



**Warren County Parks and Recreation Department
Advisory Council Bylaws
(Updated September 18, 2024)**

I. Name:

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

II. Purpose and Mission of the Council / 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 Incident Review 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 council is an advising / recommendation council only regarding WCPRD Policy.

III. Membership:

- a. Membership will be made up of interested community members 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 council will have nine (9) to eleven (11) members, including a Chairperson, Vice Chairperson, and Secretary position (see officer positions for more detail). We are hopeful that all positions remain filled, but in the event they are not, members may be asked to hold more than one (1) position to assist with functionality of the council.
- c. All council 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 approved to partake on this council.
- d. Membership on this council is determined on a nondiscriminatory basis without regard to race, color, age, sex, religion, disability, or national origin. The Warren County Parks and Recreation Department is an equal opportunity employer.
- 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 council.



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- 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.
- 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 council:
 - 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 council 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 council member orientation.
- h. Dismissal of a member from the council: Members may be voted off the council 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 council if he/she fails to attend six (6) 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 council, but shall not be a member of the council, and shall not be entitled to vote.
 - b. WCPRD Advisory Council 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 council 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 council members.
 - c. WCPRD Advisory Board Secretary (He / She) (voting member):



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- i. Tasked with taking detailed minutes and providing for council review one week prior via email distribution to all active council members and WCPRD Director & Business Manager.
- ii. Tasked with keeping, filing, organizing, and inventorying all advisory council minutes, hearing minutes, and note – journal keeping for council.
- iii. Length of term is one (1) year and must be approved by majority of active council 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) June or July meetings, unless incident review hearing is requested. WCPRD reserves the right to adjust or modify monthly meetings or and/or incident review hearing dates based on operational needs of the department. Zoom link will be provided for regular monthly meetings.
- b. Incident review hearing meetings – Requested incident review hearing meetings will take place on the pre-set monthly meeting dates for the WCPRD Advisory Council. No hearings will occur on the weekends. To have an incident review hearing, no less than three (3) members must be present. Anyone who has been disciplined and awaiting a hearing must abide by the imposed penalty until the hearing occurs. Incident review hearings should be in person; however, a zoom link may be used upon special circumstances determined by the Director. Exceptions to this meeting time policy may be adjusted if timing and incident review is deemed to be time sensitive. This decision will be made 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 council members will be considered to be part of the incident review committee.
- 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



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

VI. Committee Opportunities: Member participation in all committees listed below is voluntary and is based on members willingness to serve in these capacities.

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. Work with leagues to find ways to enhance park experience.
- ii. Survey / Interest Committee
 - 1. Tasked with conducting twice per year (Fall / 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 Council Members) Incident Review 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 council 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 council members will be integrated into the interview teams to help ask questions,



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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.

VII. Amendments:

- a. These bylaws may be amended at any regular meeting of the council by a vote of a majority of the entire council, provided notice shall have been given to the members of the council 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 council. Further, these bylaws may be amended by a majority vote of the entire council at a special meeting called for the purpose of considering such amendment to bylaws.