



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #18-01-24-003

ORDINANCE CREATING A PARKS AND RECREATION ADVISORY BOARD

SECTION 1. Creation

There is hereby created a Parks & Recreation Advisory Board for the Town of Knightdale.

SECTION 2. Purpose

The Knightdale Parks & Recreation Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council on issues relating to the planning and coordination of recreational and cultural programs, parks, special events, and other leisure activities for the citizens of Knightdale. The Board shall serve as a liaison between the Parks, Recreation, and Cultural Programs Department, Town Manager, Town Council, and citizens of the community.

SECTION 3. Roles and Responsibilities

The Board shall assume the following roles and responsibilities:

1. Provide recommendations on the development, planning, maintenance, and operation of existing and future public parks, playgrounds, athletic fields, recreation centers, greenways, and other recreation facilities that are owned, operated or planned by the Town of Knightdale;
2. Recommend priorities for the programs and facilities in order to assist the Parks, Recreation, and Cultural Programs Director in preparing and submitting an annual operating and capital budget to the Town Manager;
3. Investigate and determine the needs and interests of the community for recreational and cultural programs and facilities and make recommendations to meet those needs;
4. Promote a policy of recreational and cultural programs consistent with community needs and the Town of Knightdale's budget;
5. Promote a policy of providing recreational and cultural programs for all stakeholders regardless of age, gender, or physical ability to the extent it is practical;
6. Serve as volunteers for all Knightdale special events.
7. Recommend programming policies to the Parks, Recreation, and Cultural Programs Director, Town Manager, and Town Council.

SECTION 4. Membership

The Board shall be composed as follows:

- A. Voting - The Board shall be composed of seven (7)* voting members appointed by the Town Council.
(*Amended at the April 18, 2018 TCM)
- B. Ex-Officio - The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.
 - 1) The ex officio members will not have a vote on items coming before the Board.
 - 2) The Mayor shall make ex-officio appointments annually at the January Regular Meeting of the Town Council.
- C. Staff Support - The Town Manager and Parks, Recreation and Cultural Programs Director will serve as staff support to the Board. The Knightdale Parks, Recreation and Cultural Programs Department will prepare and distribute the agenda, take minutes, and record attendance.

SECTION 5. Terms of Office

The terms of office for all voting members shall be on a two (2) year staggered basis.

- A. All terms will begin on February 1st of the year appointed.
- B. All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

SECTION 6. Compensation

Members of the Board shall serve without compensation.

SECTION 7. Officers

The Board shall elect from its membership its officers annually at its February meeting for a term of office of one (1) year. The following officers shall be elected: Chair, Vice-Chair, and Secretary to ensure the orderly conduct of business. All officers shall hold their positions until their successors are elected.

SECTION 8. Meetings, Establishment of a Quorum

The Board shall meet monthly on a regularly scheduled basis.

- A. A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.
- B. The Chairman may authorize the calling of a special meeting or cancellation of a meeting as needed.
- C. All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.

D. The Board shall not establish a subcommittee without prior approval from the Town Council.

SECTION 9. Acceptance of Grants, Gifts, Etc.

The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public recreational purposes.

SECTION 10. Code of Ethics

All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

SECTION 11. Authorized Spokesperson

The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his designee) are authorized to speak on behalf of the Town.

SECTION 12. Conflict of Interest

The Board shall operate in compliance with North Carolina's Conflict of Interest laws.

SECTION 13. Limitations of Power, Removal

The Board is not authorized by the Town Council to operate outside the scope of authority granted under this Ordinance.

- A. All voting members are subject to removal by the Knightdale Town Council in their sole discretion.
- B. The Board may recommend to the Town Council the member(s) to be removed.
 - 1) Recommendations shall be made in writing and include specific reasons for removal.
 - 2) The Board may make removal recommendations with a three-fourths majority approval of all voting members.
- C. Members of the Board who miss more than three (3) meetings within twelve (12) months may be recommended for removal.

This the 24th day of January, 2018.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Whitney A. Ledford, Town Clerk