

A RESOLUTION PERTAINING TO THE PARKS AND RECREATION ADVISORY BOARD; REPEALING AND RESCINDING RESOLUTION 30-74, RESOLUTION 7-84 AND RESOLUTION 40-89 TO RE-ESTABLISH THE PARKS AND RECREATION ADVISORY BOARD WITH CERTAIN POWERS, DUTIES, AND PROVISIONS.

**WHEREAS**, the Board of County Commissioners of Calvert County adopted a Resolution (30-74) on July 23, 1974 rescinding and re-enacting the Calvert County Board of Parks and Recreation;

**WHEREAS**, the Board of County Commissioners of Calvert County adopted a Resolution (7-84) on February 14, 1984 amending the membership of the Calvert County Board of Parks and Recreation;

**WHEREAS**, the Board of County Commissioners of Calvert County adopted a Resolution (40-89) on September 19, 1989 adopting guidelines for the Calvert County Board of Parks and Recreation;

**WHEREAS**, the Board of County Commissioners of Calvert County desires to rescind all previous Resolutions regarding the Calvert County Board of Parks and Recreation and re-establish the Calvert County Parks and Recreation Advisory Board;

**WHEREAS**, it is the desire of the Board of County Commissioners of Calvert County to allow for an ongoing formal process for public access to the planning, development, and programming of the County Parks and Recreation system;

**WHEREAS**, State and Federal guidelines as well as industry best practices call for ongoing and formal input in planning, acquisition, and development;

**WHEREAS**, a citizen advisory board is able to assist the Board of County Commissioners of Calvert County and the Parks and Recreation Department achieve the goals of establishing services which meet community needs through public input; and

**WHEREAS**, Calvert County is committed to enhancing the quality of life of its citizens and visitors through the Parks and Recreation system.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Calvert County, Maryland, that Resolutions 30-74, 7-84, and 40-89 are hereby repealed and rescinded.

**BE IT FURTHER RESOLVED** by the Board of County Commissioners of Calvert County, Maryland that, pursuant to the authority vested in the Board of County Commissioners of Calvert County, Maryland (hereinafter, the "Board") by the Code of Public Local Laws of Calvert County, Maryland, being Title 5 of Article 5 of the Code of Public Laws of Maryland (hereinafter, the

"Code"), §2-201 the Calvert County Parks and Recreation Advisory Board (hereinafter "PRAB") is hereby re-established with the same membership as immediately prior to the foregoing repeal and recession, and that the reformed Calvert County Parks and Recreation Advisory Board shall be organized and operated as follows:

1. POWERS AND DUTIES

It shall be the function of the PRAB to advise the Parks and Recreation Department and the Board on the planning and implementation of the Parks and Recreation Section of the Comprehensive Plan as well as the "Recreation, Parks, and Open Space" and "Natural Resource Land Conservation" aspects of the Land Preservation, Parks and Recreation Plan. The PRAB may, further, make recommendations on programs, services, acquisition and uses of parkland, sports and recreation facilities as well as such other duties as may be assigned by the Board of County Commissioners. The PRAB shall follow all provisions set forth in Chapter 11 Boards, Committees, Councils and Commissions of the Code.

2. MEMBERSHIP / COMPOSITION

The PRAB shall be composed of nine (9) members appointed by the Board of County Commissioners. The PRAB should be representative with regard to age, sex, race, length of residence in the community, geographic area, and point of view. Three (3) members shall be appointed from each County Commission District. Members shall not be employed by the County nor be a qualified relative of a Parks and Recreation Department employee as defined in Chapter 41 Ethics of the Code or have a business relationship with Parks and Recreation vendors. There will be a representative from the Board of County Commissioners, Calvert Nature Society, and the Board of Education who will serve as ex officio members of the PRAB. Ex officio members shall serve at the pleasure of their respective appointing authorities.

3. MEETINGS

Meetings of the PRAB shall be held monthly unless otherwise decided by the PRAB. Special meetings may be called by the Chairperson, Parks & Recreation Director or their designee. The agenda for each meeting shall be established by the Chairperson and Parks & Recreation Director or their designee. Any member of the PRAB may place matters on the agenda by request to the Chairperson, Parks & Recreation Director or their designee. This request must be received at least 25 hours prior to the next scheduled meeting in order to be included on that agenda. Copies of all Committee minutes, resolutions, reports, and exhibits shall be filed after approval of the PRAB. A quorum is required to hold a meeting or take any action.

If a regular meeting date is changed or a special meeting is called, written notification must be given in advance to PRAB members and posted publicly consistent with the Maryland Open Meetings Act and County policy. All meetings shall be conducted in accordance with Robert's Rules of Order. A quorum shall be constituted by a majority of appointed membership. Each member shall be entitled to one (1) vote and shall cast that vote on each item requiring action. Proxy votes and absentee ballots shall not be permitted. All items requiring PRAB action must be voted on only when a quorum is established. It is the PRAB member's duty to vote when

there is an opinion about a matter being decided. However, abstention from voting is at the discretion of the PRAB member.

In accordance with Chapter 41 Ethics Calvert County Code, PRAB members may occasionally have a conflict of interest that compels the member to abstain from voting and file required documentation to be entered into the meeting minutes. It is recommended that such member also refrain from participating in the discussion of an item on which he or she will abstain from voting. Any abstaining member must make a short statement as to the basis for his or her abstention. Consultation with the Calvert County Ethics Commission is recommended prior to the meeting at which such a matter will be discussed or voted upon.

4. TERMS

Members shall be appointed for a term of three (3) years. Members may be reappointed to three (3) consecutive terms pursuant to §11-4 Term limits, of the Code. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

5. ORGANIZATION

The PRAB shall by majority vote elect from its membership a Chair and Vice-Chair at its first regular meeting of the calendar year. The term of office for any officer shall be one (1) year.

In case of resignation or vacancy in an office, the PRAB shall elect from its membership a new officer at the next regular meeting provided notice of the vacancy has been received by PRAB members at least one week in advance of the meeting.

The Chair shall preside at all meetings and sign all documents relative to action taken by the PRAB. When the Chair is absent, unavailable or incapacitated, the Vice-Chair shall assume the duties of the Chair. When both the Chair and Vice-Chair are absent, unavailable or incapacitated, those members who are present shall select a Chair *pro-tempore*.

6. ABSENCES AND VACANCIES

Members who miss more than three (3) consecutive meetings in a given calendar year, regardless if such absence is excused or unexcused, may be removed from the PRAB pursuant to §11-3(F)(1) of the Code. Absences from emergency or special called meetings will not be recorded against a member in calculating absences. A member resigning from the PRAB shall submit written notice of resignation to the Director of Parks and Recreation.

Pursuant to §11-3(F) of the Code, the PRAB may ask the BOCC to replace a member (including officers) whose conduct does not reflect the conduct or professional administration of the purpose and function of the PRAB.

7. EFFECTIVE DATE

The effective date of this Resolution is August 1, 2018.

BE IT FURTHER RESOLVED by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid.

BE IT FURTHER RESOLVED, by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein.

BE IT FURTHER RESOLVED, by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation and publication of a fair summary.

DONE, this 10th day of July, 2018, by the Board of County Commissioners of Calvert County, Maryland, sitting in regular session.

Aye: 5
Nay: 0
Absent/Abstain: 0

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF CALVERT COUNTY, MARYLAND

Maureen L. Frederick, Clerk

Evan K. Slaughenhoupt Jr., President

Tom Hejl, Vice President

Approved for form and legal sufficiency by:

Mike Hart

John B. Norris, III, County Attorney

Pat Nutter

Received for Record... 7/18/2018 at 10:10 o'clock... A.M. Same day recorded in Liber KPS No. 55 Folio 4 COUNTY COMMISSIONERS ORDINANCES AND RESOLUTION. Steven R. Weems

Garry P. Smith