

Cherokee County
Recreation and Parks (CCRP) Advisory Board
Rules of Procedure
Adopted (12.9.15)



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Introduction

The Cherokee County Board of Commissioners established the Cherokee County Recreation and Parks Advisory Board ("the board") in June 2007. The board is governed by Part II Article II Division 1 of the Cherokee County Code of Ordinances (see attached Appendix B). The board consists of five citizen members individually appointed by each member of the Board of Commissioners. Each member serves concurrently with the term of their appointing commissioner. The board's principal duties are to advise in the initiation, planning, organization, implementation, and coordination of public recreation programs and activities for the county; and to recommend a system of parks and facilities that will accommodate the public's need for recreation programs and activities.

In order to govern the election of its officers and the scheduling and conducting of its meetings, the board has adopted the following set of rules. These rules may be amended as described in Section 5.0 herein.

1.0 Operational Procedure

1.1. Meetings

1.1.1. Regular Meetings and Work Sessions

Regular Meetings and Work Sessions are scheduled recurring meetings of the Board to conduct or discuss the business of the Board as established by the Cherokee County Board of Commissioners and the Cherokee County Code of Ordinances by Part II Article II Division 1 - CHEROKEE COUNTY RECREATION AND PARKS ADVISORY BOARD. Regular Meetings shall be on a bi-monthly basis unless when determined otherwise by the Board.

1.1.2. Special Called Meetings

Special Called Meetings are to conduct emergency business of the Board. The chairperson of the CCRP Advisory Board, or in his absence, the vice-chair, may call a special meeting of the CCRP Advisory Board at any time by giving each member 24 hours' notice. Special called meetings will be scheduled upon request by three or more members. Notice of meetings and agendas must be posted on the county web site, as soon as possible but at least 24 hours before the date and time set for the meeting.

1.1.3. Open Meetings & Notice of Meetings

All meetings of the CCRP Advisory Board shall be subject to the Georgia Open Meetings Act. Notice of meetings must be posted one week in advance of the date and time set for Regular Meetings. Notice will be posted at the place of the meeting, on the county web site and through the local media including the legal organ. Notice of Special Called Meetings shall be posted at the place of the meeting, on the county web site and notice given to the legal organ as soon as possible but at least 24 hours before the date and time set for the meeting.

1.1.4. Adjourned Meeting

An Adjourned Meeting is a continuation of the meeting immediately preceding, whether a regular or special meeting:

- a. If the scheduled business of the Board is not completed due to time constraints or emergency, the meeting shall be adjourned to the following day or a specific day scheduled by the Board to allow for the completion of pending business;
- b. In an adjourned meeting (regular or special), only business which would have been proper to consider at that meeting may be considered and acted upon at the adjourned meeting;

- c. Adjourned meetings resume business under the same rules, limitations and rights as the original meeting from which it was adjourned.

1.2. Quorum

A quorum is three (3) of the appointed members. A quorum of the CCRP Advisory Board shall be in attendance before action of an official nature can be taken.

1.2.1. Adjournment upon Absence of Quorum at Commencement of Meeting

If a quorum is not present thirty (30) minutes following the scheduled hour for convening, the chairperson or the vice-chairperson, or in their absence, the second vice-chairperson (or his/her designee), may adjourn the meeting. By unanimous consent, those present may select another hour and day for the meeting.

1.2.2. Adjournment upon Loss of Quorum during Meeting

If during the meeting there ceases to be a quorum, all business must stop, except that the Board by majority votes to be recorded in the minutes (naming those present at the time of the vote) may:

- a. Set another day and time at which to reconvene;
- b. Adjourn and return at the next regular meeting; and/or
- c. Recess to determine if a quorum will be present within a short period of time.

1.3. Officers

The Board shall elect from its membership a chairperson, a vice chairperson and a second vice chairperson. By tradition, the slate of officers shall rotate among the Board Members. Officially, the officers shall be elected by a majority of the Board no sooner than May 1st of each year and no later than the June 30th of each year. The officers shall serve for a period of one year.

1.3.1. Chairperson

The chairperson shall have the same rights and privileges of the other Board Members and no other authority above and beyond any other Board Member, except as described below. As a facilitator and guide to the Board, the chairperson, in conjunction with the Board, should work to establish and implement the vision, mission, and values of the community.

The chairperson's primary responsibility is to insure efficient and productive meetings of the Board with his/her duties to include:

- a. Presiding over meetings of the Board;
- b. Calling the meeting to order at the scheduled hour;
- c. Determining that a quorum is present;
- d. Preserving decorum and order at all meetings;
- e. Making the Board Members aware of the substance of each motion;
- f. Calling for the vote;
- g. Announcing the results of each vote; and
- h. Calling for a recess at such times as deemed advisable.

The chairperson, upon approval of a simple majority vote, may appoint representatives from the Board to serve on various committees and as liaison to various departments within the Agency.

The chairperson, or his/her designee, may serve as a representative of the Board at various local, regional or state groups, boards or events.

The chairperson can make motions, debate, and vote or abstain on motions.

The chairperson shall exercise other duties as prescribed under the Cherokee County Code of Ordinances by Part II Article II Division 1 - CHEROKEE COUNTY RECREATION AND PARKS ADVISORY BOARD.

1.3.2. Vice-Chairperson

The vice-chairperson shall assume the duties of the chair in the absence of the chair. The vice-chairperson shall have the same rights and privileges of any other Board Member and no other authority above and beyond any other Board Member.

1.3.3. Second Vice-Chairperson

The second vice-chairperson shall assume the duties of the chair in the absence of the chair and the vice-chair. The second vice-chairperson shall have the same rights and privileges of any other Board Member and no other authority above and beyond any other Board Member.

1.4. Minutes

1.4.1. Contents of the Minutes

All actions of the Board shall be accurately recorded by the clerk as assigned by the Cherokee Recreation & Parks Agency Director in the minutes which shall include:

- a. All main motions, exactly as worded when adopted (including amendments or stipulations);
- b. The name of the maker of all important motions;
- c. Disposition of all main motions, whether
 - 1) Adopted;
 - 2) Defeated;
 - 3) Referred to committee or to staff for further information or recommendation; or
 - 4) Held until _____ (a definite time/date).
- d. How each Board Member voted; and
- e. Board Member's comments (these are only printed in the minutes if, when requested by the Board Member, the majority votes to have the remarks included).

1.4.2. Adoption and Correction of the Minutes

The responsibility for correcting and approving the minutes shall be vested only in the members of the Board. The minutes shall be adopted at the next regular meeting of the Board. The minutes of each meeting shall indicate their subsequent approval/correction. The minutes may be corrected whenever an error is noticed regardless of the time which has elapsed. The Board may correct the minutes of a previous meeting prior to the adoption with a majority approval of the Board. The Board may otherwise correct errors in minutes that have been adopted with a majority approval of the Board.

1.5. Agenda

1.5.1. Regular Meetings

An agenda for the Regular Meetings will be prepared by the Recreation & Parks Agency Director with the advice of the Board Members. Drafts of the agendas will be available to the Board Members no later than noon of the Friday preceding the Regular Meeting. Copies of the agenda will be provided to the County Manager and Board of Commissioners. Any Board Member may place an item, including providing all backup and supporting documentation, on the agenda by cutoff time which is 4:00 PM on the Friday preceding the Regular Meeting.

1.5.2. Work Session

An agenda for the Work Session will be prepared by the Recreation & Parks Agency Director with the advice of the Board Members. Drafts of the Work Session agenda will be available to the Board Members no later than noon of the Friday preceding the Work Session. Any Board Member may place an item, including providing all backup and supporting documentation, on the agenda by cutoff time which is 4:00 PM on the Friday preceding the Work Session.

1.5.3. Order of Business

While it is usual for unfinished/old business (that referred or held from another meeting) to be considered prior to new business, the order of business listed in any published agenda may be changed when it seems advisable to a majority of the Board.

1.5.4. Amendments to the Agenda Prior to the Meeting

After the cutoff time for either Regular Meetings or Work Sessions, no additional items shall be added to the agenda other than those deemed necessary for the operation or functioning of the County as recommended by the Recreation & Parks Agency Director, County Manager or any two Board Members. An item that is proposed to be placed on the agenda after the publication of the agenda may be so placed only if in conformance with Section 1.5.5.

1.5.5. Non Agenda Items

A non-agenda item shall be defined as that which is deemed by a Board Member to require urgent attention but has not been placed on the published agenda. Such a non-agenda item may be added to any Regular Meeting or Work Session agenda subject to the following conditions:

- a. Adequate information, including the specific topic, shall be given on any items requested to be added as non-agenda items.
- b. A majority vote shall be required to add a non-agenda item.

1.5.6. Postponement, Tabling or Removal of Agenda Items

A majority vote shall be required to postpone or remove any published agenda item, except as otherwise provided in Sections 1.5.1 and 1.5.2 of these rules.

Subject to the Priority of Motions set forth in Section 3.2, at any time during a Regular Meeting an agenda item may be postponed, tabled, or moved to a future Regular Meeting or Work Session agenda by a majority vote.

1.6. Voting

Formal voting on Board matters will ordinarily occur only during a Regular Meeting or during a Special Called Meeting. Any votes taken during a Work Session will ordinarily be for procedural purposes, such as authorizing placement of such item to the agenda of a Regular meeting.

1.6.1. Method of Voting

All votes shall be taken by voice vote or show of hands. An affirmative vote of a majority of the members of the Board in attendance shall be required to adopt a motion unless otherwise noted in this document.

1.6.2. Tie Vote

A tie vote shall cause all procedural motions to be defeated. A tie vote on a main motion shall keep the motion as pending before the Board and the motion shall be rescheduled for another time.

1.6.3. Abstention

No Board Member who is present at any meeting of the Board at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any decision, ruling or

act except when, with respect to any such Board Member, there is or appears to be a possible conflict of interest as described in the Cherokee County Ethics Ordinance. In such cases, the abstaining Board Member shall give his/her reason for abstaining.

1.7. Public Participation in Board Meeting

The Cherokee County Recreation and Parks Advisory Board welcomes visitors to Board meetings and is willing to hear any person or persons desiring to appear before the Board who is not currently an announced candidate for public office or a salaried member of the county staff. However it must be made known that the Board will not participate in a public debate regarding any item of public comment.

1.7.1. Public Comment Portion

Persons wishing to address the Board shall do so during the Public Comment Portion of the agenda.

- a. At each regular meeting of the Board, a maximum of a fifteen (15) minute period will be set aside for public comment. Persons wishing to address the Board shall be required to sign up at a designated area on a sign-up sheet provided before the meeting, giving their name and the topic of interest. Comments must be limited to chosen topic and must pertain to County business. The speaker is required to state their name and area of residence within the County and whether he/she is speaking for himself/herself or for another.
- b. Members of the public shall not make inappropriate, offensive, insulting or malicious remarks while addressing the Board Members during public comment. All remarks shall be made to the Board as a body and addressed through the Chair. Remarks shall not be made to a particular Board Member.
- c. A person may be barred from further speaking before the Board in that meeting if his/her conduct is deemed out of order; a person, once barred for improper conduct, shall not be permitted to continue or again address the Board in that meeting unless a majority vote of the Board allows; in the event a speaker thus barred fails to obey the ruling, the Chair may take such action as is deemed appropriate. The Chairperson may bar a person from addressing Board meetings for up to thirty (30) days for improper conduct.
- d. Any person or persons, organization or group wishing to be put on the agenda and address the Board during a public appearance at which either official action will be considered or requested are required to submit a written request to a Board Member, and the Recreation and Parks Agency Director, explaining the nature of the request, at least seventy-two (72) hours prior to said meeting.

2.0 Decorum of Debate

The following practices shall be followed in the discussions (debate) on motions and matters presented to the Board.

2.1. Adherence to Agenda

In discussion, the remarks made by the Board Members shall be confined to the motion or matters immediately before the body.

2.2. Discussion of the Issue

In discussion, a Board Member may condemn the nature or likely consequences of the proposed measure in strong terms, but must avoid personalities, and under no circumstances may he/she attack or question the motives of another Board Member or staff. The issue and not a person shall be the item under discussion.

2.3. Call to Order, Remarks

The chair shall immediately call as "out of order" any remarks made in regards to comments outside the issue being addressed; or another Board Member may call this breach of procedure to the attention of the chair and other Board Members. In either case, the errant Board Member shall immediately cease the breach of decorum and continue with his/her remarks confined to the issue.

2.4. Discussion through the Chair

All discussion shall be made through the chair, and one Board Member may not interrogate another Board Member or person speaking from the public except through the chair (or with the permission of the chair). As an advisory board member sees fit he or she will have the ability to communicate to the member of the public.

2.5. Equal Opportunity

After a Board Member has spoken or asked questions on a matter before the Board, other Board Members shall be given the opportunity to speak. If no other Board Member wishes to speak to the issue, the Board Member may continue speaking to the issue.

2.6. Disruptions

During discussion or voting, a Board Member shall not disturb the other Board Members in any way that may be considered disruptive to the proceedings or hamper the transaction of business.

2.7. Call to Order, Action

The chair may rule as "out of order" any action deemed inappropriate or dilatory and may interrupt a speaker for reasons deemed necessary by the chair. The chairperson shall say something to the effect of, *"Board Member, those remarks are out of order. Please cease this line of comments and restrict your comments to the inquiry and the merits of the agenda item."*

3.0 Procedure in Meetings

3.1. Motions

Prior to taking the vote, the chair, or at his/her request the clerk, should re-state the motion (or resolution) or its substance.

3.2. Ranking Motions

These motions shall take precedence in order in which they are listed below:

- a. Adjourn;
- b. Recess;
- c. Motions of privilege;
- d. Call the question;
- e. Limit discussion or debate by the Board;
- f. Hold until a time certain;
- g. Refer back to staff/committee; or refer to staff/committee;
- h. Amend;
- i. Main motion.

3.2.1. Main Motion

A main motion shall be a motion whose introduction brings business before the Board. Main motions require a second and will fail in the absence of a second.

- a. Possible dispositions of a main motion include:
 - 1) Adopt;
 - 2) Amend and adopt with amendments (or stipulations);
 - 3) Defeat;
 - 4) Refer to staff/committee;
 - 5) Hold until (a definite time).
- b. Incidental motions such as consider en gross, consider by paragraph, or divide the motion (each described in Section 3.4) may also be applied to main motions.

3.2.2. Amending

Concerning the amending of particular motions:

- a. If a Board Member feels that the main motion might be more acceptable in a way other than the way presented, the Board Member may amend through substitution, insertion of stipulations, striking out portions, or striking out and inserting portions. Such proposed amendments shall require a second, allow for discussion, and require a majority vote on the proposed amendment.
- b. If a proposed amendment fails to obtain a majority vote, the main motion considered shall be the one originally presented.
- c. An amendment must be germane (relating to the substance of the main motion) and may not introduce an independent question.
- d. Improper amendments shall be:
 - 1) one which is not germane;
 - 2) one which would make the adoption of the amended motion equivalent to a rejection of the motion; or
 - 3) one which is frivolous or absurd.

3.2.3. Refer

If the Board Members feel that adequate information has not been given, the Board may, by majority vote, refer the motion to staff (or an agency, committee, etc.) for more information. A date may be set for hearing the additional information or it may be open-ended. This motion shall require a second and shall be debatable only as to whether or not it shall be referred, to whom it shall be referred, or when the person to whom it is referred shall report back. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to refer.

3.2.4. Hold to a Certain Time (Postpone)

A motion to hold to a time certain (postpone) may be used if a majority of the Board feels that the motion before them should be considered at a more convenient time or if the discussion shows that a final decision should be made at a later time or date. This motion shall be used if the Board Members themselves feel that they may obtain information that is needed or that the facts as presented are not adequate for their final vote. A second shall be required and discussion shall be limited to the reason for holding the motion or the time to which it is to be held. If the motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to hold.

3.2.5. Limit Discussion

If a Board Member feels that a set period of time for discussion of a motion should be adopted as to time for the motion as a whole, or as to individual time given, the Board Member may move to "limit discussion (or debate) to minutes." This motion shall require a second and no discussion on the motion shall be allowed. It shall require a super-majority vote to adopt.

3.2.6. Call the Question

A Board Member may “call the question” (a motion to end discussion) when it is clear that further discussion is unnecessary or that discussion is becoming repetitive. This motion shall require a second and no discussion on the motion shall be allowed. It shall require a super-majority vote to adopt.

3.2.7. Question of Privilege

If any matters occur such as to impede a Board Member in attending to the business, e.g., too much noise, the microphone not working, matters that affect the safety, orderliness, or comfort of the Board Members, or affects the honor of an individual Board Member, such Board Member may state to the chairperson that he/she has a question of privilege and the matter must be addressed before the pending business of the Board continues. No vote is required unless a motion arises out of the privilege.

3.2.8. Recess

A recess may be taken as it appears on the agenda or declared by the chair when he/she deems it advisable or by a motion from a Board Member. If the motion is made by a Board Member, a second and an affirmative majority vote shall be required to recess.

3.2.9. Adjourn

The highest-ranking motion shall be the motion to adjourn, requiring a second and majority vote with no discussion allowed, except that the motion shall contain a time to hear any non-completed items on the agenda, if such exist. If all business on the agenda has been completed, the chair may assume the motion and, without a second, obtain unanimous consent to adjourn.

3.3. Motions Used to Bring Back an Issue

Except as otherwise provided by law, if a Board Member wishes to bring back to the Board a matter which has been adopted, he/she may do so through the motions to reconsider, rescind and amend something previously adopted. These shall have the same rank as a main motion.

3.3.1. Motion to Amend Something Previously Adopted

If a Board Member wishes to amend an action taken at a previous meeting, the Motion to Amend Something Previously Adopted shall be followed and may be used by any Board Member regardless of how he/she originally voted. This motion shall be used when the Board desires to change only a part of the text or to substitute a different version for a matter that was previously adopted. A second shall be required and full discussion shall be allowed. If the item has been listed on the published agenda, a majority vote shall be required for adoption. A super-majority vote shall be required if the item is not on the official agenda.

A Motion to Amend cannot be used when something has been done as a result of the vote to implement the earlier action adopted that is impossible to undo.

3.3.2. Reconsider the Vote

If in the same meeting, new information or changed situations make it appear that a different result might reflect the will of the Board, any Board Member (regardless of how he/she originally voted on the matter) may move to reconsider the vote. A motion to reconsider may be applied to a vote that was either affirmative or negative and shall propose no specific change in a decision but simply shall propose that the motion be reopened for discussion and another vote taken. A second shall be required to this motion and discussion shall be allowed as to the reasons for wishing to reconsider the vote. A majority vote shall be required to adopt the motion to reconsider.

3.3.3. Rescind

If a Board Member wishes to annul an action taken at a previous meeting, the motion to Rescind may be used by any Board Member regardless of how he/she originally voted on the matter. The motion to rescind shall require prior notice at a regularly scheduled meeting of the intent to rescind a motion at the next scheduled meeting. The motion to rescind shall not be in order if:

- a. the motion to reconsider has already been made and defeated at the same meeting;
- b. the matter is routine and only part of the action needs to be changed, in which case the motion to “amend something previously adopted” shall be used; or
- c. something has been done as a result of the vote to implement the earlier action adopted that is impossible to undo.

A second shall be required and full discussion shall be allowed. If the item has been listed on the published agenda, a majority vote shall be required for adoption. A super-majority vote shall be required if the item is not on the official agenda.

3.4. Incidental Motions

Incidental motions have no rank but shall be decided immediately before business may proceed and may be used throughout the meeting as follows:

3.4.1. Point of Information

Point of Information is a request, directed to or through the chair, for information relevant to the business at hand, but not related to parliamentary procedure.

3.4.2. Point of Order

A Board Member may call for a Point of Order if he/she believes that the chair has failed to notice a breach in the rules. The point of order shall require the chair to make a ruling on the question involved.

3.4.3. Appeal from the Chair’s Decision

Whenever a Board Member believes that the chair is mistaken in his/her ruling, a Board Member may Appeal the Chair’s Decision. An appeal shall require a second and shall be debatable with the chair speaking first to explain his/her ruling. The chair may also close out the debate with a statement defending the ruling. An appeal may be made only on a ruling and may not be made:

- a. in response to a parliamentary inquiry or point of information; or
- b. in areas that challenge verifiable rulings of factual nature.

The chair shall state the motion as *“Shall the chair’s decision be sustained?”* A tie vote shall sustain the chair because a majority of those voting shall be required to overturn the chair’s ruling.

3.4.4. Parliamentary Inquiry

A Parliamentary Inquiry is a question directed to the chair to obtain information on a matter of parliamentary procedure or the rules of the Board. The chair will answer such questions or may ask the parliamentarian for an opinion. The chair’s reply, whether or not he/she has requested advice from the parliamentarian, is an opinion, not a ruling. If a Board Member does not agree with the chair’s opinion, he/she may act in a way contrary to this opinion and if ruled out of order may then appeal the chair’s ruling. The chair is not obligated to respond to hypothetical questions.

3.4.5. Divide the Motion

If the motion presented contains two (2) or more parts capable of standing as separate motions, a Board Member may move to “Divide the Motion.” This motion shall require a second and discussion shall be

allowed only on why it should or should not be divided. A majority vote shall be required to adopt the motion to "divide the motion."

3.4.6. Consider by Paragraph

If a main motion is in the form of a resolution or document containing several paragraphs or sections which are not separate motions but could be discussed more efficiently if discussed in sections, a motion to discuss by paragraphs, sections, or numbered agenda items under a "tab" may be made. A second shall be required and discussion shall be brief as to the necessity for the action. A majority vote shall be required to "consider by paragraphs, sections, or numbered agenda items under a 'tab'."

3.4.7. Request to Withdraw a Motion

Once a motion has been moved and seconded, the maker of the motion has the right to withdraw the motion, in which case, the second is deemed automatically withdrawn.

3.4.8. Consider En Gross

If a Board Member feels that time could be saved by acting on all of the agenda items under a "tab," he/she may move that it be "Considered en Gross."

4.0 Parliamentary Authority

The latest edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern meetings of the Cherokee County Recreation and Parks Advisory Board in all areas in which it is applicable and in which it is not inconsistent with these rules adopted by the Board Members or higher law.

5.0 Amendments

These rules may be amended by a super-majority vote of the entire Board at a regular meeting or special meeting of the Cherokee County Recreation and Park Advisory Board, provided notice has been given of the amendment(s) at the meeting prior to the vote on the amendment(s).

Appendix A Parliamentary Definitions

The following parliamentary definitions apply to the **Rules of Procedure for the Cherokee County Recreation and Parks Advisory Board**.

Adjourn – to officially terminate a meeting

Adjourned meeting – a meeting that is a continuation at a later time of a regular or special meeting

Adopt – to approve or pass by whatever vote is required for the motion

Affirmative vote – a vote in favor of the motion as stated

Agenda – the official list of items of business planned for consideration during the meeting

Approval of minutes – formal acceptance of the record of a meeting, thus making this record the official minutes of the Board

Board – Cherokee County Recreation and Parks Advisory Board

Chair – the presiding Board Member

Board Member – any person duly appointed to that position

Common parliamentary law – the body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization; does not include statutory law or particular rules adopted by any organization or board

Convene – to open a meeting

Debate – formal discussion of a motion under the rules of parliamentary law and more often herein referred to as discussion

Defer or hold – to delay action by referring the motion to staff (or an agency, committee, etc.) for more information, or by postponing a vote to a certain time

Demand – an assertion of a parliamentary right by a Board Member

Dilatory motions or tactics – misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting

Floor – when a person received formal recognition from the chair, he/she “has the floor” and is the only person entitled to speak

Germane amendment – an amendment relating directly to the motion to which it is applied

Germane discussion – discussion relating directly to the matter involved

In order – permissible and right from a parliamentary standpoint

Majority vote – an affirmation vote of at least three (3) Board Members, one of which may be the chair

Minutes – the legal record of the action of the Board after the record has been approved by vote of the body

Motion – a proposal submitted to the Board for its consideration and decision; it is introduced by the body

Objection – the formal expression of opposition to a proposed action

Order of business – the adopted order in which the business is presented to the meeting of the Board

Out of order – not correct, from a parliamentary standpoint, at the particular time

Pending motion - sometimes referred to as pending question; a motion that has been proposed and stated by the chair for the Board's consideration and that is awaiting decision by vote

Precedence – the rank or priority governing the motion

Precedent – a course of action that may serve as guide or rule for future similar situations

Procedural motion – motion to assist the Board in treating or disposing of a main motion; or motion relating to the pending business otherwise at hand

Proposal or proposition – a statement of a motion of any kind for consideration and action

Quorum – the number of persons that must be present at a meeting of the Board to enable it to act legally on business; any three (3) of the district Board Members, one of which may be the chair, shall constitute a quorum for any meeting of the Board of the Cherokee

Recognition - acknowledgement by the chair, giving a person sole right to speak

Reconsider – to review again a matter previously disposed of and to vote on it again; must be made on the same day of business

Regular Meeting – the scheduled meetings of the Board of Board Members held on the first and third Thursday of each month

Request – a statement to the chair asking a question or some "right"

Rescind – to nullify or cancel out a previous action; cannot be made if action has already been taken to implement the motion it wishes to rescind

Resolution – a formal motion, usually in writing, and introduced by the word "resolved" that is presented to the Board for a decision

Ruling – the chair's decision as it relates to the procedure of the Board

Second – a Board Member's statement that he/she is willing to have the motion considered

Seriatim – consideration by sections or paragraphs

Special Called Meetings – a meeting called by the Chairperson, the vice-chair or 3 members of the board in order to conduct emergency business

Super-Majority Vote – A vote of four (4) Board Members.

Technical inquiry – request for information relevant to the business at hand

Tie vote – vote in which the affirmative and negative votes are equal on a motion

Unanimous consent – deciding on a motion without voting on it but where no Board Member voices objection; with single objection a vote must be taken

Unfinished business – any business that is postponed definitely to a time certain

Work Session – the scheduled work sessions of the Board and staff - typically held in the afternoon before the normally scheduled regular meetings.

Appendix B Cherokee County Ordinance No. 2010-O-008

An Ordinance to amend the Cherokee County Code of Ordinances; as shown at Article II. Boards and Committees, Division 1. Cherokee County Recreation and Parks Advisory Board; to promote the public health, safety and welfare; and for other purposes.

WHEREAS, the Constitution of the State of Georgia, approved by the voters of the State in November of 1982, and effective July 1, 1983, provides in Article IX, Section II, Paragraph I thereof, that the governing authority of the county may adopt clearly reasonable ordinances, resolutions, and regulations; and

WHEREAS, O.C.G.A. § 36-1-20 authorizes counties to enact ordinances for protecting and preserving the public health, safety, and welfare of the population of the unincorporated areas of the County; and

WHEREAS, the governing authority of Cherokee County, to wit, the Board of Commissioners, desires to exercise its authority in adopting this Ordinance; and

WHEREAS, the Cherokee County Board of Commissioners (the "Board") finds that it is in the public interest to amend Cherokee County Recreation and Parks Advisory Board duties and responsibilities to clarify the language and scope;

BE IT ORDAINED by the Cherokee County Board of Commissioners and it is hereby enacted pursuant to the authority of the same that the Cherokee County Recreation and Parks Advisory Board as shown in the Code of Ordinances at Article II. Boards and Committees, Division 1 is hereby amended to read as follows:

Section 2-36. Established

The Cherokee County Board of Commissioners (BOC) did hereby adopt an Ordinance on the 19th day of June, 2007 establishing the Cherokee County Recreation and Parks Advisory Board. (CCRP Advisory Board)

The CCRP Advisory Board's principle responsibilities are:

- 1) To advise in the initiation, planning, organization, implementation, and coordination of public recreation programs and activities for the county.
- 2) To recommend a system of parks and facilities that will accommodate the public's need for recreation programs and activities.

Section 2-37. Duties and Scope

The duties and scope of the CCRP Advisory Board shall be advisory in nature, except as specifically authorized by the Board of Commissioners.

PLANNING:

- 1) Assist and advice regarding "Vision" for future parks, programs, partnerships, etc.

- 2) Assist and advise in determining direction and priorities for programs and utilization of resources. This could/would include, but is not limited to, impact and consideration of budgets and organizational structure, human resource allocation, etc.
- 3) Assist and advice regarding evolution of future green space and passive recreation sites, scope, and priorities.

PROGRAMS:

- 4) To assist in establishing and/or reviewing guidelines, rules and regulations by which parks and recreation programs may operate.
- 5) To approve fees and charges for use of facilities and participation in programs.
- 6) To review staff recommendations of contracts for provision of programs and services.

FACILITIES:

- 7) To ensure at all times safety and security of site locations and physical facility standards.
- 8) To review new park and any major renovation concept design draft and submit recommendations to BOC to include in final concept design approval.
- 9) When requested by BOC, participate in contract bid review process.

OTHER:

- 10) To be the reference point for adjudication of complaints, disputes or other grievances from the public arising out of parks and recreation activities. If remain unresolved, these issues will pass to the BOC, as appropriate.
- 11) To submit annual report to BOC citing key issues resolved, program accomplishments, program effectiveness, etc.
- 12) To perform other duties and responsibilities as may be conferred by the Cherokee County Board of Commissioners from time to time.

Section 2-38. Membership

The CCRP Advisory Board shall be representative of the community and shall consist of five (5) members who shall be residents of the county and who shall serve with compensation, as determined by the BOC. Each member of the BOC shall have one (1) appointee.

MEETINGS:

- a) Meetings of the CCRP Advisory Board shall be on a bi-monthly basis unless when determined otherwise by the CCRP Advisory Board. The chairperson of the CCRP Advisory Board, or in his absence, the vice-chair, may call a special meeting of the CCRP Advisory Board at any time by giving each member 24 hours' notice. Notice of meetings and agendas must be posted on the Cherokee Recreation and Parks Agency web site, as soon as possible but at least 24 hours before the date and time set for the meeting.
- b) Special called meetings will be scheduled upon request by three or more members. A quorum of the CCRP Advisory Board shall be in attendance before action of an official nature can be taken. A quorum is three (3) of the appointed members. All meetings of the CCRP Advisory Board shall be subject to the Georgia Open Meetings Act.
- c) Attendance of members: An appointed member who misses more than three (3) consecutive meetings loses his status as a member of the CCRP Advisory Board until re-appointed or replaced by the respective appointing member of the BOC. Absences due to sickness or other emergencies of like nature

shall be regarded as approved absences and shall not affect the member's status on the CCRP Advisory Board, except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.

- d) Election of officers. The CCRP advisory board shall elect from its membership a chairperson and other officers as may be desired. Officers shall be elected on a calendar year basis and may be reelected for succeeding terms.

Section 2-39. Terms of office

The terms of office of the members of the CCRP advisory board shall run concurrently with the term of the member of the board of commissioners who appointed that particular member. In any event, term shall not exceed four years in the absence of reappointment.

Section 2-40. Severability

If any part of this Ordinance is for any reason held to be void or invalid, the validity of the remaining parts of this Ordinance or its application to other persons or set of circumstances shall not be affected thereby.

Section 2-41. Repealer

All previous Ordinances, policies or resolutions in conflict with this Ordinance are hereby repealed.

So ordained this 21st day of December, 2010