

MOTION: CADDIGAN

**November 20, 2018
Regular Meeting
Res. No. 18-585**

SECOND: PRINCIPI

**RE: ADOPT AMENDMENTS TO THE PARKS AND RECREATION
COMMISSION CHARTER**

ACTION: APPROVED

WHEREAS, the Prince William Board of County Supervisors has the authority to appoint such advisory boards, committees, and commissions as it deems necessary to advise the Board with regard to any matter of concern to the locality, pursuant to Section 15.2-1411; and

WHEREAS, on May 15, 2012, by Resolution No. 12-549, the Board adopted a Charter for the Prince William County Parks and Recreation Commission; and

WHEREAS, on September 19, 2018, at the regularly scheduled Parks and Recreation Commission meeting, a majority of the Commission membership voted to forward Charter amendment recommendations to the Board of County Supervisors for consideration; and

WHEREAS, the amendments will help improve the effectiveness of the Commission by addressing attendance, elections and terms of officers, and compensation;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby adopts amendments to the Parks and Recreation Commission Charter.

ATTACHMENT: Parks and Recreation Commission Charter

Votes:

Ayes: Anderson, Caddigan, Candland, Lawson, Nohe, Principi, Stewart

Nays: None

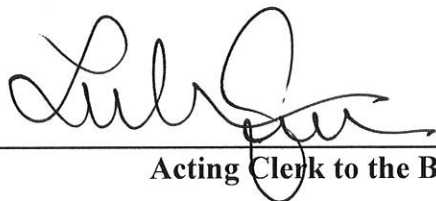
Absent from Vote: None

Absent from Meeting: Jenkins

For Information:

Parks, Recreation, and Tourism Director

ATTEST: _____



Acting Clerk to the Board

CHARTER FOR THE PRINCE WILLIAM COUNTY PARKS AND RECREATION COMMISSION

- I. Authority.** This charter is adopted by the Prince William Board of County Supervisors (BOCS) to guide the activities of the Parks and Recreation Commission (Commission), which the BOCS created via Resolution No. 12-326.
- II. Purpose of the Commission.** The Commission shall advise the BOCS and the Prince William County Department of Parks Recreation, and Tourism (DPRT) on matters relating to the provision of parks and recreation services to the residents of Prince William County. In doing so, the Commission may be asked to consult with and advise the County Executive (CXO) and the DPRT Director. In providing advice and consultation, the Commission shall work closely with the citizens of the community to understand and interpret their needs and desires relating to parks and recreation services.
- III. Duties and Responsibilities.**
- A. Planning.** The Commission shall participate in the development of planning documents for the development of an adequate park system for the citizens of the County. These documents may include:
1. The County Strategic Plan;
 2. The Parks and Recreation Chapter of the County Comprehensive Plan;
 3. The DPRT Master Plan and Strategic Plan; and
 4. Master Plans for individual park sites.
- B. Programs, Facilities, and Fees.** The Commission shall make recommendations to the BOCS through the DPRT Director on the following matters:
1. Naming of park facilities;
 2. Sale or other disposition of land held by the public for public recreation purposes;
 3. User fees for parks and recreation programs and use of facilities; and
 4. Athletic Fields and Facilities Use Manual
- C. Tourism.** Advisement on tourism matters shall come from the Tourism Advisory Board.
- D. Budget.** The Commission shall provide advice and input to the DPRT Director in the preparation of the Department's annual operating and capital

budget submissions. The DPRT Director shall share all input with the CXO.

- E. Recommendations Upon Request.** The Commission may be asked by the BOCS, CXO, or DPRT Director to review and comment on any Memoranda of Agreement or other agreements developed for the provision of parks and recreation services not included in Section III.B., above, as well as the purchase of or acceptance of proposed grants, gifts, proffers or donations of real or personal property, or the use of proffered funds or property designated for parks and recreation purposes.
- F. Community Liaison.** The Commission shall assist in interpreting the services of the Department to the community and in interpreting the needs and desires of the community to the Department and as necessary or requested to the BOCS. The Commission may conduct public hearings and engage in other processes to solicit public input in the performance of its duties under this charter as it deems appropriate or as requested by the BOCS.
- G. Other Duties.** The Commission shall perform other duties as periodically assigned by the BOCS.
- H. Limitations.** The Commission shall have no authority to enter into any contract or incur any obligation binding upon the governing body of the County. The Commission shall not involve itself in departmental personnel matters, procurement or solicitation on behalf of the County, or financial or operational matters relating to the day-to-day operation of the Department.

IV. Membership.

- A. Appointment and Composition.** The Commission shall be composed of eight (8) members appointed by the BOCS, one member for each magisterial district and one member at-large.
- B. Terms.** Members serve at the pleasure of the BOCS and the length of service shall be co-terminus with that of the BOCS.
- C. Vacancies.** The DPRT Director shall report any vacancies to the BOCS so they may be filled consistent with this Charter.
- D. Attendance.** In the event of an absence; members shall inform the Secretary. After an absence of three consecutive meetings, the Chair shall be authorized to write a letter notifying the appointing BOCS member.

V. Officers.

- A. Officers.** The officers shall consist of a Chair and a Vice Chair selected during a meeting of the Commission held in July of each year.

- B. **Election of Officers.** The Commission may choose to establish a Nominating Committee to present a slate of officers at the Commission during the July meeting. The Commission may, in addition to a proposed slate, or in lieu thereof, receive nominations from the floor prior to the election of officers.
- C. **Term of Officers.** Officers shall serve a term of one year from the July meeting at which they are duly elected until their successors are duly elected the following July. Officers shall not be term limited if re-elected by a majority of the members present at the July meeting.
- D. **Responsibilities of the Chair.** The Chair shall preside at all meetings of the Commission, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Commission, set agendas for Commission meetings, and generally perform all duties associated with that office.
- E. **Responsibilities of the Vice Chair.** The Vice Chair, in the absence or disability of the Chair or vacancy in that office, shall assume and perform the duties of the Chair.
- F. **Vacancies and Special Elections.** In the event of a vacancy in either office, a special election may be held to fill the position for the remainder of the term.

VI. Meetings, Voting, Committees.

- A. **Regular Meetings.** Meetings shall generally occur monthly. The date, hour and location of regular meetings shall be set by the Chair. The decision to postpone or cancel a meeting for inclement weather shall be at the discretion of the Chair, in consultation with the DPRT Director. All meetings are open to the public.
- B. **Quorum/Voting.** A quorum for the transaction of business at any Commission meeting shall consist of a majority of the members, exclusive of any vacant seats. Except as provided in this charter for amendments, all matters shall be decided by majority vote of those present and voting.
- C. **No Proxy Votes.** Members of the Commission may not use proxies for meeting attendance or voting.
- D. **Minutes.** Proceedings of all meetings of the Commission shall be governed by Robert's Rules of Order. Summary minutes reflecting the actions and recommendations of the Commission, meeting the requirements of the Virginia Freedom of Information Act (§2.2-3700, *et seq.*, *VA Code Ann.*), shall be prepared by DPRT staff and shall be forwarded to all members within thirty (30) days after a Commission meeting.

- E. Committees.** The Commission may create such standing and ad hoc committees as it deems appropriate in the performance of its mission and responsibilities. The Commission may create committees and appoint members to those committees or delegate power of appointment to the Chair by majority vote.
- VII. Compensation.** Member shall receive a monthly stipend of \$400 if they attend the monthly meeting. Members shall be reimbursed for actual expenses necessarily incurred in the performance of their duties.
- VIII. Relationship with Department Director.** The DPRT Director shall keep the Commission informed on parks and recreation matters relating to organization, operations, and effectiveness and efficiency of programs. He or she shall support the Commission in the performance of its duties and responsibilities. For supervisory purposes, the DPRT Director shall report to the CXO, or his or her designee.
- IX. Amendments.** This charter may only be amended by the BOCS.