

RESOLUTION CREATING THE PARK & RECREATION COMMITTEE (PARC)

WHEREAS, the Village of Tobaccoville has acquired certain real property and commenced improvements on the property for creation of the Village Park; and

WHEREAS, the Village Council has determined that in order to deal with issues relating to the development of the park and to plan for the provision of certain education, recreation, leisure and cultural development for the citizens of Tobaccoville, the Village Council should create a committee to advise the Village Council on such matters;

NOW, THEREFORE, BE IT RESOLVED, THAT THE TOBACCOVILLE VILLAGE COUNCIL hereby adopts the following charter for an appointed advisory committee of the Village of Tobaccoville:

1. **NAME OF COMMITTEE:** The Park and Recreation Committee (PARC), referred to as the "Committee".
2. **TYPE OF COMMITTEE:** The Committee shall be advisory or supervisory only; provided, however, the Committee may undertake projects, if approved by a majority vote of the Committee and authorized by the Village Council.
3. **MISSION:** The Committee is charged with advising the Tobaccoville Village Council upon issues involving the development of the Village Park which provides the Tobaccoville community with opportunities for education, recreation, leisure and cultural development. The Committee will accomplish this mission through long-range planning and policy formation for recommendation to the Village Council and through monitoring public need and usage of the Village Park facilities.
4. **FUNDING:**
 - a. Prior to March 1 of each fiscal, the Committee will submit a prioritized annual budget request to the Village Council for their review.
 - b. The Committee's budget shall include the following:
 - (i.) The costs of items and/or contracts required to implement anticipated Committee projects.
 - (ii.) Minor or miscellaneous expense category, not to exceed ten percent (10%) of the total Committee budget.
 - c. The Committee may not expend or commit Village funds, or otherwise contract or create obligations of the Village, without the express approval of the Village Council.
5. **MEMBERSHIP:**
 - a. The Committee shall consist of up to fifteen (15) and no less than six (6) members, each service without compensation.
 - b. Committee members shall each serve a two-year term which may be renewable; provided after the first meeting of the Committee, the Committee shall recommend to the Village council the names of six (6) original members who should serve one-year terms, so that the membership terms of the Committee shall be staggered. The Village Council shall make the final determination of which six (6) members shall serve one-year terms.

- c. When members' terms expire, Committee members shall be appointed by the Village council based upon applications submitted by prospective members.
- d. Applications for membership shall be available from the Village Clerk and when received by the Village Clerk shall be distributed to the Village Council.
- e. The terms of the initial Committee members shall run until either December, 1995 for those members so determined by the Village Council, or December, 1996 for the remaining members. Thereafter, membership terms shall run for two years from December to December. In election years the members with expiring terms shall be appointed by the newly elected Village Council.
- f. The Committee shall have a meetings attendance policy such that members failing to attend three (3) consecutive Committee meetings, without the consent of the Chairperson, shall have their membership subject to review and possible replacement
- g. Following the initial appointment at the Committee's organizational meeting and thereafter no later than the end of each December, the Committee will elect from among its voting members a Chairperson and a Secretary, each to serve terms of one (1) year.
- h. Any Committee member who wishes to resign a position as member or officer shall submit any such request to the Chairperson who shall provide it to the Village Council for action.
- i. Vacancies due to resignation or other cause shall be filled by the Village Council. A member appointed to fill a vacancy shall serve for the remainder of the un-expired term of the member being replaced.
- j. In addition to the appointed members of the Committee, one elected official from the Village Council (including the Mayor) shall be appointed by the Village Council as an ex officio, non-voting, member of the Committee. No other elected official of the Village shall be a member of the Committee.

6. **PROJECTS:** Projects may be assigned to the Committee by the Village Council or suggested by the Committee; provided, however, all final project planning shall be subject to approval of the Village Council.

7. **MEETINGS:**

- a. The Committee shall establish its own rules of procedure for meetings and regular meeting schedule not inconsistent with these Resolutions; provided, however, all projects shall require a majority vote and a quorum required to take action at Committee meetings shall be at least one-third (1/3) of the current voting membership.
- b. The Committee shall be required to meet at least six (6) times per annum.
- c. All Committee meetings are subject to the North Carolina Open Meeting statutes.
- d. The Committee meetings schedule shall be provided to the Village Clerk who shall make all necessary announcements and postings.
- e. Minutes of all meetings shall be maintained and Committee approved minutes shall be submitted to the Village Clerk for appropriate record keeping.

ORIGINALLY ADOPTED the 10th day of October, 1994 by the Tobacoville Village Council.

AMENDED this 1st day of February, 2007.

ATTEST:

Keith P. Snow, Mayor

SEAL

Robin S. Key, Village Clerk