

**TOWN OF APEX  
PARKS, RECREATION, and CULTURAL RESOURCES  
ADVISORY COMMISSION  
BY-LAWS OF OPERATION  
(amended 5/27/20-meeting times)**

**Section I: Regular Meetings**

Regular meetings of the Parks, Recreation, and Cultural Resources Advisory Commission shall be held at 6:00pm on the last Wednesday of each month and shall be held in the Apex Town Hall or at some other pre-designated place. Adjournment of the regular meeting shall be at 9:00pm unless this time is extended by popular vote.

**Section II: Notice of Meetings**

Notice of all regular meetings shall be made to each member of the Commission by the Secretary or his designee at least two (2) days prior to each meeting.

**Section III: Special Meetings**

Special meetings may be called by the Chair or in his/her absence, the Vice Chair may call a special meeting of the Commission by giving each member and the press 48 hours notice. Special meetings will be scheduled upon request by four (4) or more Commission members.

**Section IV: Quorum**

A quorum of the Commission shall be in attendance before action of an official nature can be taken. A quorum is five (5) of the appointed voting members. Absentee votes shall not be counted.

**Section V: Rules of Order**

General Parliamentary Rules, as given in Robert's Rules of Order and modified by rules and regulations of the Commission, shall be observed in conducting meetings of the Commission.

**Section VI: Order of Business**

The order of business at regular meetings of the Parks, Recreation, and Cultural Resources Advisory Commission shall be as follows, but the rules of order may be suspended and any matters considered or postponed by action of the Commission:

Role Call / Call to Order  
Invocation  
Pledge of Allegiance  
Approval of Minutes  
Director's Report  
Public Comment  
Program Supervisor's Reports  
Chairman's Report  
Old Business  
New Business  
Adjournment

## **Section VII: Attendance of Members**

An appointed member who, unexcused, misses more than the (3) consecutive regular meetings or a total of four (4) such meetings during the year loses his status as a member of the Commission until reappointed or replaced by the Mayor and the Apex Town Council. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Commission except that in the event of a long illness or other such prolonged absence, the member may be replaced. Following three consecutive unexcused absences or a total of four unexcused absences during the year of one of its members, the Commission Chair shall request the Mayor and Town Council to bring the Commission back to full membership.

## **ARTICLE II: OFFICERS**

### **Section I: Appointment of Officers**

The appointment of a Chair and Vice Chair for the ensuing year shall take place at the pleasure of the Mayor and Town Council such that they are named prior to the Commissions July meeting each year. In the event an officer's appointment to the Commission is terminated, a replacement to this office shall be appointed by the Mayor and Town Council.

### **Section II: Term of Office**

The new officers shall take office at the first meeting following the regular June meeting of each year. Officers shall serve for one year from appointment with eligibility for re-appointment.

### **Section III: Duties of the Chair**

It shall be the duty of the Chair of the Parks, Recreation, and Cultural Resources Advisory Commission to preside at all meetings of the Commission and to sign officials papers from the Commission.

**Section IV: Duties of the Vice Chair**

The Vice Chair shall perform duties of the Chair in the absence of the latter. When both the Chair and Vice Chair, a Chair protempore shall be selected by those members who are present who shall perform the duties of the Chair of the Commission.

**Section V: Secretary of the Commission**

The Director of Parks, Recreation, and Cultural Resources shall serve as the Secretary of the Parks and Recreation Commission. It shall be the duty of the Secretary to notify members of all meetings, to keep a permanent record of the proceedings of all meetings and to have a copy of the proceedings of each meeting sent to each member of the Commission two (2) days in advance of the next scheduled meeting. The Director may delegate all or part of the duties of the Secretary to another employee with the approval of the Commission but shall hold the official office of Secretary (without voting privilege) and shall be held responsible for the satisfactory accomplishment of the Secretarial duties.

**ARTICLE III: COMMITTEES**

**Section I: Committees**

The Parks and Recreation Commission may organize and operate on the basis of standing committees as needed. Examples include: User Fees and Regulations, Gifts and Public Relations, Land, Budget, and Services and Facilities Evaluation. Each Commission member may serve on at least (2) committees. Other committees may be established as needed. Each committee Chair shall be appointed by the Commission Chair.

**Section II: Ad-Hoc Commission Meeting Notification**

The Commission Chair and Director of Parks, Recreation, and Cultural Resources shall be ex-officio members of all ad hoc committees and as such, notified of all ad hoc committee meetings by the ad hoc Committee Chair.

**ARTICLE IV: AMENDMENTS**

**Section I: Amendments**

These by-laws may be amended at any regular meeting of the Commission by a majority vote of the entire Commission, provided previous notice of any proposed amendment shall be given at least one regular meeting before the action thereon shall be taken.

