

**BYLAWS  
LINCOLNTON RECREATION ADVISORY BOARD**

**ARTICLE I – THE ADVISORY BOARD**

Section 1. Name of Advisory Board. The name of the Advisory Board shall be the “Lincolnton Recreation Advisory Board.”

Section 2. Office Authority. The offices of the Advisory Board shall be at William M. Lentz Recreation Center in the city of Lincolnton, Lincoln County, North Carolina, but the Advisory Board may hold its meetings at such other places as it may designate.

Section 3. Membership. The Lincolnton Recreation Advisory Board shall be appointed by the Lincolnton City Council and shall consist of 5 members. The City Council shall appoint members for a term of three years. Vacancies in the Lincolnton Recreation Advisory Board shall be filled for the unexpired term by appointment of the City Council. The members shall serve without compensation. One member of the City Council shall serve as ex officio member.

Section 4. Attendance. It shall be the duty of each member to attend meetings whenever possible.

**ARTICLE II – PURPOSE**

The Lincolnton Recreation Advisory Board shall advise on the provision, maintenance, operation, and supervision of the public parks and playgrounds, athletic fields, recreation centers, and other facilities owned, controlled, or leased by the City of Lincolnton.

**ARTICLE III – OFFICERS**

Section 1. The officers of the Advisory Board shall be a Chairman, Vice-Chairman, and a Secretary.

Section 2. Chairman. The Chairman shall preside at all meetings of the Advisory Board. At such meetings the Chairman shall submit recommendations and information he/she may consider proper concerning business, affairs, and policies of the Advisory Board.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman.

Section 4. Secretary. The Secretary shall be the Recreation Director, and as such shall have general supervision over the administration of its business and affairs, subject to the direction of the Advisory Board. He/she shall be charged with the management of the projects of the Advisory Board. The Recreation Director may appoint a staff member as recording secretary.

The Secretary shall keep the records of the Advisory Board, shall act as secretary of the meetings of the Advisory Board and record all votes, shall keep a record of the proceedings of the Advisory Board in a journal of proceedings minutes, and shall perform all duties incident to his/her office.

Section 5. Additional Duties. The officers of the Advisory Board shall perform additional duties and functions that from time to time may be required.

Section 6. Election or Appointment of Officers. The Chairman and Vice-Chairman shall be elected at the first meeting of the new fiscal year. They shall be chosen from among the Advisory Board, and shall hold office for one year or until their successors are elected and qualified.

Section 7. Additional Personnel. The Advisory Board may from time to time recommend for employment such personnel as it deems necessary to exercise its duties and functions as prescribed by the establishing resolution.

#### ARTICLE IV - MEETINGS

Section 1. Regular Meetings. The regular meeting shall be scheduled quarterly, or as needed, at a date and time to be determined at the first meeting of each fiscal year.

Section 2. Special Meetings. The Chairman of the Advisory Board or his/her designee may, when he/she deems it necessary, call a special meeting of the Advisory Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Advisory Board or may be mailed to each member of the Advisory Board at least three days prior to the date of such special meeting.

Section 3. Quorum. A quorum shall consist of a majority of the members. When a quorum is in attendance, action may be taken by the Advisory Board upon a vote of a majority of the members present.

Section 4. Order of Business. All meetings of the Advisory Board shall follow Roberts Rules of Order (current edition) with the following being the general order of business:

1. Roll call
2. Reading and approval of the minutes of the previous meeting
3. Communications
4. Report of the Director
5. Reports of Committees
6. Business
7. Adjournment

#### ARTICLE V – AMENDMENTS

Amendments to Bylaws. The bylaws of the Advisory Board shall be amended only with the approval of a majority of the members of the Advisory Board at a regular or a special meeting, but no such amendments shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Advisory Board.

Adopted as amended, this the 28th day of August, 2007. (Original adoption date)

Revised and adopted, this the 7<sup>th</sup> day of December, 2017.