

**BY-LAWS GOVERNING
THE KIMBALL, TENNESSEE
PARKS AND RECREATION BOARD**

ARTICLE 1: MEETINGS

- a. **Regular meetings of the Parks and Recreation Board shall be held at 5:00 p.m. on the second Thursday of each month and shall be held in the Town Hall, or at some other designated place.**
- b. **Special meetings may be called by the Chairman or upon written request from a majority of the members.**
- c. **A majority of the members constitute a quorum.**
- d. **The order of business at regular meetings shall be as follows:**
 - Reading of minutes of previous meetings**
 - Communications**
 - Report of Director and/or Chairman**
 - Special Reports**
 - Unfinished Business**
 - New Business**
 - Adjournment**
- e. **The absence of any member from three consecutive regular meetings without leave except when such absence is made necessary by sickness or other similar causes, ruled as emergency in nature, may cause the seat to be declared vacant by the Chairman, in which event the vacancy this action created shall be appointed by the Mayor and Board of Alderman.**

ARTICLE 2: OFFICERS

- a. **The election of officers for the ensuing year shall take place at the regular meeting in June of each year. A nominating committee of three members shall be appointed by the Chairman, at the May meeting (or before) to present a slate of officers at the June meeting, to be elected to the offices of Chairman, Vice-Chairman, and Secretary (until a Director is hired).**
- b. **The new officers shall take office at the regular July meeting each year.**

ARTICLE 3: DUTIES OF CHAIRMAN

- a. It shall be the duty of the 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.

ARTICLE 4: SECRETARY

The Director (if/when one is employed) shall serve as Secretary of the Parks and Recreation Board. It shall be the duty of the Secretary to notify members of all meetings, to keep a permanent record of the minutes of all meetings, and to have a copy of the minutes of each meeting sent to each member.

ARTICLE 5: DIRECTOR

The Parks and Recreation Board shall advise with the Director on matters concerning the administration of the parks and recreation department. The Director shall be the agent of the recreation Board and to that end shall supervise the operation of all the recreation department's activities. The Director shall submit a detailed report of the activities and administration of the program of the Recreation Department at each regular monthly meeting. A copy of this report shall be sent to each member and to the Mayor and Board of Aldermen.

ARTICLE 6: COMMITTEES

- a. Standing committees shall be appointed by the Chairman at the regular July meeting of each year. Vacancies on the standing committees shall be filled by the Chairman at any regular meeting.
- b. Standing Committees are as follows:

- (1) Planning and Finance-3 members

It shall be the duty of the Planning and Finance committees to assist in setting up the recommended program plan and budget for the ensuing fiscal year. It shall further be the responsibility of the Planning and Finance committee to assist the Director and the Chairman of the recreation Board, in explaining and justifying the final drafts of the recommended budget and program plan for the Parks and Recreation Board to the Board of Mayor and Aldermen.

(2) Land and Facilities-3 members

This committee will study the need, use, demand, and availability of areas and facilities (including water areas) and make recommendation on acquisition, development, use and operation of all areas and facilities owned, used, leased or proposed to be acquired by the recreation department.

(3) Nominating-3 members

Presents slate of officers to be acted upon at the regular meeting in June.

ARTICLE 7: ANNUAL REPORTS

The Director shall submit preliminary annual reports of the program and of finances at the regular meeting in July of each year. The final Annual Report will be rendered no later than the September meeting.

ARTICLE 8: SPECIAL COMMITTEES

Special committees may be appointed for such purposes as deemed necessary.

ARTICLE 9: NOTICES

The Chairman and Director shall be ex-officio members of all committees and, as such, notified of all committee meetings.

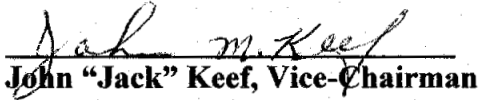
ARTICLE 10: AMMENDMENTS

All amendments to these rules must be proposed in writing at one meeting and acted upon at the next regular meeting.

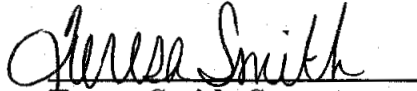
These By-Laws adopted this the 12th day of April, 2007.



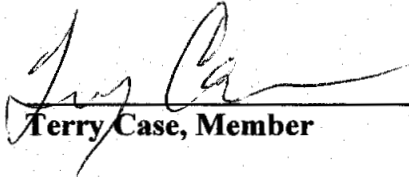
Marc Lawrence, Chairman



John "Jack" Keef, Vice-Chairman



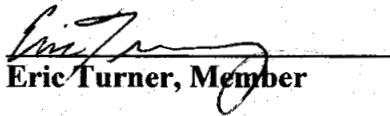
Teresa Smith, Secretary



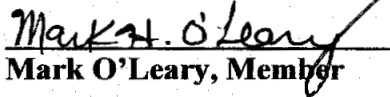
Terry Case, Member



Chester Blevins, Member



Eric Turner, Member



Mark O'Leary, Member