

By-Laws of the Colquitt-Miller County Recreation Board

ARTICLE I: Meetings and Formalities

- **Regular Meetings:** Meetings of the Recreation Board shall be held on the last Tuesday of each month.
- **Location:** Meetings will be held in the Colquitt State Theater.
- **Public Notice:** Advertisements of meetings, regular or called, will be placed in local media with no less than 7 days' notice.
- **Social Media & Posting:** In addition to local media, notices will be placed on the official Facebook pages of Miller County and the City of Colquitt, as well as posted at the Miller County Board of Commissioners office and Colquitt City Hall.
- **Special Meetings:** Special meetings may be held at any time upon the call of the chairman, and notice will be given to each member prior to the meeting. Notice for special meetings must still be provided to the local media and posted on the official Facebook pages of the County and City.
- **Reporting:** Monthly meeting minutes shall be provided to the City Council and the County Board of Commissioners. These minutes must be submitted prior to the City and County's next scheduled monthly meeting.

ARTICLE II: Board of Management and Term Rotation

- **Board Composition:** The board consists of seven (7) voting members serving without pay.
- **Ex-Officio Members:** The Mayor of the City of Colquitt and the Chairman of the Miller County Board of Commissioners shall serve as Ex-Officio members of the Board. These positions are non-voting and do not count toward a quorum.
- **Appointments:** Three (3) members are appointed by the Mayor and Council of Colquitt.
- **County Appointments:** Three (3) members are appointed by the Miller County Board of Commissioners.
- **Joint Appointment:** One (1) member shall be picked jointly by both governing bodies.
- **Term Limits:** Each member is appointed for a term of three (3) years.
- **Project Exception:** If a member is an integral part of a project whose scope extends beyond their term, they may be reappointed by their respective jurisdiction until that specific project is completed.

ARTICLE III: Attendance and Vacancy Rules

- **Vacancies:** Vacancies occurring otherwise than by expiration of term shall be filled by the respective appointing body for the remainder of the term.
- **Attendance Requirement:** The absence of three (3) consecutive meetings, or five (5) meetings during a calendar year, without a due and acceptable excuse shall constitute an automatic vacancy. An attendance report must be provided monthly to the governing bodies as a part of the minutes.
- **Excusal Power:** Whether an absence is "due and acceptable" is at the sole discretion of the Chairman and must be noted in the minutes.

ARTICLE IV: Governance and Staffing Powers

- **Authority:** The Board is empowered to provide, establish, maintain, and conduct playgrounds, athletic fields, and recreation centers.
- **Staffing:** The Board has the power to employ a Director or Superintendent, maintenance personnel, and other employees as it deems necessary. The Board has the power to employ personnel based upon the yearly budget that is adopted by the governing bodies.
- **Employment Assistance and Oversight:** The Colquitt-Miller County Recreation Board shall assist the City and County with the employment of the Recreation Director. The Recreation Director and staff shall be subject to the oversight of the City and County. All recreation employees shall fall under the County's personnel policies.
- **Rules of Conduct:** The Board shall prescribe rules for using facilities and create employee guidelines for the proper conduct of public recreation.

ARTICLE V: Expenditure of Funds and Fiscal Agency

- **Fiscal Agent:** Miller County shall serve as the fiscal agent for the Recreation Board and shall provide the clearing and processing of all funds.
- **Check Requests:** No money or payment may be made except upon the submission of a formal check request for monies within the approved general fund budget.
- **Authorization:** Check requests must be signed by either the Director or the Chairperson of the Board before being submitted to the County for clearing.
- **Board Oversight:** All expenditures must be in complete agreement with the majority of the Board or the approved budget.
- **Annual Audit:** No outside audit shall be performed; the audit of business transactions shall be conducted each year as a component unit of Miller County's audit.

ARTICLE VI: Executive Officers

- **Election of Officers:** The Recreation Board shall elect from its membership a Chairman, Vice-Chairman, Secretary, and Treasurer.
- **Term of Office:** These officers shall be elected annually by a majority vote of the Board at the first meeting of the calendar year.
- **Chairman:** The Chairman shall preside at all meetings of the Board, appoint committees, and sign authorized check requests for the expenditure of funds.
- **Vice-Chairman:** The Vice-Chairman shall perform the duties of the Chairman in their absence or in the event of their inability to serve.
- **Secretary:** The Secretary shall be responsible for keeping an accurate record of the proceedings of all meetings, including the recording of unexcused absences.
- **Treasurer:** The Treasurer shall oversee the financial records of the Board and ensure all expenditures align with the approved budget. The Treasurer shall serve as the liaison between the Recreation Board and the fiscal agent.

ARTICLE VII: Quorum

- **Requirement:** A majority of the voting Board shall constitute a quorum for the transaction of business.
- **Decisions:** Decisions of the Board shall be determined by a simple majority vote of members present, provided that there shall be present a quorum.

ARTICLE VIII: Chain of Command and Succession

- **Direct Supervision** The Chairman of the Recreation Board shall serve as the primary supervisor of the Director or Superintendent.
- **Singular Direction** The Chairman shall be the only member of the Board authorized to dictate the Board's collective wants, policy directives, and daily operational instructions to the Director.
- **Communication Protocol** Individual Board members shall direct all suggestions, concerns, or requests for department action through the Chairman to ensure a clear and consistent chain of command.
- **Succession and Reversion of Authority** In the event of a vacancy in the Board Chairmanship (including due to resignation, removal, death, or other causes), or in the absence of active Board leadership (defined as the inability of the Board to provide direction due to lack of quorum or leadership incapacity), the **Vice-Chairman** shall immediately assume the duties and authority of the Chair on an interim basis until a new Chairman is elected or the vacancy is otherwise filled.
- If the **Vice-Chairman** is unable or unwilling to serve in this interim capacity (due to resignation from the Vice-Chairman position, incapacity, or declination), supervisory control and operational direction shall temporarily revert to the **City Manager** and the **County Manager** until the Board can fill the Chairmanship or restore active leadership.
- **Operational Continuity and Restoration** During any such period of interim leadership or reversion, the Director shall report directly to the acting interim leader (Vice-Chairman, or City and County Managers) to ensure the continuity of department operations. Once a new Chairman is duly elected by the Board or active Board leadership is restored, normal authority and the chain of command shall return to the Board and Chairman.