

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: May 19, 2025

Agenda Item: 5B	Prepared for: Chris Noury, City Attorney
Agenda Section: Consent: Resolution	Date: May 12, 2025
Subject: Adopt the revised Recreation Commission Bylaws	Division: Legal

Background:

The bylaws outline the mission of the Recreation Commission, number of members, term limits, election of officers, quorums, meeting dates, parliamentary procedure, functions of the commission, and the bylaw amendment process.

Recommended Action:

Adopt the resolution approving the revised Recreation Commission Bylaws

Reviewed by Department Head	Reviewed by Interim City Manager	Reviewed by City Attorney
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Council Action:
Motion By _____ 2nd By _____ To _____

RESOLUTION

**A RESOLUTION TO ADOPT THE REVISED BYLAWS
FOR THE RECREATION COMMISSION**

WHEREAS, the Mayor and City Council will form a 7-member Recreation Commission; and

WHEREAS, the Commission was established to provide structure in order to formulate quality programs that promote community involvement in recreational activities; and

WHEREAS, a set of bylaws has been created and revised that govern its management as a Commission of the City of North Myrtle Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL FOR THE CITY OF NORTH MYRTLE BEACH, SOUTH CAROLINA:

Section 1: Hereby adopt the bylaws for the Recreation Commission as attached hereto.

Section 2: This resolution shall be effective upon the date of passage.

DONE, RATIFIED AND PASSED, THIS _____ DAY OF _____, 2025.

ATTEST:

Mayor Marilyn Hatley

Allison K. Galbreath, City Clerk

Resolution: RES 25-05

**BYLAWS
OF
THE RECREATION COMMISSION
OF THE CITY OF NORTH MYRTLE BEACH, SC**

ARTICLE I – MISSION

The mission of the City of North Myrtle Beach Recreation Commission is to serve as a liaison between the city residents and program participants and Parks and Recreation Director and the North Myrtle Beach City Council to ensure the development and provision of appropriate recreation facilities and programs.

Function:

The Commission provides its knowledge and expertise to the staff that operate the Parks and Recreation Department of the City. Members perform an important advisory role in the formulation of policies and regulations which the staff implements and administers, thus bringing the views of the community to a special activity of City government.

The duties of the Commission are to serve as liaison between citizens of North Myrtle Beach and the North Myrtle Beach Parks and Recreation Department and City Council and act as an advisor to the City Council and the Department. The Board shall make recommendations to the Parks and Recreation Director and City Council regarding community recreation needs, use of recreational facilities and equipment, recreational programs, rules and regulations of recreation programs, and facilities designated for recreational use within the city.

ARTICLE II – ESTABLISHMENT AND POWER

There shall be a Commission known as the Recreation Commission. The Recreation Commission shall be composed of seven (7) members, who must be city residents, appointed by the City Council. The appointive members of the Recreation Commission shall serve without compensation for their services. The City Council may also appoint up to four (4) non-voting members of middle school and high school age to the Recreation Commission based on the recommendation of North Myrtle Beach Parks and Recreation staff and local school officials.

ARTICLE III – TERM, VACANCIES, AND ELECTIONS

- A. Term: The term of appointment of the members of the Recreation Commission shall be for two years, or until their successors are appointed and qualified. A member is eligible for reappointment for a second two-year term.
- B. Vacancies: Vacancies occurring in the Recreation Commission, other than by expiration of term, shall be filled by the Council for the unexpired term.

- C. Elections: At the first meeting or immediately after the new appointments are made, the Commission shall elect officers. These officers shall serve for one year or until their successors are qualified.
- D. Ex-Officio Members: The City Manager and the Parks and Recreation Director shall be ex-officio members of the Commission.

ARTICLE IV – COMMISSION

- A. The officers shall be Chairman and Vice-Chairman.
- B. Duties of Officers:

- 1. Chairman

The Chairman shall preside at all meetings of the Commission, shall set the meeting agenda with the advice of the Parks and Recreation Director, and shall have the right to vote on all matters of business transacted by the Commission.

- 2. Vice-Chairman

The Vice-Chairman shall perform the duties of the Chairman whenever, for any reason, they cannot be performed by the duly elected Chairman.

- 3. Secretary

The Parks and Recreation Director shall assign a staff member to ensure that a true and accurate account of the proceedings of each meeting of the Commission are kept. Draft minutes of the meeting will be sent to all Commission members for comment within three business days of the meeting. A copy of all meeting minutes when approved at the next public meeting will be sent to the Commission, the ex-officio members, including the City Manager and City Council and filed with the City Clerk and in the Parks and Recreation Administrative offices.

- C. Functions of Commission

- 1. The Recreation Commission shall make recommendations to the Parks and Recreation Director and the City Council. Those recommendations shall include but not necessarily limited to:
 - a. The Recreation Commission shall recommend policies, procedures, and philosophies on recreation programs.
 - b. Advise on concerns and priorities of the development of recreation areas, facilities, and programs.
 - c. Recommend action on the adoption of standards on recreation areas, facilities, and programs.

NMB Recreation Commission Bylaws

- d. Advise the Parks and Recreation Director and the City Council on the development of long-range capital improvements for recreation programs.
 - e. Review the effectiveness of recreation facilities and programs.
 - f. Upon request, to recommend approval of rules and procedures pertaining to the use of recreational facilities including suggested fees and charges.
 - g. Advise and recommend as it relates to sports programs.
2. The Recreation Commission shall cooperate with other similar local, state, or federal government authorities, subject to prior approval by the City Council.
 3. The Recreation Commission shall generally enlist favorable support for recreation programs.
 4. The Recreation Commission shall assist the department in recruiting voluntary leadership staff to work with parks and recreation programs.
 5. The Recreation Commission shall report to the Council as necessary or requested.
 6. No statement regarding Commission policy shall be made to the media, except by the Chairman. Any member may make a statement but not on behalf of the Commission.
 7. As may be noted, the Commission makes recommendations and does not directly exercise administrative authority or responsibilities. Nevertheless, although advisory in nature, the Commission's recommendations are very important in actions leading to major decisions. Thus, when the Board secures the facts and completes information on matters referred to it and deliberates carefully, its recommendations can provide a vital element in formulating policies for the operation of successful recreation programs. Therefore, a well planned, thorough training program for board members is most important. Included in this instructional and informational program for each person will be the initial orientation training given to each new member of the Board.
- D. Meetings of the Commission:
1. The Recreation Commission shall hold meetings quarterly at such times and places as it may schedule, unless there is not sufficient business to warrant a meeting. Ordinarily, no more than ninety (90) days should expire without a regular meeting of the Board. The agenda for each meeting shall be prepared and public notice of such a meeting shall be advertised per the Freedom of Information Act guidelines.

2. Regular meetings shall include a department update and provide the opportunity for citizen comments.
3. Meetings of the Board shall be conducted in accordance with Robert's Rules of Order (newly revised), except as otherwise provided herein.
4. Quorum Rule: Four (4) members shall constitute a quorum but in addition, the concurring vote of four (4) members is required for any official action.
5. Attendance at Regular Monthly Meetings:
 - a. Each Commission member is expected to attend at least two (2) of the four (4) quarterly meetings.
 - b. If for any reason a Commission member is unable to attend a quarterly meeting, it is required that the member notifies the Commission and requests an excused absence.
 - c. If any member of the Commission fails to meet requirements as stated in parts a and b of this section, it will be deemed that the member has voluntarily resigned, and the Commission will request the City Council to appoint a successor to fill the vacancy.

ARTICLE V – AMENDMENTS

These bylaws may be altered, amended, or repealed at any regular meeting of the City Council, provided ten (10) days written notice of such intention has been given to each member of the Commission. Anything in these bylaws inconsistent or in conflict with the laws of South Carolina or the policies of the City Council of the City of North Myrtle Beach is hereby rescinded and annulled.