



City of Canton

# Memorandum

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Department of Parks & Recreation

**Date:** August 4, 2016

**To:** Mayor & Council

**From:** Tom Gilliam

**Subject:** Parks & Recreation Advisory Board

My recommendation for the establishment of a Parks & Recreation Advisory Board are as follows:

- 1) The name of this body shall be the City of Canton Parks & Recreation Advisory Board.
- 2) The general purpose of the Board is declared to perform all duties necessary to recommend and advise the Mayor and the City Council of the City of Canton about policies and actions regarding the Parks of the City of Canton. The Board serves in an advisory capacity to the City, including the Mayor and City Council; therefore, the City is not bound to any advice or recommendation provided by the Board.
- 3) The Board shall have the following duties:
  - a. To research issues facing City Parks, including recreation programs, and to advise the City, including the Mayor and City Council, on appropriate action.
  - b. To research matters of policy and administration of the City Parks and provide recommendations to the City, including the Mayor and City Council, regarding same.
  - c. To research and review investigations or reports referred to the Board by the Mayor and City Council and provide the Mayor and City Council with an advisory opinion or recommendation regarding same.
  - d. To review proposed ordinances and make a recommendation to the Mayor and City Council regarding same.

- 4) The affairs and business of the Board shall be managed by its members consisting of seven (7) persons. Each member shall serve a term of no more than four (4) years with a minimum of one (1) year.
- 5) Each elected official will appoint a resident from their district/ward to serve on the Board.
- 6) The meetings shall convene quarterly.
- 7) A quorum of the Board shall consist of four (4) members for any meeting of the Board.
- 8) Any Member may resign at any time by giving written and notarized notice to the Chairperson or to the Secretary of the Committee, along with any other notice required by law. Such resignation shall take effect on the date of receipt or at any later time specified in the resignation and its acceptance by the Mayor and City Council of the City of Canton.
- 9) The officers of the Committee shall be a Chairperson and a Secretary. No Member shall hold more than one (1) office at one time.
- 10) Chairperson. The Chairperson shall be the principal Executive Officer of the Committee and shall preside at all meetings of the Committee. The Chairperson shall be an ex officio member of all sub-committees of the Board. The Chairperson shall have the authority to sign and execute on behalf of the Committee all documents that the Board has authorized.
- 11) Secretary. The Secretary shall provide for the keeping of the minutes of all meetings of the Board. The Secretary shall act as custodian of all Board records and reports and of the seal, assuring that it is affixed, when required by law, to documents executed on behalf of the Board. The Secretary shall perform all duties incident to the office and such other duties as may be assigned from time to time by the Chairperson or the Committee. In the absence of the Chairperson, or in the event of their concurrent disability, inability or refusal to act; the Secretary shall perform the duties of the Chairperson with the full powers of, and subject to the restrictions upon, the Chairperson. This power shall also include the right to sign all documents on behalf of the Board that the board has authorized