



ADVISORY COMMITTEE BYLAWS

ARTICLE I - NAME

The Matthews Parks, Recreation & Cultural Resource Advisory Committee hereinafter referred to as “the Committee”.

ARTICLE II - OBJECT, MISSION & VISION STATEMENTS, & MOTTO

The object of the Committee shall be to serve as liaison between citizens, Town staff and the Town Board of Commissioners.

MISSION STATEMENT

To provide quality recreational facilities and open-spaces that are safe for leisure time activities.

VISION STATEMENT

A Committee that represents the community with the promotion of people-friendly parks, facilities & events, while anticipating future needs and trends.

MOTTO

Quality Spaces, Quality People, Leading a Path into the Future...

ARTICLE III - SCOPE OF WORK

The Committee shall consult with and serve as an advisory body for Town staff and the Town Board of Commissioners in matters affecting recreation and special events. This includes the planning, promotion and marketing, committee membership and other activities related to programs and events. The Committee will provide input for the long-range planning of resources towards park projects, acquisition of land, and other indoor/outdoor recreational activities. The Committee will review, participate and monitor park planning documents from state and county government in regards to proposals for park sites and greenway construction in and around Matthews. The Committee will review existing park sites within Matthews and provide recommendations on future development, considering such factors as park usage, safety

and equipment. Recommendations submitted by the Committee would require final approval by the Parks, Recreation & Cultural Resource Department staff and the Town Board of Commissioners.

ARTICLE IV – MEMBERSHIP

Any person appointed to the Committee must be a resident of Matthews, NC. The Committee consists of 9 appointed members. Parks, Recreation & Cultural Resource Department staff members will serve as liaisons to the Committee. Each citizen shall be appointed to a two-year term and may serve an unlimited number of terms. If a vacancy shall occur on the Committee, upon recommendation of the Committee Liaison and Committee Chair, the position can be filled by the Town Board of Commissioners. In the event of mid-term vacancies the Committee Chair and staff liaison shall recommend a candidate to fulfill the remainder of the term.

ARTICLE V - CONFLICT OF INTEREST

In order to avoid the appearance of conflict of interest, members of the Committee shall refrain from voting on issues that have a direct and narrow fiduciary effect on an organization by whom they are employed or for whom they serve as a director. Members of the Committee shall be prohibited from applying for or receiving grants from the Town as individuals.

ARTICLE VI – OFFICERS

A Chair and Vice-Chair shall be elected by the Committee. The Chair sets the agenda with prior input from the Parks, Recreation & Cultural Resource staff and shall preside at all meetings. A staff member will serve as Secretary for the Committee and take meeting minutes.

ARTICLE VII – MEETINGS

The Committee meets on the second Wednesday of each month at 6:30 PM in the Matthews Community Center. These meetings will be open to the public. A quorum is reached when 5 of the 9 appointed members are present, (or at least 1 more than the number absent). A quorum must be met before any action of official nature can be taken. Staff members are considered non-voting positions.

ARTICLE VIII – ORDER OF BUSINESS

The order of business during meetings shall be:

- * Call to Order
- * Citizen Participation / Public Comment
- * Approval of Previous Month's Minutes

- * Special Presentations
- * Unfinished Business
- * New Business
- * Adjournment

ARTICLE IX– ATTENDANCE

In order for the Committee to carry out its duties and responsibilities it is necessary for all members to attend the meetings. Any member who fails to attend at least 75% of regular and special meetings of the Committee during any one-year period may be removed. The Committee Chair shall notify the Town Board of Commissioners of any member who shall so fail to attend. The vacancy can be filled, upon recommendation of the staff liaison and Committee Chair, by the Town Board of Commissioners. The Committee will also participate in activities and events sponsored by the Parks, Recreation & Cultural Resource Department.

ARTICLE X – ADOPTION & AMENDMENTS TO THE BYLAWS

These bylaws are adopted by a majority vote of the Mayor and Town Board of Commissioners. Amendments to these bylaws shall be made only by the Mayor and Town Board of Commissioners.

Adopted this 27th day of May, 2014.

Jim Taylor - Mayor

Lori Canapinno – Town Clerk