

## **PREFACE**

The original Board of Park Commissioners of the City of Nashville, Tennessee was created and empowered as a self-perpetuating autonomous Board, as established by Section 1, of the General Assembly of the State of Tennessee, Chapter 117 of the Private Acts of 1901, which said act empowered and enabled municipal corporations to create, maintain and control a system of public parks, to provide for a Board of Park Commissioners, and to affix and define its powers and duties.

Later the Charter of the City of Nashville was enacted by Private Acts of 1947, Chapter 246, and amended at subsequent sessions of the General Assembly, including the Legislative Sessions of 1949.

The Board of Parks Commissioners was succeeded by the Board of Parks and Recreation by authority of the Metropolitan Government of Nashville and Davidson County's Charter, which became effective April 1, 1963, and at such time the total area of Davidson County came under the jurisdiction of one Metropolitan Government by referendum.

Article 11, Chapter 10, Section 11.1001 through Section 11.1005 of the Charter delineates and defines the powers of the existing Board of Parks and Recreation.

## **1000 BOARD**

### **1000.1 TERMS AND SELECTION OF MEMBERS:**

There shall be a Metropolitan Board of Parks and Recreation herein referred to as "the Board".

The Board shall consist of seven (7) members, who shall serve without compensation. One of the members of the Board shall be a member of the Board of Education, selected by said Board of Education for a term of one (1) year; and another member of the Board shall be a member of the Planning Commission, selected by said Planning Commission for a term of one (1) year. Five members of the Board, who shall hold no other public office, shall be appointed by the Mayor and confirmed by a majority of the whole membership of the Metropolitan Council. Said five members shall serve terms of five (5) years each. Any vacancy due to any cause, other than expiration of term, shall be filled for the unexpired term.

### **1000.2 POWERS AND DUTIES:**

1. The Board shall supervise, control and operate the Parks and Recreation Department.
2. It shall formulate the policies to be followed in the administration of the Parks and Recreation Department, and shall promulgate such rules and regulations as may be appropriate with respect to the administration of its policies.

## **1000 BOARD**

### **1000.2 POWERS AND DUTIES:**

3. It shall employ, subject to the Civil Service Commission, provisions of the Charter and within its budget appropriation and other available funds, a Director of Parks and Recreation and such Superintendents and other employees as it deems necessary.

4. It shall review, approve, reject or amend the annual budget request as compiled by the Director.

5. It shall recommend to the Council (a) the sale of any lands owned by the Metropolitan Government and no longer needed for such purposes (b) the acquisition by condemnation of any additional lands needed for park or recreation purposes, and (c) the acceptance of any gift of lands offered for park and recreation purposes and useful for such purposes. In the acquisition or disposition of land, the Board shall cooperate closely with the Planning Commission, whose recommendations shall be sought and carefully considered by the Board.

6. It shall have the authority to establish the fees and charges within the administration of the Parks and Recreation Department. It shall have the sole authority of all matters pertaining to the operations of concessions.

## **1000 BOARD**

### **1000.3 DUTIES OF OFFICERS:**

**Chairman:** The Chairman shall preside at all meetings of the Board and shall call special meeting of the Board on the Chairman's own motion or on request of two or more members. The Chairman shall vote only to break a tie on all matters coming before the Board.

**Vice-Chairman:** The Vice-Chairman shall preside at any meeting of the Board when the Chairman is not present. This person shall assume any other duties as set forth by the Chairman.

**Secretary:** The Secretary need not be a member of the Board. The Secretary will have:

- (a) the responsibility of preparing the agenda and minutes of all meetings, and will cause a copy of same to be mailed or delivered to each member of the Board prior to the subsequent meeting;
- (b) the responsibility to conduct the official correspondence of the Board, and
- (c) the responsibility to keep all official records of the Board.

**Attorney:** An attorney shall be assigned to the Board by the Legal Department, and shall represent the Board on all legal matters. He shall assist in the drafting of all ordinances resolutions and any other legal matters as required by the Board. The attorney shall attend Board meetings, and any other meetings as requested by the Board.

**1000 BOARD**

**1000.4 ELECTION OF OFFICERS:**

All officers shall be elected annually at the regular meeting each April.

Their term of office shall be for one (1) year.

**1000.5 COMPENSATION:**

No member of the Board shall receive any compensation for work done or Board meeting attended as a commissioner. However, Board members attending local, state, regional, or national park and recreation conferences shall receive reimbursement for their expenses, as provided by the Metropolitan Government travel regulations.

## **1000 BOARD**

### **1000.5 COMPENSATION:**

No Board member shall be directly or indirectly involved in any contract work of any nature connected with the Parks and Recreation Department.

### **1000.6 BOARD MEETINGS:**

1. The Board will meet regularly on the first Tuesday of each month at 12:00 P.M. Meetings will be held in the Centennial Park Administrative Conference Room or other such location as may be determined by the Board.
2. Special meetings may be called by the Chairman by his own motion, or by the request of any two (2) Board members.
3. All regular and special meetings of the Board will be open to the public.
4. Individuals or groups desiring to petition the Board for some specific action should present their request in writing to the Board Secretary no later than 14 days preceding the scheduled meeting. Petitioning parties may also appear in person at the meeting to make an oral presentation.
5. The Director and appropriate staff will be present at all meetings of the Board.
6. Agendas and minutes of all Board meetings will be submitted to the webteam for posting on Nashville.gov in a searchable electronic format and will also be available for review during regular office hours at the Centennial Park Administrative Office.

## **1000 BOARD**

### **1000.6 BOARD MEETINGS: (Continued)**

7. An agenda will be published and distributed for all regular board meetings ten (10) days prior to the meeting.
8. All citizen presentations before the Board will be limited to 3 minutes.
9. Robert's Rules of Order will govern all meetings.

### **1000.7 MINUTES, ORDINANCES AND RESOLUTIONS:**

All ordinances, resolutions and proceedings of the Board shall be in typed form and filed in a permanent book of records open to public inspection at all reasonable and proper times.

### **1000.8 QUORUM:**

A majority of the duly appointed Board Members shall constitute a quorum.

### **1000.9 VOTING:**

The ayes and nays will be taken upon the passage of all Board matters. All votes will be entered upon the minutes of the meeting. The act of a majority of members present at the meetings, at which a quorum is present, will be the official act of the Board. The Chairman will vote only to break a tie.

### **1000.10 COMMITTEES:**

1. The Board shall establish committees to investigate and review certain matters under consideration by the Board.

## **1000 BOARD**

### **1000.10 COMMITTEES (con't.):**

2. The Chairman, with the approval of the Board, shall annually establish certain standing committees. In addition, the Chairman may appoint, with Board approval, certain special committees with a specific purpose. Unless otherwise instructed, the committee shall be considered dissolved after the final report is submitted to the Board.
3. The Chairman, with Board approval, shall appoint to the committee the number of members deemed appropriate, and shall name one member as committee chairman. All Board Members, the Board Officers and the Director of Parks and Recreation shall serve as ex-officio members of all committees. The Chairman may also ask the Director to provide a Park and Recreation staff member to assist the committee.
4. Generally, a committee is not authorized to take any action; it is responsible for submitting report(s), either written or oral, to the Board and shall recommend that action be taken by the Board.



## **1000 BOARD**

### **1000.10 COMMITTEES (con't.):**

5. The Chairman may appoint non-Board Members to certain special advisory committees, to provide technical assistance and to advise on special programs and/or activities.
6. Generally, committee meetings shall be open to the public. The committee chairman shall be responsible for establishing the date, time and location of the meetings.

### **1000.11 ATTENDANCE**

#### **I. Purpose**

Whereas Board Members consider the work of the Metropolitan Nashville Board of Parks and Recreation to be of the highest importance, it is critical that all members of the Board participate fully in carrying out the Board's responsibilities. Members must be available and willing to attend meetings of the full Board and to serve on panels reviewing specific issues. As a result, it is deemed appropriate to adopt a policy regarding attendance of Board members. It is intended to support full contribution of all members of the Metropolitan Nashville Board of Parks and Recreation.

## **1000 BOARD**

### **1000.11 ATTENDANCE**

#### **II. Definition of a Board Attendance Problem**

A board attendance problem occurs if any of the following conditions exist in regard to a board member's attendance at board meetings:

1. The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact as defined by the Board to be the Secretary of the Board, or the Chairperson, before the upcoming meeting to indicate they would not be in attendance) or;
2. The member has three notified absences in a row or;
3. The member misses one third of the total number of board meetings in a twelve month period whether notifications are made or not.

#### **III. Suggested Response to a Board Attendance Problem**

If a board attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. The member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. Should provision #3 above exist, the Chair shall request the member tender a letter of resignation within the next two weeks. The board will vote acceptance of the member's resignation letter in the next board meeting. A simple majority vote is required.

## **1000 BOARD**

### **1000.11 ATTENDANCE**

#### **III. Suggested Response to a Board Attendance Problem**

It is the responsibility of the Chair to report any such violations to the Mayor along with a recommendation from the Board that the Mayor accept the letter of resignation and/or remove that member from the Board. In the case of appointed members from the School Board or Planning Commission, the respective Board Chairs will be notified of the attendance problems and request for a replacement shall be made should the member miss more than one third of the board meetings in any calendar year of their appointment.