

Section 1. Establishment of Board.

a. Created. Hereby created is the Town Parks and Recreation Advisory Board, hereinafter referred to as the “Board”, which shall be legally constituted and recognized upon the appointment of members thereto, acceptance of membership thereon, and their holding of an organizational meeting at which required officers are appointed therefor.

b. Number of members. The membership of the Parks and Recreation Advisory Boards shall consist of five (5) members who shall serve without compensation.

c. Appointment of members. The Mayor with the advice and consent of the Town Council shall appoint all members to terms on the Board from persons who area qualified electors (residents) of the corporate limits of the Town, but who are not elected members of the Town Council. The members of the Board shall serve at the pleasure of the Town Council.

(1)Due consideration may be given to representation from various geographic sections within the Town so that each member shall not be from the same general area.

(1) Due consideration may be given to diversified experience in parks and recreation interests and activities so that each member provides a unique dimension to the Board.

d. Terms; filling vacancies. All appointments to the Parks and Recreation Advisory Board shall be for terms of three years’ duration, except for appointments to fill unexpired terms for vacancies which may from time to time occur. Appointments to fill unexpired terms shall be for the duration of the unexpired term. Any member whose term expires may be reappointed for one additional term.

(1) Board member terms shall be staggered so that no more than two members’ terms expire in any given year. Any vacancy occurring during the unexpired term of office of any member shall be filled by the Town Council for the remainder of the term, with such vacancy to be filled within 30 days of its occurrence.

Section 2. Officers.

The Board shall elect a chairperson, a vice-chairperson, and a secretary by a majority vote of the Board with a quorum present. The chairman, or in his absence, the vice-chairman, shall preside over all meetings of the Board. Officers shall serve terms of one year, or until a successor is elected and installed.

Section 3. Functions; meetings; records.

a. The Parks and Recreation Advisory Board of the Town of Lake Hamilton, Florida, is hereby authorized to:

(1) Serve as trustees to Sample Park.

(2) Act in an advisory capacity to the Department Director and the Town Council in matters pertaining to parks and recreation, programs, Town-sponsored events, and any parks and recreation related matters which are presented to the Board.

(3) Provide recommendations on policies, procedures, and grant funding as presented by the Department Director.

(4) Advise the Town Council on concerns and priorities of development for Town recreation areas, facilities, Town-sponsored events, and improved recreation services.

(5) Provide recommendations on the development of long-term capital improvements and cooperate with other governmental agencies and civic groups in the advancement of parks and recreation planning.

(6) Review the parks, recreation facilities, and other related programs with the Department Director annually.

b. Quorum: For the transaction of business, a quorum of the Board must consist of three or more appointed members present to vote. The Boards may meet monthly on a date to be determined by the Department Director and the agenda will be presented to the Board unless it is determined there is no business to conduct. Meetings shall be governed by the Sunshine Law, including meetings being properly noticed, open to the public, and minutes being taken. The conduct of the meetings shall be generally governed by Roberts Rules of Order. The Board shall provide the opportunity for public comment at all meetings. Members of the public shall be permitted three minutes to comment on any agenda item. Additional time may be granted at the discretion of the Board. The Secretary of the Parks and Recreation Advisory board shall keep minutes of its proceedings showing the vote of each member, all of which shall be public record.

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