

BYLAWS GOVERNING
THE
HYDE COUNTY RECREATION ADVISORY COMMITTEE
ADOPTED NOVEMBER 2, 2000
AMENDED JUNE 19, 2013

ARTICLE 1:

- a. Regular meetings of the Recreation Advisory Committee will be held at the Hyde County Government Center and via teleconferencing equipment at the Ocracoke School Commons on a quarterly basis unless when determined otherwise by the Committee.
- b. Special meetings may be called by the Chairman or upon written request from a majority of the body.
- c. A majority of the members constitute a quorum.
- d. The order of business at regular meetings shall be as follows:
 - Reading of Minutes of Previous Meetings
 - Communications
 - Report of the Chairman of the Advisory Committee
 - Special Reports
 - Unfinished Business
 - New Business
 - Adjournment
- e. An appointed member who misses more than three (3) consecutive regular meetings loses his status as a member of the Committee until reappointed or replaced by the governing body of the unit. 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 Committee except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.

ARTICLE 2:

- a. There shall be a Chairman, Vice-Chairman, and Secretary, who will be a non-voting staff liaison. An annual election of the officers shall be held by the Committee members and shall occur at the last regular meeting of each calendar year. Officers shall serve for one year from election with eligibility for re- election. In the event an officer's appointment to the Committee is terminated, a replacement to this office shall be elected by the Committee, from its membership, at the meeting following the termination.
- b. New officers shall take office at the subsequent first meeting of the new calendar year.

ARTICLE 3:

- a. It shall be the duty of the Chairman to preside at all meetings and to sign official papers.
- b. The Vice-Chairman shall perform duties of the Chairman in the absence of the latter.
- c. It shall be the duty of the Secretary to take minutes at all meetings, prepare correspondence/notices as may be needed by the Committee, and to send out copies of minutes and letters to all members of the committee.

ARTICLE 4:

The Director (if one is employed) shall serve as secretary of the Recreation Advisory Committee. 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.

ARTICLE 5:

The Recreation Advisory Committee shall advise with the Director concerning the administration of the affairs of recreation. The Director shall be the agent of the Recreation Advisory Committee and to that end shall supervise the operation of all the recreation department's activities. The Director shall submit a detailed report of the activities and administration of the program of the Recreation Department to each regular meeting for the month prior to the meeting. A copy of this report shall be sent to each member, staff liaison, and the County Manager's Office.

ARTICLE 6:

- a. Committees shall be appointed by the Chairman, as needed throughout the year. Vacancies on the committees shall be filled by the Chairman at any regular meeting.

- b. Committees are as follows:

- (1) Plans and Finance - 3 members

It shall be the duty of the Plans and Finance Committee to assist in setting up the recommended program plan and budget for the ensuing fiscal year. It shall, further be the responsibility of the Plans and Finance Committee to assist the County Manager, and the Chairman of the Recreation Advisory Committee in explaining and justifying the final drafts of the recommended budget and program plan to the Recreation Advisory Committee, Hyde County Board of Commissioners and to the public in order that the desired program will be implemented by adequate funds.

- (2) Facilities- 3 members

This committee will study the need, use, demand, and availability of areas and facilities (including water areas) and make recommendations on acquisition, development, use and operation of all areas and facilities owned, used, leased or proposed to be acquired by the recreation department.

(3) Ocracoke Island Sub-Committee- 2 members

This sub-committee will assist the full advisory committee by identifying the recreation needs of the full-time residents of Ocracoke Island. All programs and facilities needed for Ocracoke and mainland Hyde County will be approved by the full Advisory Committee and the County Commissioners.

(4) Nominating- 2 members

A nominating committee shall be appointed at least thirty days prior to the last meeting of the calendar year.

ARTICLE 7:

The Director shall submit preliminary annual reports, of the program and of finances at the first regular meeting of each year. The final Annual Report will be rendered no later than the second regular meeting of each year.

ARTICLE 8:

Special committees may be appointed for such purposes as deemed necessary.

ARTICLE 9:

The Chairman and Director shall be ex-officio members of all committees and, as such, notified of all committee meetings.

ARTICLE 10:

All amendments to these rules must be proposed in writing in one meeting and is acted upon at the next regular meeting.