

Board of County Commissioners

Agenda Request

Date of Meeting: January 29, 2008

Date Submitted: January 8, 2008

To: Honorable Chairman and Members of the Board

From: Marlon Brown, County Manager
Farnita Saunders, Director of Community Development

Subject: Appointment of New Recreation Advisory Council Members for the Term 2008-2010

Statement of Issue:

As of January 1, 2008, four of the five Board of County Commissioner appointed voting members to the Recreation Advisory Council currently meet the two-year term limit. New appointments are required for Districts 1, 2, 3, and 5.

Background:

As identified in the Gadsden County Recreation Advisory Council By-Laws

Article 4.2: The Council will consist of 5 voting members and five alternates who have no voting authority. Alternates will not be utilized as substitutes for voting members, but will serve in the event a voting member is no longer able to serve in his/her capacity as a Council member. Alternates will have no voting authority unless he/she replaces a voting member. The voting quorum will consist of a simple majority of the voting members present.

Article 5.1: The voting members of the Council will serve a minimum of a two-year term beginning in January and ending in December.

Analysis:

The following Recreation Advisory Council Members have reached their two year term limit and new appointments are in order:

<u>District</u>	<u>Representative</u>	<u>Term</u>
1	David Tranchand	January 2006-December 2008
3	Avis Woods	January 2006-December 2008
4	Ron Price	January 2006-December 2008
5	Aegis Scott	January 2006-December 2008

In reference to the Recreation Advisory Council Bylaws Appointed Members are to abide by the following:

Article 7.1: Meetings are held once a month at 6:30pm

Article 7.3: Any member who is absent from two consecutive meetings without reasonable cause, or prior approval of the Council Chairperson, is required to relinquish their seat on the Council and be replaced by a alternate chosen by a simple majority of the voting members present.

The Recreation Advisory Council has experienced difficulty with establishing a consistent quorum and staff requests new appointments to be dedicated individuals willing and able to provide time to the business of the Division of Parks and Recreation.

Fiscal Impact:

None

Options:

- Option 1: Appoint new members to the Recreation Advisory Council for Districts 1, 3, 4, and 5.
- Option 2: Do not Appoint new members to the Recreation Advisory Council for Districts 1, 3, 4, and 5.
- Option 3: Board Direction

Recommendation:

- Option 1: Appoint new members to the Recreation Advisory Council for Districts 1, 3, 4, and 5.

Attachments:

1. Recreation Advisory Council By Laws
2. Chart of Members and Terms

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GADSDEN COUNTY RECREATION ADVISORY COUNCIL BYLAWS

ARTICLE 1.0 – NAME OF ORGANIZATION

- 1.1 The Organization will be known as The Gadsden County Recreation Advisory Council, hereafter referred to in this document as the “Council.”

ARTICLE 2.0 – PURPOSE

- 2.1 The Council shall operate exclusively in the interest for improving recreational services offered by the County, and to promote recreational opportunities and sporting activities for the residents of Gadsden County in Districts 1, 2 3, 4 and 5. Council members are to operate in a mode of business free of political affiliation and within strict adherence to inclusive recreation and parks opportunities for all Gadsden County residents, tourists, and businesses.
- 2.2 The Council will adhere to operational rules and procedures for providing advice on the use of recreational facilities under the jurisdiction of the Assistant to the County Manager, Board of County Commissioners (“BOCC”) of Gadsden County, Florida.
- 2.3 The Council will assist in the raising of funds through a not-for-profit 501(c) 3 foundation in order to provide recreational programming.

ARTICLE 3.0 – AUTHORITY AND MISSION

- 3.1 Coordinate with and advise County Staff on year-round sports and family recreational programs in the five districts of Gadsden County.
- 3.2 Advise on the recruitment, training, certification and management of all volunteers, coaches and officials for recreational opportunities and sporting activities.
- 3.3 Assist in promoting, publicizing and advertising activities related to youth and family programs.
- 3.4 Assist in creating and establishing programs and schedules for field usage, and the rental or reservation of parks and recreational facilities.
- 3.5 Assist the raising of funds for recreational services and projects for the County.
- 3.6 Assist the County Staff in the protection and security of park facilities and recreational equipment located at the site within the Council’s jurisdiction. The Council shall designate one adult from each District to be responsible for monitoring the usage of and maintenance of recreational equipment utilized by the community.

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- 3.7 Promote the spirit of community involvement by holding at least one town meeting annually for the purpose of soliciting ideas related to sporting activities and to evaluate existing programs or the need for new programs.
- 3.8 The Council Chairman will report to the BOCC bi-annually on the progress of the Council's activities since the previous reporting period to discuss the need for additional programs.

ARTICLE 4.0 – MEMBERSHIP

- 4.1 Recommendations for membership will be received from the County Commissioners, current Council members, and the Division of Parks and Recreation to be selected from each of the five Districts of Gadsden County in coordination with and approved by the Assistant to the County Manager, Gadsden County BOCC.
- 4.2 The Council will consist of 5 voting members and five alternates who have no voting authority. Alternates will not be utilized as substitutes for voting members, but will serve in the event a voting member is no longer able to serve in his/her capacity as a Council member. Alternates will have no voting authority unless he/she replaces a voting member. The voting quorum will consist of a simple majority of the voting members present.
- 4.3 Youth Recreation Advisory Sub-Committee: This sub-committee will serve in a representative capacity in order to glean feedback and suggestions for programming and development of recreation programming. Since many of the programming and site development will directly affect this population, an opportunity for this population to sound their voice is imperative as a check and balance for direction and development.

ARTICLE 5.0 – TERMS AND ELECTION OF OFFICERS

- 5.1 The voting members of the Council will serve a minimum of a two-year term running from January through December.
- 5.2 The Council will elect the following officers: Chairperson, Vice-Chairperson, Secretary/Historian, and Treasurer. Each officer will serve a term of one fiscal year beginning October 1- September 30. Election of officers for the following year will be held during the last scheduled meeting of the preceding calendar year. Duties of the new officers will become effective as of October 1 of the fiscal year.
- 5.3 A simple majority of 5 voting members present is required to elect an officer of the Council. The removal of elected officers must adhere to a hearing for the justification of removal, and comply to a simple majority vote of at least 3-2 in order to remove a currently elected officer.

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ARTICLE 6.0 – DUTIES OF OFFICERS

- 6.1 The **Chairperson** shall:
- a. Preside over all regular and special meetings of the organization;
 - b. Recognize all members entitled to the floor, state and put to a vote all questions which are regularly moved and seconded and announce the results of same;
 - c. Maintain order in a proper and businesslike manner; and
 - d. Prepare the order of business for all organization meetings.
- 6.2 The **Vice Chairperson** shall:
- a. Preside over all regular and special meetings in the absence of the Chairperson;
 - b. Serve as Parliamentarian;
 - c. Aid and assist the Chairperson when necessary, and
 - d. Perform all the duties of the Chairperson in the absence of the Chairperson.
- 6.3 The **Secretary** shall:
- a. Act as the recording officer of the organization and as the custodian of records;
 - b. Keep a register of the members and call roll when required;
 - c. Conduct the correspondence of the organization;
 - d. Notify members of an impending meeting; and
 - e. Prepare and distribute minutes of the regular or special meetings of the organization.
- 6.4 **Sub-Committees:** Are nominated members of the Council, with representatives from each district, who undertake duties and responsibility for the operations of various sub-committees created for the operation of successful recreation programming through the use of volunteers and contractual service providers. Sub-Committee chairs are elected officers responsible for the operations of their respective sub-committee and are subject to report progress to the Council monthly. Sub-Committees may include, but are not limited to:
- a. Athletics/Aquatics
 - b. Special Events/Festivals
 - c. Land Acquisition
 - d. Conservation
 - e. Leisure Education/Continuing Education
 - f. After School Programming
 - g. Senior Programming
 - h. Therapeutic Recreation/Special Needs Population Programming

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ARTICLE 7.0 – MEETINGS

- 7.1 Monthly meetings of the Council will be held at 6:30 p.m. on established Thursday evenings confirmed at the annual business meeting of the Council held in September of each year. A simple majority of members may amend the meeting schedule as determined necessary.
- 7.2 A quorum, for purposes of monthly meetings, may consist of three or more members of the Council. A simple majority vote of those members present will carry any questions brought before the Council.
- 7.3 Any member who is absent from two consecutive meetings without reasonable cause, or prior approval of the Council Chairperson, is required to relinquish their seat on the Council and be replaced by a alternate chosen by a simple majority of the voting members present.
- 7.4 Additional meetings may be called by either the Chairperson or by petition from three or more Council members. It will be the responsibility of the Chairperson to post notice of each special meeting for the benefit of the public in a prominent location in the local community or public park(s) under the Council’s jurisdiction.
- 7.5 Meetings will be governed by the *Robert’s Rules of Order*.

ARTICLE 8.0 – RECORDS

- 8.1 The Council shall keep accurate and complete books and records of minutes dictating the procedures of their voting members. Gadsden County or any member organization for any proper purpose may inspect all records at any reasonable time. Records of meetings will be kept in the office of the Recreation Coordinator for public review.

ARTICLE 9.0 – COMPLIANCE

- 9.1 The Council and its members are required to comply with all provisions of the Florida Statutes; Florida’s Public Records Laws; and Government in the Sunshine Laws.

ARTICLE 10.0 – AMENDMENTS

- 10.1 The bylaws may be amended, altered or repealed by a majority of the voting members who may adopt new bylaws at the second reading of the proposed amendment, if notice of intent to do so has been given to the voting members at least seven days before the meeting. The vote must consist of a simple majority, with amendments carrying an approval vote of 3-2. Amendments will be effective upon subsequent approval of the BOCC.

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ARTICLE 11.0 – EFFECT

- 11.1 These initial bylaws shall be effective upon approval by a simple majority vote of the appointed members of the Gadsden County Recreation Committee and the BOCC dated this 5 day of May, 2007.

Recreation Advisory Council: Board Appointments and Terms

District	Last Name	First Name	Phone 1	Phone 2	Email	Appointed	Term Expires
1	Tranchard	David	850.539.3312	850.245.4202	david.tranchard@doh.state.fl.us	January-06	December-08
2	Shaw	Shelanda	850.228-1232	245-0327	shelanda.shaw@att.net	January-07	December-09
3	Woods	Avis	850.410.0381	850.445.0859	AvisWoods@fpc.state.fl.us	January-06	December-08
4	Price	Ron	850.875.1038	850.524.2221	mrsprice101@aol.com	January-06	December-08
5	Scott	Aegis	850.627.2600	850.228.4222	aegis62@juno.com	January-06	December-08

Support Agency Member

Agency	Last Name	First Name	Phone 1	Phone 2	Email
Gadsden Four H	Goode	Yolanda	850-875-7255		yygoode@ufl.edu
Quincy Parks and Recreation	Cunningham	Reginald	850.875.2255	850.933.0422	rcunningham@myquincy.net
Chattahoochee Parks and Rec	McMillon	Roderick	850.663.8000		
Town of Havana	Ross	Vernell	850.539.6113		