of ~~Ordinance 2020-R-5~~ **Section 22-2.5 of the Code of Ordinances of the Town of Morehead City**. Members of the Advisory Board shall serve in a leadership, support, and development capacity. The exercise of these duties shall be subject to approval by the Town Council.

**ARTICLE 3 - OFFICERS**

**SECTION 1. Officers**

The officers of the Advisory Board shall be the Chairperson, Vice-Chairperson, Secretary, and such other officers as may be elected in accordance with the provisions of this Article. No Advisory Board member may hold more than one office at the same time.

**SECTION 2. Election and Term of Officers**

Officers shall serve a one-year term. Officers shall be elected annually by a majority vote of the Advisory Board members presented at the annual meeting of the Advisory Board while there is a quorum present. New offices may be created and filled at any meeting of the Advisory Board at which a quorum is present if the meeting notice has stated such action may be taken. Each officer shall hold office until his/her successor shall have been duly elected.

**SECTION 3. Removal**

The Advisory Board, by affirmative vote of two-thirds (2/3) of the members present at a meeting at which a quorum is present, shall have the power to suspend or remove an officer for violation of ~~the resolutions of the~~ these Advisory Board ~~or these~~ Bylaws.

**SECTION 4. Vacancies**

A vacancy in any office may be filled by a majority vote of the Advisory Board members present at a meeting at which a quorum is present, and the meeting notice has stated that such action may be taken.

**SECTION 5. Chairperson**

The Chairperson shall preside at all meetings of the Advisory Board, shall cooperate with the Advisory Board in planning the agenda for meetings, shall perform all duties incident to the office, and shall suggest such actions as are deemed likely to increase the effectiveness of the Advisory Board. The Chairperson shall be an ex-officio member of any subcommittees created by majority vote of the Advisory Board.

**SECTION 6. Vice-Chairperson**

In the absence of the Chairperson or in the event of his/her inability to act or refusal to carry out a direction from the Advisory Board, the Town Council, or a specific duty set forth herein, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned to him/her by the Chairperson, Town Council, or the Advisory Board.

**SECTION 7. Secretary**

The Secretary shall be responsible for the preparation and maintenance of accurate minutes of all meetings of the Advisory Board and of resolutions presented to or passed by the Advisory Board and shall work with the City Clerk to see that there is wide distribution of these and other similar documents to interested groups and individuals. The City Clerk shall give, or cause to be given, all notices required by the Chairperson, the Advisory Board, the Town Council, by law and by these Bylaws. All minutes and resolutions of the Advisory Board must be filed with the City Clerk for record purposes.

**ARTICLE 4 - MEETINGS**

**SECTION 1. Annual Meetings**

The first meeting of the Advisory Board shall occur in ~~December~~ **January** of each calendar year and this meeting shall be the Advisory Board’s annual meeting. Officers shall be elected by the majority a vote of the Advisory Board members present at the annual meeting. The annual meeting may be held in conjunction with a regular meeting.

**SECTION 2. Regular Meetings**

The Advisory Board will meet ~~regularly based upon an adopted schedule which will be provided to~~

~~the Town Clerk after each Annual Meeting.~~ **on the 4<sup>th</sup> Monday of each month at 5:30 p.m.** The meeting date and/or meeting place may be changed by the Chairperson with notification **to the City Clerk ten (10) days in advance of the scheduled meeting in accordance with 143.318.12 of the General Statutes of North Carolina and by notifying the Advisory Board members by mail, email, text or FAX.** The Chairperson may cancel a regular meeting for which there is no business **with notice to the City Clerk and Advisory Board members in advance of the meeting.**

### **SECTION 3. Special Meetings**

Special meetings of the Advisory Board may be called by the Chairperson at his/her own initiation, at the written request of the Director of the Town's Recreation Department, or at the written request of the majority of the Advisory Board members.

### **SECTION 4. Electronic Meetings**

Provided that the meeting is conducted consistent with **166A19.20 of the General Statutes of North Carolina and** the Town of Morehead City Rules of Procedure for Electronic Meetings, electronic meetings may be conducted when ~~any of the following entities declare that a state of emergency or a disaster exists in an area including the Town of Morehead City: the federal government of the United States of America; the government of the State of North Carolina; Carteret County, North Carolina; or the Town of Morehead City~~ **a state of emergency is declared by the Governor or North Carolina or by a resolution of the General Assembly of North Carolina and the Town of Morehead City falls within the designated emergency area pursuant to Chapter 166A-19.20 of the North Carolina General Statutes.**

**Notice of electronic meetings must contain the date, time, and detailed information about how the public may attend.**

### **SECTION 5. Notice.**

Written notice of each annual, regular, or special meeting, specifying the place, day and hour, shall be delivered to each Advisory Board member not less than ten (10) days nor more than thirty (30) days before the date of the meeting. Such notice will be made either by personal delivery, by mail, by electronic means (email, text, FAX). The ten (10) day notice is not required for emergency meetings (a matter so urgent that it cannot wait for a special or regular meeting). Emergency meetings will require no less than forty-eight (48) hour notice.

A tentative agenda shall accompany each written notice of a meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the Advisory Board member at his/her address as it appears on the records of the Advisory Board with postage pre-paid. Electronic notice shall be deemed delivered on the date sent.

All meetings will be open to the public. The Advisory Board will provide the Town Clerk a schedule of their meetings and any changes made to such schedules ~~them~~ so that the **City** Clerk can give public notice of the same. The **City** Clerk shall also be provided with agendas and minutes which will be distributed to the Manager, Mayor and **Town** Council and made public in accordance **with 143.318.12**

of the General Statutes of North Carolina .

#### **SECTION 6. Quorum**

The majority of those persons presently sitting as voting Advisory Board members shall constitute a quorum for the transaction of business at any meeting of the Advisory Board. Once a quorum has been reached, it will be considered to exist for the remainder of the meeting. The act of the majority of the Advisory Board members present at a meeting at which there is quorum shall be considered the act of the entire Advisory Board unless the act of a greater number is required by law or by these Bylaws.

#### **SECTION 7. Voting**

Each voting member of the Advisory Board shall have one vote on all matters which the Advisory Board decides by vote. Voting on all matters shall be by voice or by show of hands unless one-half (½) of the voting members shall demand ballot vote on a particular matter or unless otherwise provided by these Bylaws. Any ballot vote must identify the Advisory Board member that made such vote. Proxy votes and absentee votes are not permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Advisory Board and the abstaining member is excused from that vote by a majority of the remaining members present.

#### **SECTION 8. Conduct of Meetings**

All meetings of the Advisory Board shall be presided over by the Chairperson, except that in the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, any other Advisory Board member may preside who is selected by the majority of the members present. All meetings shall be conducted according to Robert's Rules of Order to the extent that they are not inconsistent with specific provisions of these Bylaws.

### **ARTICLE 5 - GENERAL PROVISIONS**

#### **SECTION 1. Committees**

The Advisory Board shall create any committees, standing or special, which may be needed from time to time to act in an advisory capacity only and shall choose the members of such committees. Individuals who are not Advisory Board members may serve on committees, if requested to do so. The Chairperson shall appoint the chairs of all committees and assure that these Bylaws are adhered to by all committees. The Chairperson may remove any committee member unless such removal is overridden by the majority vote of the Advisory Board attending any meeting addressing such matters.

#### **SECTION 2. Fiscal Year**

The fiscal year of the Advisory Board shall be the same as the Town's or as designated by the Town Council.

**SECTION 3. Limitations of Activities**

The minutes of the meetings of the Advisory Board, as certified by the Secretary and approved by the Advisory Board, shall be the official record of all activities undertaken thereat. Once the Advisory Board has acted by vote on a matter, the members of the Advisory Board shall not undertake to undermine the authority of the Advisory Board individually or in concert through appeals to external political organizations or otherwise.

**SECTION 4. Effective Date and Amendment of Bylaws**

These Bylaws and any amendments to them shall become effective upon adoption by the Town Council.

**Adopted by the Town Council of the Town of Morehead City this 10th day of January, 2023.**