

BY-LAWS TO COVER THE PROCEDURES
OF THE
RECREATION & PARKS BOARD
JACKSON, TENNESSEE

MEETINGS

- Article 1. Regular meetings of the Board shall be monthly. The time and location of each meeting shall be set by the Board at the previous meeting. The Board shall be subject to special called meetings by the Chairman whenever and wherever the Chairman deems necessary.
- Article 2. The majority of the members shall constitute a quorum.
- Article 3. The order of business at the meetings of the Board shall be as follows:

Roll Call
Approval of Minutes of Last Meeting
Communications
Report of Committees
Report of Director
Appointments
Unfinished Business
New Business
Adjournment

ELECTION OF OFFICERS

- Article 4. At each regular February meeting, the members of the Board shall elect from its membership, a Chairman and a Vice-Chairman. In case of vacancy, an election shall be held in the first regular meeting following such vacancy.

The Secretary to the Director shall be the Recorder for the Board. At such times as the Board is operated without the services of a Director, the Chairman shall appoint a secretary from within the Board.

DUTIES OF OFFICERS

- Article 5. It shall be the duty of the chairman to preside at all meetings of the Board; to sign all official papers as are approved by the Board; to appoint Committees; to call special meetings upon request of two (2) members.
- Article 6. The Vice-Chairman shall perform the duties of the Chairman in the absence of the latter.
- Article 7. The Secretary shall notify members of all meetings; keep a record of all meetings; and call special meetings upon request of the Chairman. The Secretary shall keep the official Minutes of the Board.

DUTIES OF DIRECTOR

- Article 8. The Director is responsible for carrying out the policies adopted by the Board, and under its direction for administrating the affairs of the Board. He shall be expected to conduct studies of local conditions and needs affecting recreation; develop and supervise the above program of recreational activities to meet the needs and desires of the people of Jackson; prepare an annual budget estimate, and direct the expenditure of funds in accordance with budget appropriations; approve all invoices and bills before they are presented to the Accounting Office for payment; recommend to the Board the types of recreation positions to be filled and secure applications from

desirable candidates and all workers employed by the Recreation and Parks Department, watching them for performance and conduct; arrange for proper operation and maintenance of all areas and facilities under the control of the board; recommend the acquisition, design and improvement of additional areas and facilities; keeping careful records of the Board's activities and services, establish and maintain cooperative relationships with other local agencies; maintain good public relations and submit a report to the regular Board meeting and other such reports as may be requested by the Board.

COMMITTEES

- Article 9. The Chairman shall appoint all Committees, unless otherwise provided by special resolution.
- Article 10. The Chairman and the Director may be ex-officio members of all Committees and as such notified of all Committee Meetings.
- Article 11. Special Committees shall be appointed for such purposes as the Board may determine and may be appointed from within or outside the Board.
- Article 12. The fiscal year of the Board will close on June 30.
- Article 13. The Annual budget report shall be made at the meeting following the end of the fiscal period, unless otherwise specified by the Board.

AMENDMENTS

- Article 14. All amendments to these rules and regulations must be proposed in writing at a regular meeting of the Board, and presented to the City Council and acted on at the next regular meeting of the Board.

MEMBERSHIP

- Article 15. The Jackson Recreation and Parks Department Board shall consist of five members which shall be recommended by the Mayor and approved by the City Council.

TERM OF OFFICE

- Article 16. Members shall serve five year terms and can be re-elected for additional terms upon recommendation by the Mayor and approved by the City Council.

ABSENCES AND VACANCIES

- Article 17. Absence of any Board Member from five meetings within a fiscal year shall be construed as a resignation. Vacancies in the board by resignation, or for other reasons, will be recommended by the Mayor and approved by the City Council for the remainder of the unexpired term. Serving an unexpired term shall not disqualify a person from election to a full term.

ATTENDANCE

- Article 18. Members missing three consecutive meetings without good cause shall be dropped from the board.

Amended: April 6, 2004.