



Warren County Parks and Recreation Department
Advisory Council Bylaws
(Updated October 24, 2023)

I. Name:

- a. The board shall be known as the “Warren County Parks and Recreation Department Advisory Council”.

II. Purpose and Mission of the Board / Membership:

- a. To assist WCPRD in creating, developing, implementing, and reviewing various recreational opportunities for all citizens and youth in Warren County, KY.
- b. To stay actively engaged in WCPRD programming / event offerings and assist with special events and projects throughout the year.
- c. To assist WCPRD with updated Master Planning, including soliciting public input regarding recreational needs and interests of citizens of Warren County.
- d. Provide feedback on yearly budget proposal.
- e. To help create and foster community connections and partnerships that will assist the department in offering more diverse and equitable programming opportunities.
- f. To assist with volunteering at various park events throughout the year.
- g. To serve as members of the WCPRD Advisory Council Ethics Committee throughout the term of membership and assist with any appeals that might occur (see separate document regarding this policy / process).
- h. Offer input and advocate for WCPRD to improve department operations.
- i. Assist in creating, offering, and implementing semi-yearly or yearly participant satisfaction surveys and interest surveys (link to league websites)
- j. The advisory board is an advising / recommendation board only regarding WCPRD Policy.

III. Membership:

- a. Membership will be made up of interested community leaders and patrons that want to make a positive difference for the youth and families of Warren County and help to offer the best quality recreational experience to the citizens served.
- b. The advisory board will have nine to eleven (11) members, including a Chairperson, Vice Chairperson, and Secretary position (see officer positions for more detail).
- c. All board members must complete and pass a yearly background check prior to December 31st of each year. Any member that fails to pass the background check will not be allowed on this board.
- d. Membership on this board is determined on a nondiscriminatory basis without regard to race, color, age, sex, religion, disability, or national origin.
- e. Terms of membership:
 - i. **Each member commits to serving a two (2) year term.**
 - ii. Members will be sent a bi-yearly re-commitment letter to verify their continued willingness to serve on this board.
 - iii. In the event a vacancy shall occur in any of the said offices for any reason, then a special election may be called or can be conducted a regularly scheduled monthly meeting.



**Warren County Parks and Recreation Department
Advisory Council Bylaws
(Updated October 24, 2023)**

- f. Experience:
 - i. It is preferred that members have previous experience with recreational league board(s), any type of athletic sporting programs, coaching, or any other interested person desiring to be involved in improving recreational quality of life services in Warren County
- g. Election of potential membership candidate to board:
 - i. Potential members will need to attend a regularly scheduled meeting and will need to tell the active membership why they are interested in becoming a board member.
 - ii. A formal background check will be conducted on each applicant. After the background check has been completed, a quorum of the active membership will vote to accept and approve all new members.
 - iii. If approved, all members must go through an advisory board member orientation.
- h. Dismissal of a member from the board. Members may be voted off the board by majority vote of the active membership. A member may be dismissed if he/she:
 - i. Fails the yearly background check.
 - ii. Commits any felony offense.
 - iii. Is found to have been involved in any action that may bring discredit to the Warren County Parks and Recreation Department or Warren County Fiscal Court.
 - iv. A member may be considered for removal from the board if he/she fails to attend five (5) monthly meetings in a row without reason.

IV. Officer Positions:

- a. WCPRD Parks Director (non-voting member)
 - i. Tasked with being the chief executive officer of the board, but shall not be a member of the board, and shall not be entitled to vote.
- b. WCPRD Advisory Board Chairperson (He / She) (non-voting member unless a tie vote occurs, and chairperson will be required to vote to break the tie)
 - i. Tasked with conducting and holding all advisory board meetings.
 - ii. Tasked with creating agenda and coordinating updated information with WCPRD Director.
 - iii. Tasked with overseeing coordination between board committees and WCPRD Director / WCPRD Support Staff for events, public meetings, etc.
 - iv. Length of term is one (1) year and must be approved by majority of active board members.
- c. WCPRD Advisory Board Secretary (He / She) (voting member):
 - i. Tasked with taking detailed minutes and providing for board review one week prior via email distribution to all active board members and WCPRD Director & Business Manager.
 - ii. Tasked with keeping, filing, organizing, and inventorying all advisory board minutes, hearing minutes, and note – journal keeping for board.



**Warren County Parks and Recreation Department
Advisory Council Bylaws
(Updated October 24, 2023)**

iii. Length of term is one (1) year and must be approved by majority of active board members.

V. Meeting & Dates:

- a. Pre-set dates have been established – Regular meetings will be held on third Thursdays at 6:00pm at WCPRD facility meeting rooms of the month (see attached sheet) – no December meeting (due to holidays) unless appeal hearing is requested. WCPRD reserves the right to adjust or modify monthly meetings or and/or appeal hearing dates based on operational needs of the department. Zoom link will be provided for regular monthly meetings.
- b. Appeal hearing meetings – Requested appeal hearing meetings will take place on the pre-set monthly meeting dates for the WCPRD Advisory Council. No appeal hearing will occur on weekends. In order to have an appeal hearing, no less than three (3) members must be present. Anyone who has been disciplined and awaiting an appeal must abide by the imposed penalty until the appeal hearing occurs. Appeal hearings should be in person; however, a zoom link may be used upon special circumstances determined by the Director.
- c. For a vote regarding any league business (including approval of league bylaws), there must be no less than three (3) members that attend, and there must be an odd number to break a tie.
- d. Email voting, with at least three (3) active members, may occur to help expedite important time-sensitive matters.
- e. In the circumstance of a two-way tie on any vote, the tie must be broken by an additional member casting the deciding vote.
- f. Any matter that may involve possible disciplinary action towards a patron, incident, or participant will need no less than three (3) members to vote on.
- g. All active board members will be considered to be a part of the appeal subcommittee.
- h. Members are asked to attend all pre-set meeting dates and as many appeal hearing cases as possible.
- i. Meetings will be conducted and will have an agenda similar to this format and layout:
 - i. Greeting
 - ii. Old Business (motion to approve with a second and vote)
 - iii. New Business (Director goes over information, answers any questions, gives reports, and discussion of projects)
 - iv. Committee Reports
 - v. Special Comments by Members
 - vi. Director Report
 - vii. Financial Report
 - viii. Discussion
 - ix. Closing
 - x. Reminder of Next Meeting Date
 - xi. Motion to Adjourn



**Warren County Parks and Recreation Department
Advisory Council Bylaws
(Updated October 24, 2023)**

- j. Cases involving questions of parliamentary procedure not covered herein, Roberts Rules of Order, shall govern.

VI. Committee Opportunities:

a. Overview:

i. League Liaison Committee

- 1. Tasked with assisting leagues with board trainings, helping in getting special events organized and ensuring compliance with WCPRD Youth Sport Charter Information / Requirements.
- 2. Working with leagues to find ways to enhance park experience.
- 3. Work with leagues to promote customer service portal / survey at warrencountyky.gov website.

ii. Survey / Interest Committee

- 1. Tasked with conducting twice per year (once Fall and once Spring) participate informational survey to seek patron input.
- 2. Tasked with conducting twice per year public forums to seek patron input. Meeting locations will be determined by the committee.

iii. (Mandated for all Board Members) Appeal Committee

- 1. Tasked with listening to all code of ethic appeals and making decision on final verdict of incident. Verdict will be enforced by WCPRD and must be based on WCPRD policy, board policy, and information received during investigation and interviews of parties involved. Notification of verdict will be delivered by WCPRD / WCSO Deputy Sheriff to parties involved.

iv. Special Event Committee / Friends of Park (job fairs, speaking engagements, public outreach)

- 1. Tasked with promoting park operations, events, programs, working with various community groups to assist in offering, conducting, partnering, and hosting various special events both within the park system and with partnered agencies.

v. Hiring Committee (forward focused)

- 1. All active board members will be asked to help serve on various WCPRD interviews for new management and frontline staff throughout the year. The interviews will be conducted by WCPRD staff and advisory board members will be integrated into the interview teams to help ask questions, give constructive comments, and advise on their applicant selection suggestions and ideas.

vi. Alternative Fund / Fundraising Committee

- 1. Tasked with working with outside groups to help promote, solicit, create, and seek out sponsorships for WCPRD events, programs, facilities, and community collaborative projects.



**Warren County Parks and Recreation Department
Advisory Council Bylaws
(Updated October 24, 2023)**

VII. Amendments:

- a. These bylaws may be amended at any regular meeting of the board by a vote of a majority of the entire board, provided notice shall have been given to the members of the board in writing of such proposed amendments at least 15 days prior to such meeting. In addition, these bylaws may be amended at any time upon the unanimous written approval of all the members of the board. Further, these bylaws may be amended by a majority vote of the entire board at a special meeting called for the purpose of considering such amendment to bylaws.



Advisory Council 2024-2025

Warren County Parks and Recreation

Monthly Meeting Dates - 3rd Thursdays - 6:00pm		Meeting Location
2024	2025	
January 18	January 16	W.C. Tennis Center - MBP
February 15	February 20	Buchanon Gym - MBP
March 21	March 20	Phil Moore Gym - PMP
April 18	April 17	Ephram White Gym - EWP
May 16	May 15	Admin Office - BGP
June 20	June 19	W.C. Tennis Center - MBP
July 18	July 17	Buchanon Gym - MBP
August 15	August 21	Phil Moore Gym - PMP
September 19	September 18	Ephram White Gym - EWP
October 17	October 16	Admin Office - BGP
November 21	November 20	W.C. Tennis Center - MBP
December 19 *	December 18*	
*No regular meetings will be held in December. Dates will be used for appeal hearings only, if needed.		

