

**ST. LUCIE COUNTY RECREATION ADVISORY BOARD  
BY-LAWS**

**ARTICLE I - IDENTIFICATION**

- Section 1. This body shall be officially known as the St. Lucie County Recreation Advisory Board, hereinafter called the "Board".
- Section 2. The principal location of meetings for this Board shall be such as determined from time-to-time, by it's Board.
- Section 3. The purpose of this Board shall be to advise and recommend to the Board of County Commission, through the Parks & Recreation Director, the operation of varied programs for residents and visitors of St. Lucie County, Florida, including but not limited to the following:
- A. Recommend policies, procedures, and implementation concerning planning, organization, maintenance, and conducting a countywide physical, mental, creative, social, cultural and service program for all age groups. These include playground activities, center activities for youth and adults, performing arts and craft activities, social activities, athletics and sports, circus activities, physical fitness programs, holiday celebrations, varied adult special interest activities, special events, and service programs.
  - B. Recommend for supervision of the recreation programs and operations of all physical areas under the jurisdiction of the Parks & Recreation Director and areas that may be assigned to Parks & Recreation for recreational purposes by other agencies or organizations.
  - C. To recommend and formulate appropriate plans for acquisition of potential open space areas to include playground, outdoor recreation areas, and indoor activity centers and the development of these facilities and centers.
- Section 4. The Board shall be a non-profit, non-sectarian organization of a civic nature and not affiliated with any political party or group.

**ARTICLE II - MEMBERSHIP**

- Section 1. The membership of the Board shall consist of seven (7) members, residents of St. Lucie County, Florida, five (5) appointed by the Board of County Commission of St. Lucie County, Florida, and two (2) at large members to be appointed by the Board of County Commissioners.
- Section 2. All appointments to the Board shall be by resolution of the respective appointing body and serve at the pleasure of the appointing body. The term of office shall be (4) years and run concurrently with that of the appointing body. The maximum number of consecutive terms is two (2). Re-appointment to the Board may occur after an absence of two (2) years. When a vacancy occurs within the Board membership, the respective appointing body shall immediately appoint a successor.
- Section 3. Should any member or appointee miss two (2) consecutive, regularly called meetings without being excused, the appointment of said member shall be deemed canceled and his respective appointing body shall immediately replace him by another appointee. Excused absence requires prior notification to the office of the Director, giving reason acceptable to the Board and its approval.
- Section 4. The Board shall meet at least monthly at the official office of the Board, with the date and time to be as established by the Board.
- Section 5. The duly appointed or elected members of the Board shall serve without pay or other compensation for their services other than reimbursement of expenses as budgeted by Parks & Recreation and authorized by the Board.

**ARTICLE III - MEETING PROCEDURE**

- Section 1. The Board shall be governed by Roberts Rules of Order in conducting both regular and special meetings except as otherwise specified herein.
- Section 2. A quorum of the membership of the Board shall be four (4) of the seven (7) commissioner-appointed members. The quorum criteria will also apply to polling the Board by telephone or electronic communication.
- Section 3. At the first regular meeting in each October of each year, the duly appointed Board members shall elect by ballot from their membership, a Chairman, Vice-Chairman and Secretary.
- Section 4. The Chairman shall preside at all regular and special meetings and shall have the general management of the Board, seeing that all orders and resolutions are carried out. He shall have general superintendence and direction of all the other officers and see that their duties are properly performed, and shall serve ex-officio member of all committees.
- Section 5. The Vice-Chairman shall be vested with all powers and required to perform all duties of the Chairman in his absence, and such other duties as may be prescribed by the Board.
- Section 6. It shall be the duty of the Secretary to produce accurate, written minutes of the immediately preceding regular or special meeting, to read such minutes at the appropriate Board meeting and to obtain adoption of such minutes.
- Section 7. Each regular meeting shall be conducted according to a previously prepared agenda fully identifying the nature of the meeting. The format of such an agenda shall be as follows:
- |                                            |                                   |                   |
|--------------------------------------------|-----------------------------------|-------------------|
| 1. Call to order                           | 4. Introduction of special guests | 8. Board members  |
| 2. Roll call                               | 5. Committee reports              | 9. Public comment |
| 3. Adoption of minutes of previous meeting | 6. Old business                   | 10. Adjournment   |
|                                            | 7. New business                   |                   |

**ARTICLE IV - COMMITTEES**

- Section 1. By majority vote, the Board may appoint such committees as deemed necessary and appropriate for promulgation of the Board's activities. Any committee so appointed and to which there has been assigned any task or project shall, within sixty (60) days after assignment, render its report to the Board. All appointments of committee members shall be by majority vote of the Board, based upon recommendations from any member. Upon affirmative vote of four (4) members of the Board, any member of any committee may be removed forthwith, with or without cause.

**ARTICLE V - AMENDMENTS**

- Section 1. The Board may amend these by-laws after approval by at least five (5) affirmative votes of the Board and by approval of the Board of County Commission.

**ARTICLE VI  
DIRECTOR, PARKS & RECREATION**

- Section 1. The Director of Parks & Recreation shall appoint a secretary who shall keep all records of Board action and furnish all members with said reports.
- Section 2. The Director or his designee will attend all Board meetings. Through cooperative efforts of the Board and the Director, the Board of County Commission and its Administrator will be apprised of all Board action.
- Section 3. The Director shall prepare, before each regular or special meeting, an agenda. Those members wishing to place items on the agenda may do so prior to 10:00 a.m. on the day of the meeting. Any other items presented by Board members will have to be considered by those Board members present prior to presentation at, or during the time of meeting.