



CITY OF POQUOSON

Office of the City Manager
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June 27, 2016

To: City Council
From: City Manager
Subject: **Resolutions Appointing A Student Representative To The Parks and Recreation Advisory Board**

A request has been received from the Chairman of the Parks and Recreation Board for the appointment of a Student Representative. A copy of that request which explains why the request is made, the selection process and the recommended appointee is included with this item for your review.

This appointment is to be made by City Council pursuant to Article 4 of the By-Laws of the Advisory Board which were approved and officially adopted by City Council on February 25, 2013.

JFW:ei

RESOLUTION NO. _____

**RESOLUTION APPOINTING A STUDENT REPRESENTATIVE
TO THE PARKS AND RECREATION ADVISORY BOARD**

BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the following High School student be and the same hereby is appointed as an ex-officio member of the Parks and Recreation Advisory Board for a term beginning on September 1, 2016 and continuing until June 30, 2017.

Name

Section 2: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____

City Clerk



Memorandum

June 27, 2016

TO: City Manager/Assistant City Manager
FROM: Keith Feigh, Parks and Recreation Advisory Board Chairman
SUBJECT: Parks and Recreation Advisory Board Request: Student Board Representative
Through: Gretchen Gochenour, Assistant Director Community Recreation

At its January 2016 meeting, the Poquoson Parks and Recreation Advisory Board determined that it would be beneficial to add a Student Board Representative. It is envisioned that this individual will provide a youth-participant perspective on activities and facilities provided by the Office of Community Recreation Department. During the January meeting, a sub-committee was appointed by the Parks & Recreation Advisory Board Chairman and asked to determine a process to move forward with the Student Board Representative Initiative. The process would include requirements, qualifications and justification for the position, a candidate application, and a timeline for the selection of a student representative to join the nine-member Board.

At its February meeting, the sub-committee presented a draft candidate application and process timeline to the Board. The Board made the decision that a candidate must have rising Sophomore or Junior standing in high school at the time of the appointment (anticipated to be in the summer of 2016), have experience in Community Recreation activities, and serve a term from September thru June. Some changes were suggested and incorporated into the application, and the following timeline was put in place:

February: Present the Board with written requirements and rationale for Student Representative and a draft application.
March: Finalize and approve the candidate application.
April: Announce and publicize the position and distribute the application.
May: Receive applications, conduct interviews, and select a candidate
June: Present candidate name to City Manager or Council for approval
September: Student Representative Term Begins

Following the April 2016 Board meeting, copies of the candidate application were made available at the Department of Community Recreation Office and the Poquoson High School Guidance Office. The position was advertised on the Community Recreation website, at the Department office, on cable Channel 47, and at the PHS Guidance Office. The Board established the deadline of 2 May for receipt of all applications.

On 2 May, all applications were collected. The sub-committee carefully reviewed each application for compliance with the stated requirements. The sub-committee then determined which applicants to interview based upon the qualifications listed in the application. Candidate interviews were set for 23 May. Following the interview process, the sub-committee selected a candidate whose name they will forward to the City Manager's Office for consideration for approval and by Council if necessary.

The recommended candidate for consideration for the position of Student Representative to the Poquoson Parks and Recreation Advisory Board is Ms. Martha Chiappazzi. Martha will be a rising sophomore at Poquoson High School this summer. She has participated in Community Recreation activities for several years including youth recreation soccer, field hockey clinics and leagues, and swim team. She has also volunteered her time with the Community Recreation Department by helping with youth swimming lessons and assisting at the Annual Easter Egg Hunt.

Ms. Chiappazzi possesses all of the qualifications the sub-committee was looking for and will be an excellent addition to the Advisory Board as its Student Representative.

BY-LAWS OF THE POQUOSON PARKS & RECREATION

ADVISORY BOARD

ARTICLE 1 NAME

Section 1. The name of this organization shall be the Poquoson Parks and Recreation Advisory Board.

ARTICLE 2 MISSION

Section 1. **Poquoson City Council:** The Board shall advise the City Council on all matters referred to it by the City Council.

Section 2. **Planning:** The Board shall identify the recreational facility needs of the City, prioritize those needs, and recommend a Master Plan to satisfy those needs to the City Council. The Board is responsible for providing recommended changes to the Parks and Recreational sub-element contained in the Comprehensive Plan which shall be updated every five years.

Section 3. **Public information and Participation:** The Board shall function as a voice of the public, to advise City Council on all matters that pertain to the planning, administration, and budgeting for City Parks and Recreation facilities and programs. The Board shall host public meetings pertaining to parks, and provide educational and promotional information to the general public.

Section 4. **Projects:** The Board shall be responsible for recommending projects to the Director of Parks & Recreation for approval by City Council, and for reviewing and providing recommendations on projects to be addressed by the City Council including any actions involving right-of-way, sale and purchase of property for use as City-owned recreational areas.

Section 5. **Cooperation with Other Organizations:** The Board will promote full cooperation and coordination between the Parks and Recreation Department and other agencies such as the school division, other City departments and community non-profit organizations and agencies.

Section 6. **Temporary Committees:** The Board shall be responsible for appointing temporary committees that deal with specific issues requiring additional public input.

Section 7. Administration: The Board shall work in concert with the City Director of Parks & Recreation, City Planner and City Council members to preserve the integrity of the City of Poquoson's park and open space system through planning and administration, including budget preparations for specific park capital projects.

ARTICLE 3 BOARD STRUCTURE

The Board is responsible to the City Council of Poquoson. The Director of Parks and Recreation, or his/her designee, is responsible to advise the Board on all matters deemed pertinent to the Parks and Recreation activities but is not supervised by the Board.

ARTICLE 4 MEMBERSHIP

Section 1. The Board shall consist of nine (9) voting members. All members will be residents of the City of Poquoson. The Board shall consist of two members from each voting district and three members at large. Members of the Board will be appointed by the City Council for such terms as City Council shall provide. The Director of Parks & Recreation, or his/her designee, shall serve as an ex-officio non-voting member of the Board. City Council may at its discretion, select one member of City Council to serve as an ex-officio member of the Board. Council may also appoint, at its discretion, no more than three youth, one from each voting district, to serve one year terms as ex-officio members of the Advisory Board.

Section 2. Voting members will be appointed or designated by the City Council for a three year term or to fill vacancies for the remainder of a term, unless there is a deemed necessary exception. The terms shall be staggered in such a manner to allow no more than 40% of the board membership's terms to expire in any one year.

Section 3. Members may be removed by the City Council after a resolution for the same is passed by the Council. Reasons for removal are: a lack of performance of duties; demonstration of conflict of interest; more than three unexcused absences during a 12 month period, or other activities detrimental to the best interests of the City. In the event of such occurrence the Chairperson shall advise City Council.

Section 4. The Board will request vacancies occurring on this Board be filled through appointment by City Council within thirty days of notification of the vacancy. Members may be reappointed for additional terms provided they

communicate to City Council in writing their desire for reappointment prior to the expiration of their term.

Section 5. Members shall serve without pay or compensation, but under certain conditions may be reimbursed for expenses incurred while performing their duties.

ARTICLE 5 OFFICERS OF THE BOARD

Section 1. The officers of the Board shall consist of a Chairperson, Vice-Chairperson and Secretary.

Section 2. The officers of the Board shall be elected annually at the first meeting after the first of January to serve a 1 year term. The Chairperson may not serve more than 3 consecutive terms.

Section 3. Officers shall be elected from the membership of the Board by majority vote of the members present. No vote shall take place unless a quorum is present. The candidates do not have to be present.

Section 4. Vacancies occurring among the officers of the Board shall be filled by special election within 30 days.

Section 5. City Council shall be notified when a new Chairperson is elected.

ARTICLE 6 CHAIRPERSON'S DUTIES

Section 1. The Chairperson shall, in consultation with Parks and Recreation staff, prepare the agenda for, and preside over all meetings.

Section 2. The Chairperson shall sign all documents executed on behalf of the Board.

Section 3. The Chairperson shall serve as the spokesperson for the Board to present or explain views and/or actions taken by the Board.

Section 4. The Chairperson shall perform other duties as directed by the City Council or by amendment to these By-laws.

Section 5. The Chairperson may appoint another member of the Board to temporarily assume elements of these responsibilities in the absence of the Chairperson.

ARTICLE 7 VICE-CHAIRPERSON'S DUTIES

Section 1. In the absence of the Chairperson, the Vice-Chairperson shall assume all the powers and duties of the Chairperson.

Section 2. The Vice-Chairperson shall perform other duties as directed by the Chairperson, City Council or by amendment to these By-laws.

ARTICLE 8 SECRETARY'S DUTIES

Section 1. The Secretary shall keep detailed minutes of each meeting and provide these to the Director of Parks and Recreation, or his/her designee, for publication and distribution to Board members prior to the next meeting.

Section 2. The Secretary shall be responsible for all official correspondence for the Board or as directed by the Chairperson and shall maintain a file of all correspondence.

Section 3. The Secretary shall maintain a current list of all Board members and their contact information, and shall keep all members informed of any changes.

Section 4. By agreement, certain duties may be delegated to City staff.

ARTICLE 9 MEETINGS

Section 1. Regular meetings shall be held once a month, or at a minimum on a quarterly basis. The date, time and location will be determined by the Board by consensus. Special meetings may be called at any time by the Chairperson, City Council, the Director of Parks and Recreation, or his/her designee, or by five members of the Board. Meetings are open to the public except when circumstances require a closed session. Closed sessions will only be conducted upon the advice and direction of the City Attorney.

Section 2. A quorum at any meeting of the Board shall consist of not fewer than five of the currently appointed members. Any action by those present, provided there is a quorum, constitutes an action of the Board. In the event a quorum is not present at any meeting, the members may adjourn and reschedule the meeting at a later date with required notice.

ARTICLE 10 COMMITTEES

Section 1. Committees may be appointed by the Chairperson from the Board membership from time to time to work on special projects and report their findings at regular meetings. Upon completion of the assigned task, the Chairperson shall dissolve the committee.

Section 2. The Board may create when it so deems necessary standing committees. The Chairperson shall appoint any such committees from Board membership. Committee members shall serve until their term of office expires. Committee members may be reappointed should their term on the Board be extended by reappointment by City Council.

ARTICLE 11 PARLIAMENTARY AUTHORITY

Each member of the Poquoson Parks & Recreation Advisory Board shall be entitled to vote on all matters brought before the Board. A roll call vote shall be taken on a motion whenever the vote is not unanimous. All other voting procedures shall be governed by parliamentary procedure according to Robert's Rules of Order (Newly Revised). No proxy votes shall be allowed.

ARTICLE 12 AMENDMENTS

These By-laws may be approved or amended in whole or in part by a 2/3 vote of the Poquoson Parks and Recreation Advisory Board, subject to the approval of the Poquoson City Council, during a regularly scheduled meeting provided any proposed changes to the By-laws are distributed in written form to all members at least ten days prior to the meeting at which action is taken on the proposed changes.

ARTICLE 13 ENACTMENT

These By-laws and any amendments shall become effective when approved by a concurring majority vote by the current voting members of the Board and adopted by a Resolution of the City Council.

Approved by the Poquoson Parks and Recreation Advisory Board this 6th day of February, 2013.

The Poquoson Parks & Recreation Advisory

By: _____