



Rules of Procedure

Parks and Recreation Board

Hillsborough, North Carolina

1. Regular Meetings

The board shall hold regular meetings on the 3rd Tuesday of each month, or as needed. The meeting shall be held in the Board of Commissioners meeting room and shall begin at 7 p.m.

2. Special Meetings

The chair or a majority of the members may call a special meeting at any time by giving actual notice of time and place of the meeting and the subjects to be considered to each member at least six hours before the meeting if reasonable efforts to give each member actual notice are not successful, written notice shall be left at the member's home. Only those items of business contained in the notice may be transacted at the meeting unless all members are present.

3. Organizational Meeting

Each January, the board shall hold an organizational meeting. The board shall elect a chair and a vice-chair from its' members.

4. Membership

Members shall be appointed by the Hillsborough Board of Commissioners in accordance with Section 3 Article 8 of the Hillsborough Code of Ordinances.

5. Attendance at regular board meetings

Members are expected to attend regular board meetings in accordance with the attendance policy in Section 3-63 of the Hillsborough Code of Ordinances.

6. Agenda

The secretary to the board shall prepare the agenda for the meeting. A request to have an item of business placed on the agenda must be received at least five working days before the meeting. Any board member may, by a timely request, have an item placed on the agenda.

The agenda shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. Each board member

shall receive a copy of the agenda, and it shall be available for public inspection and/or distribution when it is distributed to the members.

The board may, by majority vote or consensus, add an item that is not on the agenda.

7. Order of Business

Items shall be placed on the agenda according to the Order of Business. The Order of Business for each regular meeting shall be as follows:

1. Approval of the minutes,
2. Discussion/adjustment of agenda,
3. Public hearing,
4. Administrative reports,
5. Committee reports,
6. Unfinished business,
7. New business,
8. Informal discussion and public comment.

However, by general consent of the board, items may be considered out of order.

8. Officers and Duties

A. *Chair.* A chair shall be elected by the full voting membership of the Parks and Recreation Board from among its' members. The chair's term of office shall be one year and/or until a successor is elected, beginning February 1. The chair shall be eligible for re-election. The chair shall preside at the board meetings. In order to address the board, a member shall be recognized the chair. The chair shall have the following powers:

1. To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

B. *Vice Chair.* A vice-chair shall be elected by the Parks and Recreation Board from among its regular members in the same manner and for the same term as the chair. The vice-chair shall preside in the absence of the chair, and at such times shall have the same powers and duties as the chair.

C. *Secretary.* A town employee designated by the Board of Commissioners of the Town of Hillsborough shall serve as secretary. The secretary, subject to the direction of the chair and the Parks and Recreation Board, shall keep all records, shall prepare all correspondence of the board for the signature of the chair, shall

arrange for all required public notices, shall notify board members of pending meetings and their agenda, and shall generally supervise the clerical work of the board. The secretary shall keep in a permanent volume the minutes of every meeting of the board. These shall show the record of all important facts pertaining to each meeting and hearing, every resolution or upon the final determination of any question, indicating the names of members absent or failing to vote. Copies of all correspondence and other documents pertaining to the Parks and Recreation Board shall be maintained in chronological order by the secretary in a separate file.

9. Action by the Board

The board shall proceed by motion. Anyone, including the chair, may make a motion. A motion shall require a second. Amendments to motions may be made with the approval of the introducer and member seconding the original motion. A motion may be withdrawn by the introducer at any time before a vote. The chair will call for debate of the topic before the vote. A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina.

10. Duty to Vote

Every member must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the chair, who shall entertain a motion by the remaining members present on the request. No member shall be excused from voting except on matters involving his own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

11. Quorum

A majority of actual membership of the board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.

12. Minutes

The secretary shall keep summary minutes of all board meetings, consistent with record retention requirements.

13. Appointments

The board shall use the following procedures to make appointments to various subordinate boards and offices. The chair shall open the floor to nominations. At this time the names of possible appointees shall be put forward by the members and debated. When the debate ends, the chair shall call the roll of the members, and each member shall cast his vote. The votes shall be tallied until all members have voted. The nominee(s) who receive(s) the highest number of votes shall be appointed. If more than one appointee is to be selected,

each member shall have as many votes as there are slots to be filled. A member must cast all of his votes and cast them for different nominees.

14. Amendments

These rules may, within limits allowed by law, be amended at any time by an affirmative vote of a majority of the members of the board, provided that such amendments be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

15. Reference to Robert's Rules of Order

To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the board shall refer to Robert's Rules of Order, Revised, for unresolved procedural questions.

Chair, Parks and Recreation Board

Amended: