



## **Farragut Parks and Athletics Council (Advisory) By-Laws – Updated 8/15**

### **Article I: Purpose**

1. Serve as advisors to the Town of Farragut Board of Mayor and Aldermen and to the Leisure Services Department.
2. Promote the Town of Farragut parks and recreation and encourage citizen participation.
3. Review and/or recommend policies and procedures that encompass recreational activities and facilities.
4. Review policies and make recommendations regarding fees, services, charges and fines related to program activities, facilities and equipment provided by the Town.
5. Review the utilization of facilities and make recommendations regarding acquisition, sale, design, improvement, maintenance, operations and scheduling of facilities/equipment provided by the Town.
6. Contribute to continuous feedback and make recommendations to both the Parks and Leisure Services Department and the Town of Farragut.

### **Article II: Membership**

1. The Farragut Parks and Athletics Council voting members will be appointed by the Farragut Board of Mayor and Aldermen (FBMA). The FBMA can remove any voting member of the Council by majority vote. Additionally, the Council may appoint one (1) non-voting youth member by majority vote of the Council.
2. The Farragut Parks and Athletics Council shall have a membership of not more than nine voting members. Terms of office shall be staggered in an approximate 50/50 balance to ensure continuity in membership.
3. Each voting member of the Farragut Parks and Athletics Council shall serve a two year term with each term beginning July 1 and ending June 30 (for attendance purposes). Voting members may reapply for additional two year terms at the completion of their current term. In the event the membership gets out of a 50/50 balance, the Board of Mayor and Aldermen may appoint one or two year terms to re-balance the membership. The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting

- youth member may be removed from the Council at any time by majority vote of the Council.
4. At least 2/3 of the membership of the Farragut Parks and Athletics Council shall be residents of Farragut.
  5. Ad-hoc committees may be appointed by the chair of the Farragut Parks and Athletics Council to serve for a short time for the purpose of a special event or project. Ad-hoc committees may be comprised of community members outside of the council's membership.

### **Article III: Officers**

1. The Farragut Parks and Athletics Council shall elect, at its August meeting, from its voting membership, a chair, chair-elect and secretary. These positions shall be voted in by the majority of the council. These positions shall serve for a term of one year and can be renewed for an additional year (two-year term maximum). Following a second term, a period of one year must elapse before a person can serve another term in the same position.
2. The chair shall preside at all meetings, prepare agendas, appoint ad-hoc committees, present yearly goals and objectives and year-end reports to the FBMA and ensure compliance with bylaws.
3. The chair-elect will serve as a temporary chair in the absence of the chair. In the event of the chair's resignation, the chair-elect shall serve as chair. The chair-elect will assist Town staff in presenting the council's financial reports and will head special projects as assigned by the chair.
4. The secretary shall prepare the minutes for all meetings and notify council members of meeting changes.

### **Article IV: Meetings and Attendance**

1. Regular meetings shall be held in January, June, August and November at the Farragut Town Hall. Other meetings can be called as necessary between these months.
2. All regular meetings of the council shall be open to the public.
3. A majority (one more than half) of the entire voting members of the council shall constitute a quorum. A quorum shall be present before any business is transacted.
4. All actions of the council shall be put before its members in the form of a motion, duly seconded and voted upon by members present for a quorum.
5. Voting shall be done by a show of hands. Members must be present at meetings to vote.
6. The council shall keep a record of its meetings, recommendations, findings and determinations. These records shall be public and maintained in the files of the Town of Farragut.
7. Voting council members serve at the pleasure of the FBMA. The term of any voting member shall expire on the third absence from committee meetings during the fiscal year. Voting members may seek reappointment by the FBMA.

### **Article V: Amendments**

1. By-laws of this Council may be amended by a majority vote of the council with final approval from the majority of the FBMA.

