Leesburg Parks and Recreation Advisory Commission
By-Laws

ARTICLE I Name and Purpose

A. The name of the organization shall be the Parks and Recreation Advisory Commission hereafter referred to as the Commission.

B. The purpose of the Commission shall be to advise the Leesburg Town Council on the acquisition, development, funding and programming of the parks and recreation system throughout the Town, while encouraging public support of the Town's parks and recreational activities, events, programs, and facilities.

ARTICLE II Membership

A. The Commission shall consist of seven members, appointed by the Leesburg Town Council, according to the membership requirements set forth in the Leesburg Town Code.

B. Non-voting members may include the Councilmanic appointee and liaisons from other Town or County boards and commissions.

ARTICLE III Officers

A. The officers shall consist of a Chair and a Vice Chair selected from among the appointed voting members at the annual meeting of the Commission. The annual meeting shall be held as soon as practicable in January of any given year.

B. Election will be by majority vote of the Commission members present.

C. Officers shall serve a one (1) year term of office, or until a successor is elected.

D. Vacancies in either office shall be filled by election. Successors will fill the remainder of an expired term.

E. The Chair shall preside at all meetings of the Commission and shall:

    a. Ensure the orderly conduct of all meetings.
    b. Receive official communications on behalf of the Commission and report the same at the next meeting.
    c. Provide a written summary and attendee list for each regular meeting of the Commission to the Clerk of Council and staff liaison to the Commission.
    d. Provide an annual report of the Commission's activities to the Town Council.
    e. Perform all other duties normally associated with the office of Chair.

F. The Chair will act as the Commission's spokesperson with the Town Council, and at other venues, when so authorized by a vote of the Commission.

G. The Vice-Chair, in the event of the absence or disability of the Chair, or a temporary vacancy in that office, shall assume and perform the duties of Chair.

ARTICLE IV - Meetings

A. Regular meetings of the Commission shall be held at least monthly, at a date, hour and location set in advance by the Commission.

B. The annual meeting shall be held in January of each year.

C. Special meetings may be called by the Chair, or at the request of three (3) members with notice to the Chair, for the transaction of business as stated in the call for the special meeting.

D. A quorum for the transaction of business and to exercise voting privileges shall consist of at least four (4) voting members.

E. Decisions of the Commission will be made by a majority vote of members present.

F. Failure to attend three consecutive meetings, for any reason, may be cause for a recommendation to Council for removal from the Commission. The recommendation for removal requires a majority vote of the Commission and said recommendation is not binding on Council.

G. Proceedings of all meetings shall be governed by Robert's Rules of Order.

H. Summary minutes shall be prepared for each meeting of the Commission, reflecting the actions and recommendations of the Commission. Minutes shall be forwarded to all Commission members before the next regular meeting.

ARTICLE V - General

A. All electronic communications concerning the activities of the Commission shall include the use of the Commissioners' official Town of Leesburg email accounts.

B. Commissioners may be required to file an annual Financial Disclosure Statement, pursuant to Virginia Code Section 2.2-3115. Failure to timely file may result in the removal of the Commissioner upon notice to the Town Council.