BYLAWS

OF THE

PARKS, RECREATION AND GREENWAY ADVISORY BOARD

CITY OF RALEIGH

Pursuant to [city ordinance, resolution, state law, and/or City Council Action] of the City of Raleigh, North Carolina, the following Bylaws are adopted by the Parks, Recreation and Greenway Advisory Board (the "PRGAB or Board"): Approved by City Council on April 21, 2026

ARTICLE I.
ORGANIZATION

Section 1. Name
The name of this organization shall be Parks, Recreation and Greenway Advisory Board (PRGAB).

Section 2. Purpose
Pursuant to (Ord. No. 2006-56, §1, 6-20-06) and (City Code, Section 9-104. Purpose) that governs the terms of the Parks, Recreation and Greenway Advisory Board the purposes and activities of the PRGAB shall be as follows:

A. Advise the *City Council* regarding funding of the parks and recreation capital program (CIP).
B. Advise the *City Council* on matters relating to parks and recreation policies.
C. Advise the *City Council* on matters relating to facility planning.
D. Advise the *City Council* on matters relating to the acquisition of lands related to the parks and recreation program.
E. Advise the City Council on matters relating to environmental education and awareness.

The PRGAB shall serve as the Citizen Advisory Board to the Raleigh City Council on issues related to parks and recreation policy matters (including greenway matters).

The scope of responsibility of the Parks, Recreation and Greenway Advisory Board in considering parks and recreation policy matters is to include all programs of the department. Within the scope of its responsibilities, the PRGAB should work to continue the development of the greenway system and the urban tree program. The PRGAB shall serve as:

1. Liaison to the citizens of Raleigh and City Council
2. Work to promote all parks and recreation programs.

Section 3. Annual Workplan
The PRGAB shall prepare and submit an annual workplan as required by City Council

Resolution 2002-240 specifying its areas of focus and activities for the upcoming year that are within the purview and scope of the PRGAB incorporating any direction received from City Council. The Annual Workplan must be approved by City Council annually.

Section 4. Membership
The PRGAB shall be composed of fifteen (15) members. All current members of the PRGAB will be members until the expiration of their current terms. Thereafter, the City Council will select members to the PRGAB. In addition to the regular members of the PRGAB, there may be nonvoting ex-officio members as follows: one representative of the City Council, one representative of the Wake County School Board, one representative of the Planning Commission, and the City Manager or her representative.

Up to five (5) members of the PRGAB may reside outside the City limits within the City's extraterritorial jurisdiction (ETJ).

A vacancy occurring on the PRGAB shall be filled by appointment of the Raleigh City Council upon recommendation by the PRGAB. Such an advisor will be appointed based on a new two (2) year term.

No new appointments or reappointments will be made to the initial board membership until the PRGAB has fewer than fifteen (15) members. Thereafter, appointments will be made in accordance with the provisions of §1-4002 et seq. of the City Code.
(Ord. No. 1985-595, §2, 6-18-85)

Part 1, Chapter 4 of the Raleigh Municipal Code sets forth the City's regulations relating to board and commission membership. Pursuant to the City Code, a board or commission member's initial term shall be for a period of two (2) years with the option to be reappointed for additional terms, provided that a member's total term of service does not exceed six (6) consecutive years on any one board or commission. Additionally, a member cannot serve on more than two (2) City boards or commissions at any one time.

Section 5. Residency
All persons selected for membership on any committee, commission, or board shall be residents of the City or ETJ unless otherwise specified by the ordinance or resolution establishing the body. In cases where City residency is a requirement for membership, the member shall forfeit their seat upon removing their residence from the City.

Section 6: Resignation of Members
Should a PRGAB member need or choose to resign prior to the expiration of their term, written notice should be provided to the City Clerk and Secretary of the Board.

Section 7: Term Expiration of Members
Members of the PRGAB shall continue to service upon expiration of their term until their successor is named by City Council, unless a resignation is submitted in writing to the City Clerk.

Section 8: Removal of Members

Any member of the PRGAB who is absent without being excused from three (3) consecutive meetings of the PRGAB may, upon recommendation of the chairperson or otherwise designated officer of such board, be removed or replaced by the City Council.

ARTICLE II.
OFFICERS

Section 1. Number
The officers of the PRGAB shall consist of the Chairperson, Vice Chairperson, Parks, Recreation and Cultural Resources Director/Secretary and their duties shall include:

Chairperson:

1. Chair is elected annually and shall serve no more than 2 consecutive terms.
2. The Chair presides at all meetings.
3. Designate locations for board meetings.
4. The Chair is the official liaison with the Mayor and City Council.
5. Provide leadership and guides the PRGAB through Council approved work plan.
6. The Chair reports to City Council official recommendations on work plan items.
7. The Chair represents the PRGAB at Departmental events, such as ribbon cuttings, groundbreakings, dedications, grand openings, etc.
8. Assigns committees and committee members
9. Attends monthly pre-board meetings planning sessions with Director and Vice-Chair.
10. Develop the leadership potential of PRGAB members.

Vice-Chairperson:

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

Parks, Recreation and Cultural Resources Director/Secretary to the Board

The Director of Parks and Recreation shall serve as secretary to the board. The director may share all or part of these duties with other staff members of the PRGAB but shall be held responsible for secretarial duties. The secretary shall place the official minutes of all regular or special board meetings on the online platform being used at that time.

1. Serves as secretary to the PRGAB.
2. Provide official minutes to all regular or special board meetings to board members prior to the next scheduled meeting.
3. Provides information to City of Raleigh Administration of matters pertaining to the PRGAB
4. Responsible for preparation of PRGAB meeting agendas and related support information as appropriate.
5. Acts independently of the PRGAB on matters pertaining to Department and City Administration.

Section 2. Election and Term
Officers are eligible to serve for one year and shall serve no more than 2 consecutive terms.

- The Chair and Vice Chair shall each serve a term of one (1) year immediately upon

election by the PRGAB at the Annual Meeting.
- The Chair and Vice Chair may serve an additional one (1) year term, but no more than two (2) consecutive terms, upon re-election by the PRGAB.

A designee shall:
- Accept names of PRGAB members that are willing to serve as Chair/Vice Chair
- Date to accept nominations of individuals willing to serve as Chair/Vice Chair is July - August
- The PRGAB will vote by ballot at the September meeting
- The new officers will take office at the October meeting

Section 3. Vacancies
The City Clerk shall inform the City Council at least sixty (60) days prior to the expiration of a term on any committee, commission or board, and any member of a committee, commission or board resigning prior to the expiration of their term shall give written notice thereof to the City Council through the Mayor or the City Clerk.

A member of a committee, commission or board shall continue to serve upon expiration of his term until his successor is duly named and qualified, or unless he resigns.

All appointments to every commission of the City shall be based on a two-year term, except for the incumbent appointees whose reappointment for two (2) years would cause the six-year limitation set out in subsection (a) to be exceeded. Any such incumbents reappointed shall be reappointed for a period which, added to their previous service, shall constitute six (6) years. Appointments shall be staggered to the end that there shall always be one (1) or more incumbents upon any commission.

Section 4. Removal of Officers
Any officer elected by the PRGAB may be removed by the vote of two-thirds of the members of the PRGAB membership with or without cause at any regular or special meeting of the PRGAB, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the PRGAB at least ten (10) days in advance of the meeting. Such notice shall be sent by the Chairperson at the request of the members proposing the removal.

Section 5. Delegation of Duties of Officers
In the case of an absence of any elected or appointed officers of the PRGAB, or for any other reason deemed sufficient, the PRGAB may delegate powers and/or duties of such officer to any member of the PRGAB.

Article III.
MEETINGS

Section 1. Regular Meetings
The PRGAB shall meet on the third Thursday of the month for its regular meeting. The meeting schedule may be changed upon compliance with the notice provisions of the open meetings law.

All scheduled PRGAB meetings should be attended. When you cannot attend scheduled the PRGAB meetings, notification should be given to the Chair or Parks, Recreation and Cultural Resources liaison.

It is the responsibility of the Director of Parks and Recreation to declare a quorum of PRGAB Members at all scheduled PRGAB meetings. (Eight members establish a quorum)

Missed PRGAB Meetings are recorded in two ways:

a. **Excused absence**—when notification has been given to the Chair or Parks and Recreation Director.
b. **Unexcused absence**—no notification given.

Note: *Member attendance records are requested by City Council at time of reappointment.*

Agenda

Items are placed on the agenda by the Parks and Recreation Director, PRGAB Chair and Vice Chair.

The Parks and Recreation Director prepares and distributes the agenda.

Agendas are emailed to all PRGAB Members each Friday prior to the Thursday Parks, Recreation and Greenway Advisory Board Meeting.

The Chair and Vice Chair will review the DRAFT agenda each month prior to the PRGAB meetings. Any changes to the DRAFT agenda are made and a formal agenda is emailed to the PRGAB members. The PRGAB members are encouraged to call the Director of Parks and Recreation or the PRGAB chair to address any questions or concerns the member may have regarding specific items prior to the Board meeting. This will allow the Director to gather information which may be of interest to the full PRGAB.

The agenda is divided into the following sections:

Special Award/Recognitions

Approval of Minutes. Minutes are taken at each regular PRGAB meeting and presented for consideration to the PRGAB at the following monthly meeting.

Action Items. These items are for PRGAB consideration and action. The PRGAB's action may result in a recommendation being forwarded to City Council, the action may be for the PRGAB's purposes only, or a number of other considerations.

- Action which results in a recommendation to City Council will appear on the Council agenda at the next regular scheduled City Council meeting. The Chair or a designee from the PRGAB will be available at the City Council meeting to report on the PRGAB's recommendation, when necessary, as determined by the Chair.

Information Items. These items are brought before the PRGAB as a way to keep the PRGAB informed of the status of previous recommendations to City Council, matters of interest to the PRGAB which may be taking place in the Parks, Recreation and Cultural Resources Department and/or the City of Raleigh organization.

Report of the Chair. These are items the Chair may need to address such as items of interest, naming of committees.

Report of the Director. These are items of information and interest the Parks, Recreation and Cultural Resources Director feels the PRGAB may be interested in such as awards received by the department, department personnel or programs, agency meetings which members may wish to attend, status of departmental operations, i.e., grass cutting, tree inventory, new programs added to the department.

Adjournment. To adjourn the meeting when the agenda is exhausted or a proper motion was made and voted for adjournment.

Concerns of PRGAB Members to be addressed at PRGAB meetings.
Items of interest or concern may be addressed at the end of PRGAB meetings. Any action required by the PRGAB may be deferred to the following meeting for further reports and studies to be obtained by staff. It is suggested that individual interests be addressed to the Director during business hours.

Citizen input or presentations which are unscheduled (not on agenda) must be deferred to another meeting in order to follow the outline of the scheduled meeting.

Section 2. Special Meetings
Special meetings shall be scheduled upon request of eight (8) or more board members. Notice of special meetings requested by board members shall comply with open meeting laws. Upon compliance with the notice provisions of the open meetings law the PRGAB may call a special meeting by completing a special meeting notice form and having the same posted on the official meeting notice board located in the City's Communications Office.

Section 3. PRGAB Retreat
The PRGAB may hold a PRGAB Retreat whose purpose and frequency shall be determined by the PRGAB.

Section 4: Notice of Board Meetings and Committee Meetings
All meetings shall be subject to the North Carolina Open Meetings Law as specified in NC General Statutes §143-318.10. Notice of such meetings shall be given as required by law. The PRGAB shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

Meetings convene at the time designated.

All board and Committee meetings must conform to the "Open Meetings" Law.

Meeting information is provided to the Parks and Recreation Director who assures compliance with the "Open Meetings" Law. All notices of Board and Committee meetings must be provided to the news media and citizens within 48 hours of meetings.

Information provided for public meeting notice is as follows:

- Name of committee, Commission, or Board.
- Date, time and location of meeting.
- Purpose of meeting.

There can be no exception to this policy.

Section 5: Conduct of Meetings
All meetings shall be open to the public. Any question concerning parliamentary procedure at meetings shall be determined by reference to the most recent edition of Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-third vote of the PRGAB members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the PRGAB.

Items of interest or concern may be addressed at the end of Board meetings. Any action required by the PRGAB may be deferred to the following meeting for further reports and studies to be obtained by staff. It is suggested that individual interests be addressed to the Director during business hours.

Citizen input or presentations which are unscheduled (not on agenda) must be deferred to another meeting in order to follow the outline of the scheduled meeting.

Section 6: Quorum
A majority of the voting membership of the PRGAB, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.

Section 7: Voting
Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of the PRGAB. Voting on all matters shall be by voice vote or show of hands. Silence or failure to vote by a member shall be counted as an affirmative vote on the matter before the PRGAB. The Secretary shall record the votes on all matters in the meeting minutes. Any member who has an interest in any official act or action before the PRGAB shall publicly disclose on the record such interest and withdraw from any consideration of the matter.

ARTICLE IV
COMMITTEES

Section 1. Standing Committees

Parks Committee - **The Parks Committee** is responsible for the study of issues related to park facilities, features, developments, and modifications. The committee may also discuss items related to programming in the park system. The Committee prepares recommendations and proposals for the Parks, Recreation and Greenway Advisory Board based on in-depth review of park-related issues and concerns. Members support progress toward inclusive community goals and encourage broader geographic and demographic representation on the PRGAB to ensure it reflects the community.

Greenways Committee - **The Greenways Committee** advises and makes recommendations to the Parks, Recreation and Greenway Advisory Board on issues regarding the City of Raleigh greenway system.

Sustainability, Wildlife and Urban Trees Committee – **The Sustainability, Wildlife and Urban Trees** committee reviews, advises and makes recommendations to the Parks, Recreation and Greenway Advisory Board on issues regarding environmental stewardship, resiliency, wildlife habitat management, and urban forestry programs in the City of Raleigh parks system.

The Fred Fletcher Volunteer Committee - **The Fred Fletcher Volunteer Committee** plans the annual event that recognizes and honors volunteers who have made exceptional contributions to the Parks, Recreation and Cultural Resources Department programs or facilities. Nominations for these awards may be made by the public; nomination forms become available in January through the Parks, Recreation and Cultural Resources Department. The Fred Fletcher Volunteer Committee reviews, advises and makes recommendations to the Parks, Recreation and Greenway Advisory Board regarding the Fletcher Awards Ceremony.

The PRGAB Chair will establish **permanent committees** to address specific topics such as park items or greenway items. The Chair will assign chairpersons and committee members for each committee.

The PRGAB Chair may also appoint **ad hoc committees** for special matters before the PRGAB. Examples are election of chair/vice chair, work plan committee, committee to review fees and charges for Parks, Recreation and Cultural Resources Department facilities and activities.

Notification of all PRGAB committee meetings must be reported to the Parks, Recreation and Cultural Resources Director 72 hours prior to the meeting time to assure compliance with the Federal "Open Meetings" law.

Any item before the PRGAB may be deferred to a following meeting for action if members do not feel comfortable in voting at the time the item is presented.

The Parks, Recreation and Cultural Resources Director will inform the PRGAB if a time frame has been designated for a report or recommendation to City Council.

Meetings convene at the time designated.

All Board and Committee meetings must conform to the "Open Meetings" Law.

Meeting information is provided to the Parks, Recreation and Cultural Resources Director who assures compliance with the "Open Meetings" Law. All notices of Board and Committee meetings must be provided to the news media and citizens within 48 hours of meetings.

Information provided for public meeting notice is as follows:

- Name of committee, Commission, or Board.
- Date, time and location of meeting.
- Purpose of meeting.

There can be no exception to this policy.

Committees are permanent standing bodies, while a taskforce is time limited and created for a specific purpose. City Council approval is required for the creation of a committee. Standing nominating committees shall not be established; however, the Council may accept recommendations as it deems appropriate.

ARTICLE V
ANNUAL REPORT & WORK PLAN

Section 1. Reporting
Pursuant to City Council Resolution 2002-240, reports describing the activities, accomplishments, and proposed workplan for the PRGAB shall be developed and submitted or presented to the City Council annually.

ARTICLE VI
RESERVED FOR PRGAB SPECIFIC RULES OF ORDER

The chair shall preside at all meetings at which the chair is present. The vice-chair shall preside otherwise. In the absence of the chair and the vice chair, the members present at a meeting shall elect a temporary chair to conduct that meeting. The chair shall have the following powers:

- To rule motions in and out of order.
- To moderate debate and ensure civility
- To entertain and answer questions of parliamentary law or procedure.
- To call a recess.
- To ensure quorum is met and maintained throughout the meeting, and at the adjournment.
- To adjourn the meeting when the agenda is exhausted or a proper motion was made and voted for adjournment.

ARTICLE VII
CONFLICT OF INTEREST & ETHICS

Section 1. Conflict of Interest

Members will avoid conflict of interest and any conduct which may suggest appearance of impropriety when exercising their responsibilities to the PRGAB per Resolution No. (1988) 955A entitled A Resolution to Clarify Ethical Responsibilities of Certain Board and Commission Appointed by the Raleigh City Council.

ARTICLE VIII
MISCELLANEOUS PROVISIONS

Section 1. Conflict of Law
If any provision within these Bylaws conflicts with any applicable Federal, State, or local law, statute, ordinance, rule, or regulation, the applicable law, statute, ordinance, rule, or regulation shall supersede said provision and control.

Section 2. Amendment
These bylaws may be amended by the affirmative vote of two-thirds of the members of the PRGAB appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. No bylaw change is effective until approved by City Council.

Section 3. Non-Discrimination Policy
The Parks, Recreation and Greenway Advisory Board its agents, officials, directors, officers, members, representatives, agree not to discriminate in any manner or in any form the administration of its policies, programs, or in access to or treatment in any other program based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with the administration of its policies, programs, or in access to or treatment in any other program or its performance.