



Swansboro Parks & Recreation Advisory Board Agenda

Town of Swansboro

Wednesday, June 17, 2026

I. Call to Order & Roll Call

II. Adoption of Minutes

- a. [May 20, 2026 Meeting Minutes](#)

III. New Business

IV. Old Business

- a. Survey Results
- b. Pumpkin Derby
- c. Responsibilities and Expectations

Strategic Plans

Bi-law Revisions

- d. Municipal Park Enhancement Project

A special meeting July 7th or 8th may need to be called to review Request of Qualifications for grant consulting services on the Municipal Park Enhancement Project.

V. Comments

VI. Adjournment

Next Meeting

We may need to call a special meeting the first week in July. If not the next meeting will be July 15, 2026

Town of Swansboro
Swansboro Parks & Recreation Advisory Board
May 20, 2026

Item II - a.

I. Call to Order & Roll Call

The meeting of the Swansboro Parks & Recreation Advisory Board was called to order on Wednesday, May 20, 2026, at 5:30 PM in Swansboro, NC.

Present: Deb Pylypiw, Matthew Prane, Elena Messenger, Jennifer Steele, Bets Love, and Ryan Swanson

Absent: None

- a. Election of Officers- Director Stanley addressed the election of officers that had not been conducted at the beginning of the year. It was explained that a formal motion was needed to retain the current leadership structure with Deb P. as chair and Elena M. as vice chair. The current officers expressed their willingness to continue in their roles, and the other members indicated they were not opposed to maintaining the existing arrangement.

Motion: To keep Deb as chair and Elena as vice chair. Motion by: Betts L. Second by: Matthew P.

Result: Approved unanimously

II. Adoption of Minutes

- a. Adoption of April 15, 2026 Minutes- During review of the minutes, concerns were raised by one member about accuracy and completeness. One member noted that while they had committed to getting a ramp either sponsored and built or built independently for the Pumpkin Derby, this was not reflected in the minutes. More significantly, there was concern that the minutes showed concepts being "urged to be explored and vetted" but lacked an actual commitment to implement or thoroughly investigate programming options.

The discussion revealed frustration that many ideas had been talked about repeatedly without actual vetting or implementation. The member wanted to see a clear commitment to examine what could be done for 2027 programming within six months, rather than continued discussion without action.

It was clarified that the meeting recording process didn't require capturing every word but should capture the majority of what was discussed. The Director explained that different versions of transcripts were reviewed to piece together comprehensive minutes.

Motion: To adopt the minutes as presented. Motion by: Jennifer Steele Second by: Elena Messenger Result: Approved unanimously

III. Reports

- a. April Monthly Report- The April monthly report was presented without questions from the board members.
- b. Upcoming Programs & Events- An extensive overview of current and upcoming programs was provided. A new partnership event with Onslow County Animal Services had taken place that day, featuring volunteers walking dogs available for adoption. This monthly program was developed based on ideas from conferences and was well-received, with the dogs appearing happy during their walks.

The Sprout Scout and Tiny Trekkers programs had returned to regular programming, with plans to begin Sprouts and Tiny Olympics in July. The scheduling would depend on parent availability. A Mother's Day Tea Party for toddlers had been successful, and a new "Bugs and Butterflies" program focusing on sensory bins and outdoor play was nearly at capacity.

A walking program led by staff member Brianne had been running successfully for three months, building consistent attendance and relationships while introducing new participants to the recreation center. The fellowship night group had enjoyed their first outing to Mac Daddy's with ten participants, and there were plans for more such outings.

The Cinco de Mayo Pickleball program had to be cancelled due to rain. The Touch-A-Truck event was deemed highly successful with beautiful weather, though both helicopters had to cancel due to emergency medical calls. Despite having the most vehicles ever and losing the DJ to food poisoning, the event received positive feedback.

A program on Earth Day had attracted participants ranging from 3-4 year olds to adults in their eighties. The event was moved inside due to windy conditions but went well.

PirateFest, held two weeks prior, had started slowly due to weather concerns but ultimately drew over 5,000 attendees. A new band performed, and the Lady Swan cruise returned for the second year with positive reception.

The upcoming Arts by the Sea Festival was nearly sold out for vendors, with all entertainment booked. Special attractions would include the Sons of the American Revolution chapter from New Bern providing color guard and musket firing demonstrations. Wine tasting would feature new glasses sponsored by Michelangelo, with 30 tickets already sold. An indoor backup plan was in place to avoid the previous year's flooding issues.

A new program survey had been distributed, receiving responses that aligned with expectations, particularly strong interest in toddler programs. Some interest was noted for murder mystery dinner parties. The survey aimed to gather community input despite budget uncertainties.

Regarding the proposed cardboard boat regatta, it was reported that the insurance provided a number of safety concerns for the event. The concerns included the ICW location with its currents, boat traffic, limited water depth, youth participants on homemade boats, and lack of trained aquatic rescue personnel, creating a risk level deemed difficult to justify. Conversations with the dock master, fire chief, and police chief had all resulted in opposition to the proposal. Board members expressed frustration with the rejection, questioning whether alternative solutions had been explored. Discussion ensued about whether different locations, safety measures, or liability waivers could address the concerns. There was debate about whether the proposal had been thoroughly vetted or if additional options could be explored to find a path to approval. Some members felt that with proper planning and safety measures, including certified lifeguards and alternative locations, the event could be made viable.

The book club program was highlighted as a success story, with 27 registered members and a waiting list. The program had been patronizing downtown restaurants during the winter months when they had fewer customers, bringing 20-27 people to restaurants on Thursday nights. The club had alternated between By the Bridge and Preston's, but By the Bridge proved too small, so they moved exclusively to Preston's. For the following year, plans were to alternate between Preston's and El Chino. The final meeting of the current season would be held at the recreation center as a potluck since restaurants preferred not to accommodate large groups during their busy June season.

- c. Updates- Budget discussions were ongoing due to statewide tax valuation issues affecting all North Carolina municipalities. Multiple budget versions had been submitted as circumstances continued to change. The Board of Commissioners was also dealing with multiple scenarios, and everyone remained in limbo awaiting state-level decisions. Advocacy continued for part-time staff increases and a full-time position, though approval remained uncertain. Direction was expected from the town manager regarding necessary adjustments, and which capital projects might be funded. A balanced budget presentation was required by May 29th, so more definitive information would be available by the next meeting.

Progress continued on the Municipal Park project, with meetings held with various vendors to receive pricing on components of the project. Updated quotes were being gathered for windscreens and fencing to provide budget updates. An RFQ had been drafted and was under review and hoped to be posted beginning of June.

IV. New Business- No new business was discussed.

V. Old Business

a. Review of Board Bi-Lawas

The board discussed reviewing and updating their governing documents, including bylaws and strategic plans. The Director provided a reference to other municipalities' practices, including the Town of Waxhaw, which creates an annual work plan in addition to their bylaws. This detailed work plan helps them focus on specific goals each year.

One member had prepared revised versions of three documents: the strategic plan, responsibilities document, and bylaws. These revisions included updated language, formatting changes such as converting paragraphs to bullet points for clarity, and highlighting modifications for easier review. The changes ranged from basic verbiage updates to more substantial structural modifications.

A broader philosophical discussion emerged about the board's purpose and effectiveness. Concerns were raised that after three years, the board lacked a clearly defined purpose, mission, and vision. Members felt they came to meetings primarily for updates rather than making substantive decisions or advancing initiatives. There was frustration that many proposed ideas were rejected due to budget, staffing, or time constraints.

The discussion touched on the comprehensive strategic plan that had cost thousands of dollars but seemed underutilized. Board members questioned whether they were effectively advocating for community priorities identified in the plan, including long-standing requests like a swimming pool that dated back to 2008. Some felt the board had become ineffective, serving mainly as festival coordinators rather than addressing broader recreational needs.

Staff responded to concerns about workload and capacity, noting that with only four staff members, coverage was challenging when people needed time off or had other commitments. The suggestion was made that board members could take on more substantial project coordination roles, such as managing the proposed cardboard boat regatta as a board initiative rather than a staff-run program.

The possibility was discussed of having the board take full responsibility for organizing and running the Halloween pumpkin derby event, which had been proposed but deemed too resource-intensive for current staff levels. Board members expressed willingness to coordinate such events if given the authority and support to do so.

VI. Comments- No public comments were made.

VII. Adjournment-

Elena Messenger made a motion to adjourn the meeting and seconded by Jennifer Steele. The motion was unanimously approved and adjourned at 6:30 pm.

Next Meeting June 17, 2026, 5:30 PM

Parks and Recreation Advisory Board Responsibilities

Item IV - c.

Responsibility to the community: To advocate or community needs and wants. To participate in P&R events and be present to hear from the community. Ask questions, even the tough ones. Advocate the actions passed by the PR board.

Responsibility to the board: Be respectful of each other's thoughts, opinions, ideas and time. Treat each other with respect and professionalism. Show up on time and prepared. Be studied and well informed of the topics. Provide insight and offer constructive conversation. Display to the public a professional, organized and relevant PR board and team.

How we communicate: Professionally, respectfully and tactfully. Email (not group conversation). Phone calls. In person. Board Members should not communicate with one another if four or more are in a group. Four members of an advisory board communicated in any media results is an official meeting.

Bylaws: Reviewed annually. Board members can recommend changes to bylaws at meetings. Provide structure and boundaries for the PR board. Are a product of the town ordinances. We cannot operate outside of town ordinance.

Strategic plan: Provide guidance to the PR board and its members. An outline that paves a path toward the mission and vision of the PR board.

Meeting structure: Role, approval of minutes, updates, new business, and comments.

Current vacancies: none

Expectations: Comments are constructive, relevant and on topic. Communicate in advance if you want items on agenda. Follow bylaws and work towards fulfilling the strategic plan. Be studied, informed, an advocate for the department and our board.

Swansboro Parks and Recreation Advisory Board Strategic Plans

Mission: To enhance the quality of life of town residents through quality parks and multi-purpose indoor/outdoor recreational facilities and spaces

Mission statement: “To enhance the quality of life for the citizens of Swansboro through recreation programs, facilities and experiences designed to meet the leisure needs of the community and to provide people of every age, race and creed, and ability an opportunity to come together, participate, create and share the positive experiences of life.”

Values:

- Promote diversity, inclusion, wellness and quality
- Pursue safe, family friendly and welcoming spaces
- Build a strong sense of community
- Focus on positive experiences
- Promote the benefits of parks and recreation
- Advocate for actions that benefit local, regional and state parks and recreation services

PARKS AND RECREATION BOARD

Mission: Create an effective Parks and Recreation Board for the Town of Swansboro

Goal: To develop informed and effective board members through new member orientation and ongoing training and teambuilding opportunities

- Develop and implement an Orientation Manual
- Provide and encourage training opportunities for board members (i.e. NCRPA conferences, regional workshops, etc.)
- Develop and conduct teambuilding activities
- Request financial assistance to attend workshops, conferences, etc.

PROGRAMMING

Mission: Advise in the enhancement of quality of life services for Swansboro residents through recreation programs

Goal: Advise in the development of diverse, inclusive and innovative programs

- Be informed of current Department programming opportunities and their benefits
- Make recommendations and/or suggestions
- Advise the director to pursue programs that are revenue neutral or generating
- When possible, volunteer to assist in programs sponsored by the department

LAND AND PROPERTY ACQUISITION

Mission: Advise the board of commissioners (or Director) on the acquisition of land and property that will enhance the quality of life in Swansboro

Goal: Identify opportunities for enhancing community parks and recreation facilities and spaces

- Refer to and support the Parks and Recreation Comprehensive Plan
- Review and/or revise the comprehensive plan at least every five (5) years
- Inventory available town property that may meet public need and/or interest
- Prioritize top priorities
- Develop community support
- Advocate for acquisition

MARKETING AND COMMUNITY OUTREACH

Mission: Assist the director in gathering feedback and/or informing citizens of Parks and Recreation opportunities and issues

Goal: Recommend improvements to the dissemination of information, social media and/or marketing processes.

- Be informed of current department processes
- Make recommendations to improve processes
- Assist in identifying organizations with heavy citizen patronization
- Develop and/or assist in building relationships with their leaders
- Assist in communicating town parks and recreation opportunities.
 - Events.
 - Meetings
 - Fundraising
- Be informed of new and/or changes in communication processes

DEVELOPMENT AND MAINTENANCE OF PARKS AND FACILITIES

Mission: Make recommendations in maintaining and developing safe, family friendly parks and facilities

Goal: Advise and/or recommend actions that enhance safety and innovation of town parks.

- Members should periodically visit and become familiar with town parks
- In coordination with the director, perform an annual review of parks
- Assist in soliciting community feedback for park improvements
- Advise and/or make recommendations for improvements

REVENUE AND FUNDING

Mission: Increase revenue for Swansboro's Parks and Recreation Department

Goal: Advise and assist the director in identifying and developing consistent opportunities for raising funds for Swansboro's Parks and Recreation Department

- Assist in building positive relationships with sponsors and potential sponsors
- Continually show appreciation for sponsor support
- Receive monthly updates on department revenues and expenditures
- Conduct an annual review of the department's fee structure
- Grants
 - Assist in researching grants opportunities
 - Assist with grant writing
 - Advocate appropriate governing bodies for grant approvals

ADVOCATE FOR PARKS AND RECREATION SERVICES

Mission: To support legislative action by local, county and state entities that will benefit parks, recreation, cultural and conservation services in Swansboro and in the surrounding area

Goal: To become an active participant in expressing support for legislative actions that would be beneficial to local, regional and state parks and recreation services

- Be informed of local, county and state issues and actions that may favorably, or adversely, affect local parks and recreation services
- Advocate for actions that will improve Swansboro and regional parks and recreation services
- Review and discuss the benefits of parks, recreation, the arts and land/water conservation
- Learn about and become more active with the NC Parks and Recreation Association and other entities that can assist the town in meeting its parks and recreation goals
- Participate in the annual Parks and Recreation Advocacy Day at the NC Legislature

BY-LAWS

PARKS AND RECREATION BOARD

ARTICLE 1:

- A. The Swansboro Parks and Recreation Board acts in an advisory capacity to the Mayor, Board of Commissioners and Parks and Recreation Director. The Board will advise in matters affecting parks and recreation policies, programs, personnel, finances, the acquisition and disposal of land and properties related to Town Programs, open spaces, environmental conservation and land preservation.
- B. Duties and responsibilities include:
- a. Makes recommendations to set aside for use as parks, playgrounds, recreation centers, water areas, any lands or buildings owned or leased by the Town, suggest improvements of such buildings and structures within the funds allocated to the Parks and Recreation Department.
 - b. Advise in the acquisition of lands and structures through gifts, purchase, lease or loan.
 - c. Advise in the acceptance of any grant, gift, bequest or donation, ay personal or real property offered or made available for parks and recreation purposes and which is judged to be of present or possible future use for recreation or land preservation.
 - d. Review the Parks and Recreation Comprehensive Plan annually.
 - e. Advise the Mayor, Board of Commissioners, and Parks and Recreation Director on various Parks and Recreation related policy matters which have been referred to the Board.
 - f. Serve as a sounding board for the Parks and Recreation Director to test plans and ideas.
 - g. Advocate for local Parks and Recreation services.
 - h. The actions of the Parks and Recreation Board shall be advisory only and shall not constitute policy of the Town and shall not be binding upon the Town Board of Commissioners or Town. The Mayor, Board of Commissioners and/or Parks and Recreation Director may adopt all or part of any recommendation of the Board, with or without changes as Town policy.

ARTICLE 2:

- A. Regular meetings of the Swansboro Parks and Recreation Board shall be held at 5:30 pm on the third Wednesday of each month and shall be held at the Swansboro Recreation Center, or at some designated place.

- B. Special meetings may be called by the Chairman or upon request from a majority of the body. At least forty-eight (48) hour notice of the time and place of such meeting shall be given by the Parks and Recreation Director to each member and appropriate media organizations. Items of business at such special meetings shall be limited to those set out in the notice of the meeting.
- C. A majority of the members constitute a quorum.
- D. The order of business at regular meetings shall be as follows:
- a. Roll Call
 - b. Approval of minutes of previous meetings
 - c. Public Comments
 - d. Special Reports – Committee Reports
 - e. Old Business
 - f. New Business
 - g. Directors Comments, Board Comments
 - h. Adjournment
- E. Parks and Recreation Board members serve at the pleasure of the Board of Commissioners. However, any member who has three (3) consecutive unexcused absences may have their record of attendance reviewed by the Parks and Recreation Board. If deemed appropriate, the Parks and Recreation Board may recommend to the Board of Commissioners that the member be replaced due to lack of participation. If unable to attend a meeting, a member should notify the Board Chair of the Parks and Recreation Director in advance of the meeting.
- F. The Parks and Recreation Board shall be composed of seven (7) members, 5 in-town and 2 ETJ area members.
- G. Initial appointments shall be for staggered terms with all subsequent appointments being for three (3) year terms. Should a vacancy occur, appointment will be made to fill the unexpired term. There is no limit on number of terms served as long as the Board of Commissioners approve reappointments.

ARTICLE 3:

- A. Board members must nominate and elect a Chairman and Vice-Chairman each year. The nomination and election of the Chair and Vice-Chairman shall take place at the beginning of the regularly scheduled meeting in January.

B. The elected Chairman and Vice-Chairman shall take office immediately.

ARTICLE 4:

- A. It shall be the duty of a Chairman to preside at all meetings and to sign official papers.
- B. The Vice Chairman shall perform duties of the Chairman in the absence of the latter.
- C. The Chairman shall have a vote in all Parks and Recreation Board matters. The vote of a majority of those members present shall be sufficient to decide matters before the Board.

ARTICLE 5:

Minutes of the meeting shall be taken of the Parks and Recreation Board. It shall be the duty of the Parks and Recreation Director to notify members of all meetings, to keep a permanent record of the proceedings of all meetings and to have a copy of the proceedings of each meeting sent to each member.

ARTICLE 6:

- A. Committees shall be appointed by the Chairman. Vacancies on the committees shall be filled by the Chairman at any meeting.
- B. Committees may be created and appointed for such purposes as deemed necessary at any meeting.
- C. The Chairman, Town Manager, and Parks and Recreation Director shall be ex-officio members of all committees and, as such, notified of all committee meetings.

Date: _____

Chairman: _____

Attest: _____

Swansboro Parks and Recreation Advisory Board Board Member Responsibilities and Expectations

1. Responsibility to the Community

Board members shall:

- Advocate for the recreational needs and interests of the community.
- Attend and participate in Parks and Recreation programs and events when feasible to remain informed and engaged.
- Listen to community input and ask thoughtful, constructive questions.
- Support and communicate recommendations with the Board once formally adopted.
- Promote and advocate for Parks and Recreation services, programs, and initiatives.

2. Responsibility to the Board

Board members shall:

- Conduct themselves with professionalism, respect, and courtesy at all times.
- Be punctual and prepared for all meetings.
- Review materials in advance and remain informed on agenda topics.
- Contribute meaningfully to discussions by offering informed, constructive input.
- Respect differing viewpoints and engage in productive dialogue.
- Represent the Board as organized, professional, and aligned with its advisory role.

3. Communication Standards

Board members shall communicate in a manner that is:

- Professional, respectful, and solution-oriented.
- Consistent with public meeting laws and transparency requirements.

Approved methods of communication include:

- Email (for informational purposes; not for deliberation among a quorum)
- Phone conversations (one-on-one)
- In-person discussions

Important:

Communication involving a quorum (majority) of Board members regarding Board business—whether in person, by phone, or electronically—may constitute an official meeting and must comply with applicable open meetings laws. Members shall avoid group communications that could be interpreted as deliberation outside a properly noticed meeting.

4. Bylaws

- The Board operates in accordance with its adopted bylaws and applicable Town ordinances.
- Bylaws shall be reviewed annually.
- Board members may recommend amendments during regular meetings.
- The Board shall not act outside the authority established by Town ordinance or its advisory capacity.

5. Strategic Plan

- The Parks and Recreation Comprehensive Plan serves as a guiding framework for Board recommendations.

- Board members shall align discussions and recommendations with the goals and priorities outlined in the Plan.
- The Board reviews the Plan annually and may recommend updates as appropriate.

6. Meeting Structure

Regular meetings generally follow the structure outlined in the bylaws:

1. Roll Call
2. Approval of Minutes
3. Public Comment
4. Reports (Staff and Committees)
5. Old Business
6. New Business
7. Director and Board Comments
8. Adjournment

7. Vacancies

- Board composition and vacancies are determined by the Board of Commissioners in accordance with Town policy.
- Current vacancies shall be communicated as needed.

8. General Expectations

Board members are expected to:

- Provide comments that are constructive, relevant, and aligned with agenda topics.
- Request agenda items in advance through the Chair or Parks and Recreation Director.
- Follow all bylaws, policies, and applicable laws.
- Act in the best interest of the community and the Parks and Recreation Department.
- Support the Board's advisory role by offering recommendations, including ideas for programs and services that benefit the Town.

Department Mission and Vision Alignment

Mission

To enhance the quality of life for residents of the Town of Swansboro through quality parks, programs, and multi-purpose indoor and outdoor recreational facilities and spaces.

Mission Statement

“To enhance the quality of life for the citizens of Swansboro through recreation programs, facilities, and experiences designed to meet the leisure needs of the community, and to provide people of all ages, backgrounds, and abilities opportunities to come together, participate, create, and share positive life experiences.”

Core Values

The Board supports and promotes the following values:

- Promote diversity, inclusion, wellness, and quality of life
- Ensure safe, welcoming, and family-friendly environments
- Foster a strong sense of community
- Encourage positive and meaningful recreational experiences
- Promote the benefits and impact of parks and recreation services
- Advocate for initiatives that strengthen local, regional, and state parks and recreation services

Parks and Recreation Advisory Board

Mission

To support the development of an informed, effective, and engaged Parks and Recreation Advisory Board operating within its advisory role.

Goal

Strengthen Board effectiveness through training, structure, and ongoing development.

Strategic Actions

- Develop and maintain a comprehensive Board Orientation Manual aligned with bylaws and Town policies
- Provide onboarding for new members, including roles, responsibilities, and legal considerations (e.g., open meetings requirements)
- Encourage ongoing education related to parks and recreation trends, governance, and community needs
- Promote active participation, preparedness, and professional conduct consistent with Board expectations

Programming and Community Impact

Mission

To advise on the enhancement of quality-of-life services for Swansboro residents through diverse and impactful recreation programming.

Goal

Provide informed, strategic recommendations that support the development of diverse, inclusive, and innovative recreation programs that benefit the community.

Strategic Actions

- Remain informed on current Parks and Recreation programs, services, and participation trends
- Recommend and propose new programs, events, and services that align with community needs and Board priorities
- Provide constructive feedback on program effectiveness and community impact
- Advise the Parks and Recreation Director on opportunities for sustainable programming, including revenue-neutral or revenue-generating initiatives when appropriate
- Support and advocate for Department programs within the community
- When feasible, attend or volunteer at Department-sponsored programs and events to enhance Board awareness and visibility

ARTICLE 1: PURPOSE AND AUTHORITY

A. The Swansboro Parks and Recreation Advisory Board (“Board”) serves in an advisory capacity to the Mayor, Board of Commissioners, and Parks and Recreation Director. The Board provides recommendations on matters related to parks and recreation policies, programs, personnel, finances, land acquisition and disposition, properties related to Town Programs, open space, environmental conservation, and land preservation.

B. Duties and Responsibilities

The Board shall:

1. Recommend the designation and use of Town-owned or leased lands and facilities for parks, playgrounds, recreation centers, water areas and related purposes, and suggest improvements within allocated funding.
2. Advise on the acquisition of land and facilities through purchase, lease, gift, donation, or other means.
3. Review and recommend acceptance of grants, gifts, bequests, or donations of real or personal property, offered or made available for parks and recreation purposes or land preservation.
4. Review the Parks and Recreation Comprehensive Plan annually and provide recommendations.
5. Advise the Mayor, Board of Commissioners, and Parks and Recreation Director on policy matters referred to the Board.
6. Serve as a sounding board for the Parks and Recreation Director to evaluate initiatives, plans, and operational strategies.
7. Advocate for the advancement and visibility of Parks and Recreation services and their benefits within the community.
8. Recommend and propose new programs, events, and services that enhance recreational opportunities and benefit the residents of the Town.
9. The actions of the Parks and Recreation Board shall be advisory only and shall not constitute policy of the Town and shall not be binding upon the Town Board of Commissioners or Town. The Mayor, Board of Commissioners and/or Parks and Recreation Director may adopt all or part of any recommendation of the Board, with or without changes as Town policy.

ARTICLE 2:

A. Regular meetings shall be held at 5:30 p.m. on the third Wednesday of each month at the Swansboro Recreation Center or another designated location.

B. Special meetings may be called by the Chair or upon request of a majority of Board members. At least forty-eight (48) hours’ notice of time and location of such meeting shall be provided to members and applicable media by the Parks and Recreation Director. Business shall be limited to items specified in the meeting notice.

C. A majority of appointed members shall constitute a quorum.

D. Meetings shall generally follow this order:

1. Roll Call
2. Approval of Minutes

3. Public Comment
4. Reports (Staff/Committee)
5. Old Business
6. New Business
7. Director and Board Comments
8. Adjournment

E. Board members serve at the pleasure of the Board of Commissioners. Members with three (3) consecutive unexcused absences may be subject to attendance review. The Board may recommend removal to the Board of Commissioners due to non-participation. Members shall notify the Chair and Parks and Recreation Director in advance if unable to attend.

F. The Parks and Recreation Board shall consist of seven (7) members: five (5) in-town residents and two (2) Extraterritorial Jurisdiction (ETJ) representatives.

G. Initial appointments shall be staggered. Subsequent appointments shall be for three (3) years. Vacancies shall be filled for the remainder of the unexpired term. Members may serve unlimited terms subject to reappointment approval.

ARTICLE 3:

A. The Board shall annually elect a Chair and Vice-Chair at the first regular meeting in January.

B. Officers shall assume duties immediately upon election and serve for one (1) year or until successors are elected.

ARTICLE 4:

A. The Chair shall:

- Preside over all meetings
- Execute official documents as authorized
- Ensure orderly conduct of Board business

B. The Vice-Chair shall perform the duties of the Chair in their absence.

C. Each member, including the Chair, is entitled to one vote. A majority vote of members present (with quorum established) shall decide all matters before the board.

ARTICLE 5:

The Parks and Recreation Director shall:

- Provide notice of meetings
- Maintain official records and minutes
- Distribute meeting minutes to Board members
- Retain permanent records of Board proceedings

ARTICLE 6:

A. The Chair may appoint committees as necessary. Vacancies on the committees shall be filled by the Chairman at any meeting.

B. Committees may be established to address specific issues or projects as determined by the Board.

C. The Chair, Town Manager, and Parks and Recreation Director shall serve as ex-officio members of all committees and shall be notified of all committee meetings.