

Adopted: December 9, 1999
Amended: March 7, 2013
Amended: February 7, 2019

**BYLAWS
of the
CHESAPEAKE PARKS, RECREATION AND TOURISM ADVISORY BOARD**

I. NAME

The name of this organization, formerly known as the Chesapeake Parks and Recreation Advisory Board, which was created by ordinance adopted by the Chesapeake City Council on May 10, 1971, and which is set out in Chesapeake City Code Chapter 2, Article V, Division 5, Sections 2-396 through 2-399, as amended was changed by an ordinance amending Chapter 2 of the Chesapeake City Code, entitled "Administration," Article V, entitled "Boards, Committees and Commissions," Division 5, entitled "Parks and Recreation Advisory Board," Sections 2-396, 2-397, 2-329, and 2-399 thereof, to change the name of the Advisory Board to the Parks, Recreation and Tourism Advisory Board and adopted by Council on February 13, 2018.

II. DUTIES

- A. City Code Section 2-398. The Parks, Recreation and Tourism Advisory Board ("Board") shall act in an advisory capacity to the Director of Parks, Recreation and Tourism ("Director") in all matters relating to parks, recreational and tourism activities and operations in the city to include matters pertaining to advertising, marketing, and long-range plans for citizens, visitor services, conventions, and related hospitality activities. Additionally, the Board shall advise on other matters brought before it by the Director. The Board shall perform such other duties as may be assigned to the Board by City Council. The Board may form one or more subcommittees to deal with the short-term measurement tools and indicators that will help successfully gauge the state of parks, recreational, and/or tourism activities and operations in the City and/or to study any related topic(s) of interest within the department to include the areas associated with the arts, the environment, local history, hospitality, and/or leisure industry.
- B. The Board shall act in an advisory capacity concerning the promotion of parks, recreation, tourism, conferences, and conventions in the City.
- C. The Board shall consult with the Director regarding matters pertaining to strategic long range plans for parks, recreation, and tourism in Chesapeake.
- D. The Board may form one or more subcommittees to deal with short-term measurement tools and indicators that will successfully gauge the health of tourism in the City and may identify the needs of the tourism industry and suggest forms of communication to the Parks, Recreation and Tourism Department.

- E. The Board shall make recommendations on policies and other items of business as requested by the Director, City Manager and/or City Council.
- F. The Board is committed to serving the citizens of Chesapeake by offering staff assistance with maintaining and improving the leisure activities, parks, and recreational facilities that enhance the quality of life in the City of Chesapeake.
- G. The Board shall review the Department's Operating and Capital Budget as presented by the Director prior to presentation to the City Manager.
- H. The Board shall conduct an annual review of Department modifications to the Parks, Recreation, and Tourism Rules, Regulations, Policies, Practices, and Fees and recommend modifications as necessary.

III. **BOARD MEMBERSHIP**

- A. City Code Section 2-396. The Board shall consist of 17 voting members and five ex officio, nonvoting members, who shall be residents of the City and shall be appointed by the City Council.
- B. City Code Section 2-396. One voting member position shall be filled by a citizen with a physical or mental disability or an immediate family member of a person with a physical or mental disability.
- B. City Code Section 2-396. The ex officio, nonvoting high school rising junior or rising senior member shall be a high school rising junior or rising senior, serve one term, and shall be selected on a rotating basis from the various high schools throughout the City.
- C. The remaining four ex officio nonvoting member positions shall be filled by one representative each from the Great Bridge Battlefield and Waterways History Foundation, the Great Dismal Swamp National Wildlife Refuge, Chesapeake Public Schools, and the Chesapeake Conference Center.
- D. At least four voting member positions shall be filled by representatives from the tourism/hospitality industry, which industry is defined to include, but not limited to, the hotel industry, retail industry, restaurant industry, tournament/sports marketing, historical tourism, and local tourism/convention/visitor/event attraction(s).
- E. City Code Section 2-306. Each member shall serve a term of three years. No member shall serve for more than two consecutive terms. Persons appointed to fill less than one-half of the term of vacancy may serve two additional consecutive terms.
- F. City Code Section 2-397. Members of the Board shall be appointed for staggering terms of three years, with the exception of the youth member, who shall serve a one-

year term maximum from July 1 through July 30. Any vacancy on the Board shall be filled by the City Council for the unexpired term. City and state officials and employees who serve in their official capacity on any board, commission, committee or similar agency shall be exempt from term limitations.

- G. City Code Section 2-307. Any member of the Board may be removed for cause by formal vote of the City Council, provided that such member first be given a written statement of the causes and an opportunity to be heard thereon. In regard to attendance, failure of a member to attend at least 75 percent of the regularly scheduled meetings of the agency held within any calendar year shall automatically constitute cause for removal; provided, however, that the same requirements of notice and opportunity for hearing shall apply.
- H. In regard to attendance, failure of a member of the Board to attend at least nine (9) regularly scheduled meetings held within a twelve month period shall automatically constitute cause for removal; provided, however, that the same requirements of notice and opportunity for hearing shall apply.

IV. BOARD OFFICERS AND THEIR DUTIES

- A. City Code Section 2-399. The officers of the Board shall be a Chairman and Vice-Chairman
- B. The Chairman of the Board shall preside at all meetings of the Board and shall perform other duties as may be determined by the Board.
- C. The Vice-Chairman shall assume the duties of the Chairman in his or her absence.
- D. The Board may elect its own secretary.
- E. The Board Secretary shall notify Board members and the Office of the City Clerk of all meetings; shall keep minutes of all meetings of the Board; shall conduct such correspondence as the Board may direct; shall forward all minutes of all meetings to the Board members and shall have the minutes posted and available on the City website for public and City Council record.

V. ELECTION AND TERMS OF BOARD OFFICERS

- A. The officers shall be elected to serve a one-year term from January to December.
- B. The annual election of officers will be held at the regular meeting in the month of December, and those officers elected will take office in January.
- C. In the event the Chairman resigns or for any reason is not able to complete his or her term of office, the Vice-Chairman shall assume the office of Chairman and serve for the remainder of the term.

- D. In the event the Vice-Chairman resigns, assumes the office of Chairman, or for any other reason is not able to complete his or her term of office, the Board shall elect a successor Vice-Chairman to serve for the remainder of the term.

VI. ADVISORY BOARD MEETINGS

- A. The Board will regularly meet once per month. A monthly meeting may be suspended by majority vote of the Board (e.g., taking the month of August off). Suspension of a monthly meeting must be coordinated with the Parks, Recreation and Tourism Department.
- B. Special meetings may be held at any time or place at the call of the Chairman or upon the request of three members of the Board and coordinated with the Parks, Recreation and Tourism Department should any Department employees be required (e.g., Administrative support for recording of minutes). Special meetings shall not replace the regular Board meetings where the conduct of official Board actions should take place.
- C. City Code Sections 2-310 and 2-399. Official action (e.g., motions and voting) shall be taken by the Board only when a quorum is present, with a quorum consisting of a majority of the total membership of the Board.
- D. Robert's Rules of Order (current edition) shall be the parliamentary authority used to guide the conduct of meetings, and in compliance with Section 2-310 of the Chesapeake City Code.
- E. Formal minutes shall be recorded for regular meetings and for special meetings where voting on official business will be conducted. A quorum is required to approve minutes.
- F. City Code Section 2-310. Any vote by the Board on any issue shall have no force or effect unless or until taken in open session in a manner in which the decision of each member can be publicly observed.
- G. City Code Section 2-310. Any motion made by a member of the Board in regard to any matter must receive a second from another member in order for any vote to be taken on such motion. When a motion is made and receives no second, the motion shall be deemed dismissed from consideration.
- H. City Code Section 2-310. Every member of the Board present at a meeting of the Board shall vote on each matter placed before the Board for vote unless the matter involves consideration of that member's own official conduct, or where that member's financial interests are involved (regardless of amount), or where that member is otherwise prohibited by law from voting on the matter. Should a member

have such an interest or be so prohibited by law, he or she shall specifically cite the conflicting interest or the legal prohibition at the time his or her vote is required.

- I. Standing Operating Procedures shall be developed and support the conduct of the Board meetings. These procedures, at a minimum, will provide guidance for meeting start times, agenda, and standing and special committee structure. Modifications to the standing operating procedures shall be at the discretion of the Chairman with the support of the majority of the Board members and not limited to a specified review period.
- J. Virginia Code Section 2.2-3707. All regularly scheduled Board meetings will be open to the public.

VII. COMMITTEES

- A. The Chairman may appoint such committees, standing or special, as may be deemed appropriate. The name and purpose of the committees will be designated in the standing operating procedures.
- B. All Board members may be asked to participate on a standing committee.
- C. The Chairman shall be an ex-officio member of all committees.

VIII. BYLAW REVIEW

- A. The bylaws shall be reviewed at least every three years or as necessary to adapt to Departmental procedure changes. Bylaw updates require approval from a series of City officials prior to being fully enforceable.
- B. Changes may be made to the bylaws with the affirmative recorded roll call vote of a majority of the members of the Board. Changes in the bylaws shall be made only if notice is given at the meeting preceding the date at which the change is to be voted on unless such notification shall have been given in writing to each member of the Board at least seven (7) days in advance of the meeting. The Board shall adopt bylaws, rules and regulations governing its procedures that are consistent with the provisions of state and federal law and city ordinances.
- C. The latest revisions of the bylaws were adopted by the Board at their meeting held on February 7, 2019.

Jean Holt
Chairman