

Phone: (615) 794-4333
Fax: (615) 794-3313
www.thompsons-station.com



1550 Thompson's Station Road W.
P.O. Box 100
Thompson's Station, TN 37179

**BY-LAWS
THOMPSON'S STATION MUNICIPAL PARKS AND RECREATION ADVISORY
BOARD**

GENERAL PROVISIONS

SECTION 1. OBJECTIVE

The objectives and authority of the Thompson's Station Parks and Recreation Advisory Board (Parks Board) shall be set forth in Ordinance 2015-006.

SECTION 2. OFFICE AND RECORDS OF THE BOARD

The meeting place of the Board shall be the Thompson's Station Community Center Building. The office and records of the Parks Board are maintained in the Office of the Town Recorder of Thompson's Station located in the Town Hall/Depot Building and shall be available for public inspection during regular business hours. A record of the business conducted at all meetings shall be kept in a Minute Book, which shall record the names of all board members present or absent, the names of all persons in attendance, the business conducted, and the vote or abstention of all board members on any item of business on which a vote is taken.

SECTION 3. MEMBERSHIP

The membership of this Board shall consist of seven (7) members along with an honorary member and an official advisor. Each member shall be appointed for a term of three (3) years. Six (6) of the members shall be appointed by the Board of Mayor and Aldermen, and one (1) of the members shall be a member of the chief legislative body of the municipality selected by such legislative body. A record of the membership of the Parks Board shall be maintained in the Minute Book by the Town Recorder.

MEETINGS

SECTION 4. ANNUAL ORGANIZATION MEETINGS

The annual meeting of the Parks and Recreation Advisory Board shall be the regular January meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Parks Board.

SECTION 5. REGULAR MEETINGS

Regular meetings of the Parks Board shall be held at the Thompson's Station Community Center, on the First Tuesday, of every month at 6:00 p.m., except the month of December (in which there will be no regularly scheduled meeting). At such meetings, the Board shall consider all matters properly brought before the Board without the necessity of prior notice, thereof, given to any members. The Board by a unanimous vote of all members present may add items to agenda that are presented by Staff prior to the meeting.

SECTION 6. PUBLICATION

Notice of all Regular Meetings of the Parks Board shall be posted prior to each meeting at the Thompson's Station City Hall with an agenda of items to be considered at the meeting. Notice of all Special Meetings shall be published in at least one (1) newspaper of general circulation in Thompson's Station area, with an agenda, prior to holding such meeting.

SECTION 7. SPECIAL MEETINGS

Special meetings of the Parks Board shall be held at a time and place designated by the officer calling the same and shall be called by the Chair or four (4) members. Written notice and an agenda of items to be considered at the meeting, shall be given to all the members not less than seven (7) days in advance, thereof, except in case of emergency.

SECTION 8. QUORUM

At any meeting of the Parks Board, a quorum shall consist of four (4) Board members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

SECTION 9. AGENDA

The Chair of the Parks Board or other designated official shall have prepared for each meeting an agenda specifying the order in which the items of business shall appear before the Board. The Parks Board Chair shall see to it that the agenda is sent to each member of the Board.

SECTION 10. VOTING

At all meetings of the Parks Board, each member attending shall be entitled to cast one (1) vote. Voting shall be by roll call votes with ayes and noes, with all unanimous votes and abstentions entered upon the record of the meeting. On minor matters and at the discretion of the Chair, a voice vote will be sufficient.

SECTION 11. CONFLICT OF INTERESTS

In the event that any member shall have a personal interest of any kind in a matter then before the Board, he shall disclose his interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of at least the majorities present at the meeting shall be necessary for the adoption of any resolution or other voting matter. Further, all conflict of interests shall be identified and governed by the Town's Code of Ethics, duly adopted.

SECTION 12. PROCEEDINGS

- a. At any regular meeting of the Parks Board, the following shall be the regular order of business:
 - 1. Roll Call
 - 2. Minutes of the Preceding Meeting
 - 3. Business Items
 - 4. Adjournment

- b. Each formal action of the Parks Board required by law, city charter, rule or regulation shall be embodied within the Minute Book after an affirmative vote as provided in SECTION 5, hereof.

OFFICERS

SECTION 15. OFFICERS

The officers of the Parks and Recreation Advisory Board shall consist of a Chair and Vice-Chair elected by the Board at the annual meeting for a term of one (1) year.

SECTION 16. DUTIES OF OFFICERS

The duties and powers of the officers of the Parks Board shall be as follows:

- a. Chair
 - 1. To preside at all meetings of the Board.
 - 2. To call special meetings of the Board in accordance with these By-Laws.

3. To sign documents of the Board.
4. To see that all actions of the Board are properly taken.

b. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

SECTION 17. ATTENDANCE

The absence by any member from three (3) consecutive regular meetings or five (5) of the eleven (11) regular meetings held in one (1) year may be grounds for removal by the Board of Mayor and Aldermen.

SECTION 18. VACANCIES


Should any vacancy occur among the members of this Parks Board by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Mayor by the Secretary. Should any vacancy occur among the officers, the vacant office shall be filled in accordance with SECTION 3, of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

AMENDMENTS

SECTION 19. AMENDING BY-LAWS

These By-Laws may be amended at any meeting of the Parks Board provided that notice of said proposed amendment is given to each member in writing at least seven (7) days prior to said meeting.

November 3, 2015
Adoption Date



Jim Van Vleet, Chair
Thompson's Station Parks and Recreation Advisory Board