

**BOARD OF COUNTY COMMISSIONERS
JASPER COUNTY, GEORGIA
JOINT WORK SESSION AGENDA
JASPER COUNTY BOARD OF COMMISSIONERS AND
JASPER COUNTY RECREATION BOARD
****COMMISSIONER'S METING ROOM, GROUND FLOOR****
MONTICELLO, GEORGIA
Monday, August 22, 2022
6:00 p.m.**

Work Session Agenda:

Jasper County Recreation Board

By-Laws

Article IX

- A. Duties and Responsibilities
- B. Power and Jurisdiction
- C. Enforcement

Jasper County Recreation Association Board

Mission Statement

The mission of the Jasper County Recreation Association Board is to advise the Jasper County Commissioners, and assist the Recreation Director, and the Recreation Department in providing, establishing, maintaining, and conducting a county-wide public recreation program; to actively plan or present and facilitate county recreational program needs; to participate actively in local, state, and national recreation affairs; to educate the citizens of Jasper County by communicating information concerning development and progress of the recreation department. Public communication is vital.

By-Laws

Article I. Name and Address

- A. The name of this organization shall be the Jasper County Recreation Association Board.
- B. The physical address will be 246 Ted Saul's Road, Monticello, Georgia 31064

Article II. Board Membership

- A. Composition:** The Board shall be representative of the county and shall consist of five (5) members who shall be residents of Jasper County and who shall serve without compensation. The members shall serve for staggered terms of three years.
- B. Resignation:** A member of the Board may resign his or her position by written notice delivered to the Chairman, who shall immediately notify the Board of Commissioners by providing a copy of said resignation notice. Resignations shall be effective immediately upon receipt by the Chairman.
- C. Qualifications:** It is preferable that proposed appointees have a substantial record of involvement in recreation activities and /or knowledge of the activities governed by the Board. However, such qualifications are not a requirement for appointment to the Board but merely directive in nature. All Board members will be required to pass a yearly background check.
- D. Terms of Office of Board Members.** The term of office of members of the Board shall be for three (3) years. Members whose terms have expired shall continue to serve as members until their successors have been appointed by the Board of Commissioners.
- E. Reappointment.** Reappointments shall be unrestricted and at the discretion of the Board of Commissioners.

Article III. Officers

- A. Election of Officers.** The Board shall elect, from its membership, a Chairman, Vice Chairman and other officers as may be desired, including but not limited to a Secretary and Treasurer. Officers

shall be elected annually and shall serve for a term of one year, or until their successor is elected. Any and all officers thus elected may serve for consecutive years, if reelected.

B. Duties and responsibilities

1. The Chairman shall:
 - (a) be the presiding officer and conduct all meetings of the Board
 - (b) appoint standing committees as necessary to carry out the responsibilities of the Board
 - (c) be a voting member of the Board
2. The Vice-Chairman shall
 - (a) perform the duties of the Chairman in the absence of the Chairman
 - (b) be a voting member of the Board
3. The Secretary shall:
 - (a) keep records of minutes of the meeting of the Board,
 - (b) have custody of its book and records, which shall be housed with the secretary,
 - (c) take roll before each meeting noting excused or unexcused absences,
 - (d) give notice to members of meetings,
 - (e) attend to such other duties as may be assigned by the Board, and
 - (f) be a voting member of the Board
4. The Treasurer shall:
 - (a) keep record of all revenues, expenditures, bank balances, and other information pertinent to the finances of the Board,
 - (b) receive all monies for the Recreation Board and deposit same in such depositories as the Board may direct,
 - (c) pay all charges and bills approved by the Recreation Board for payment (note that all checks require two (2) signatures, one of which shall be the Treasurer),
 - (d) prepare or cause to be prepared and shall present to the Board a monthly financial statement of revenues collected, expenditures made, and bank balances,
 - (e) be a voting member of the Board
5. Public relation shall:
 - (a) provide The Monticello News with meeting date, time and location and information concerning the recreation department as needed.
 - (b) be a voting member of the Board.

Article IV. Meeting, Quorum, Removal from Board, Appeals

A. Meetings

1. Regular meetings of the Board shall be held the 4th Wednesday of each month, except for December, at 6:00pm at the Jasper County Recreation Complex.
2. Special called meetings of the Board may be held at any time at the call of the Board Chairman, of the Director, or by a majority of the voting members of the Board.
3. All meetings are open to the public and must comply with the Georgia Open Meeting Law.

4. All votes taken by the Board, regardless of the matter for which a vote is necessary, shall be made in public by a show of hands. Votes may not be taken or made by secret ballot.
 5. The Director and or Assistant Director shall attend all meetings of the Recreation Board, but shall not vote on any matter.
- B. Quorum** _A quorum shall consist of 50% of the voting members plus one (1) voting member of the Board, and it shall be necessary that a quorum be present to conduct a meeting, discuss Recreation issues, hold a hearing, or take any action or vote. A majority of those present and voting shall be necessary to approve any action under consideration by the Board.

C. Removal from the Board

1. Absent from three (3) consecutive scheduled meetings by any member of the Recreation Board without due and acceptable excuse shall constitute a vacancy on the Board. The Chairman shall be notified of such vacancies and shall relay same to the Board of Commissioners.
2. Conduct unbecoming a member as determined by the Board.
3. Violation of the Rules and Regulation adopted by the Board and approved by the Board of Commissioners.
4. Procedure for Removal:
 - (a) In all cases of removal of a board member by the Board, such fact shall be noted in the minutes of the Board and the minutes shall reflect the effective date of the removal and said reasons.
5. In all cases of removal by the Board, the member under review shall have the right to a hearing. Should the member request a hearing, it shall be held during the next scheduled regular meeting of the Recreation Board. During the hearing, which is open to the public, the Board may hear testimony and hear evidence necessary to make a determination. The member has the right to be represented by counsel during the hearing at their own expense. Following such hearing, the Recreation Board shall render its decision by taking a vote (in public) by a show of hands and the members shall be notified by written notice within five (5) business days of the hearing. The Board shall notify the Board of Commissioners of its decision to remove a Board member and provide the reason thereof. Once the Board has made its decision, the member will be given written notice of the Board's decision, to include the date by which the decision is effective, by certified mail-return receipt requested within five (5) days of the Board's decision.

D. Appeals

1. The member has the right to appeal the decision of the Recreation Board to the Board of Commissioners. Such appeal must be in writing and received at the office of the Board of Commissioners within fourteen (14) days following receipt of the notice of the decision from the Recreation Board. The Board of Commissioners, at its discretion may conduct a hearing regarding the appeal within 45 days of the date of the filing of the appeal. The member shall be notified in writing by the County Clerk as to the date, time and place of the Public Hearing. All hearings conducted by the Board of Commissioners are open to the public as provided for in the Georgia Open Meeting Law. The member shall have the right to be represented by counsel at the expense of the member.

2. Following the hearing, the Board of Commissioners shall render its decision, and the member will be notified in writing within 14 day following the hearing. The decision of the Board of Commissioners shall be final.

Article V. Meeting Agenda

- A. Unless otherwise determined by the Chairman, the order of business at regular meetings shall be determined by an agenda presented to members before the meeting begins. Any changes in the presented agenda will require a motion to amend that must be passed by majority of the voting members. Changes in order of business or dispensing with any item may be made by request and approval of the Board. The posting of the agenda for regular called and emergency meetings of the Board shall comply with the Georgia Open Meeting Law.
- B. Individuals who wish to be placed on the regular meeting agenda may do so by contacting the Director at least seven (7) days prior to the regular meeting, and must give the Director the subject to be discussed. If the subject is a complaint or violation, then the procedures in this document shall be followed. Individuals who wish to speak during the meeting about a topic on the agenda may sign up thirty (30) minutes immediately preceding the meeting.
- C. Individual will be recognized for a maximum of five (5) minutes to present their subject, and no subject other than the stated subject on the agenda will be allowed. Unused time may not be given up to any other individual wishing to speak.

Article VI. Meeting Minutes

Meeting minutes shall be recorded and such records shall be open to public inspection once approved by the Board, but no later than immediately following its next regular meeting. Minutes shall include the names of the members present, a description of each motion or proposal, the names of the members making and seconding the motion or proposal, and a record of all votes to include, if not unanimous, the names of the persons voting for or against such motion or proposal. Meeting minutes shall be in accordance with the Georgia Open Meeting Act.

Article VII. Rules of Procedure

The Board shall conduct all meetings and activities according to parliamentary law as stated in the Roberts's rules of Order, Revised, unless otherwise specified. In addition, all meetings and actions taken during such meeting shall comply with the Georgia Open Meeting Act.

Article VIII. Conflict of Interest

Any Board member who has a conflict of interest on any given issue shall announce the existence of conflict prior to discussion of the issue and shall refrain from discussing or voting on that issue.

Article IX. Duties, Powers, and Enforcements

- A. **Duties.** The duties of the Board shall include but not limited to, the following:

1. To advise and recommend ways and means by which recreation programs may be improved or strengthened.
2. To develop new programs and activities as public may dictate,
3. To develop a system of fees and charges for use of outdoor recreation facilities for participation in recreation programs, and
4. Other duties and responsibilities as may be directed by the Jasper County Board of Commissioners from time to time.

B. Power and Jurisdiction.

In order to perform the duties, the Board shall have the following authority:

1. To adjudicate complaints, disputes or other grievances from the public arising out of recreation activities and to conduct such review hearings per resolution.
2. To adopt by-laws and other rules of procedure to achieve its purpose and function, with final approval by the Board of Commissioners.
3. To establish rules governing participating in recreation programs and the consequences for failure to follow aforementioned rules.
4. To evaluate programs and activities from year to year with the evaluation method to be determined by the recreation department.

C. Enforcement. The primary responsibility for the enforcement of these By-Laws shall be vested in the Director with approval of the Board.

Article X. Amendments

A. By -Laws. By-Laws may be amended by the Jasper County Recreation Association Board.

B. Amendments. Amendments to these By-Laws must be submitted in writing to the Jasper County Recreation Association Board at a regularly scheduled meeting.

C. Approval by Board of Commissioners. Proposed amendments must be reviewed and approved by the Board of Commissioners prior to any action being taken by the Recreation Board.

Adoption

These By-Laws are adopted by a vote of 5 to 0 during a called meeting of the Jasper County Recreation Board held on June 28, 2017 and are effective following the adoption of same by the Jasper County Commissioners.

Jasper County Recreation Board



Robert Norton Chairman

Certification of Adoption by the Board of Commissioners

This is to certify that the above By-Laws and the attached Appendence A were approved and adopted by the Jasper County Board of Commissioners by a vote of 4 to 0, during a regularly scheduled meeting held on February 4, 2019.

- *By-Laws were amended on June 4, 2018 to raise membership from 5 to 7 members.*
- *By-Laws were amended on February 4, 2019 to raise membership from 7 to 9 members.*
- *By-Laws were amended on August 2, 2021 to decrease membership from 9 to 7 members.*
- *By-Laws were amended on June 6, 2022 to decrease membership from 7 to 5 members.*