
PART ONE — ADMINISTRATIVE CODE

ARTICLE 140 Parks and Recreation Commission

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CROSS REFERENCES

Authority to establish – see WV Code 8-21-1
General provisions – see WV Code 8-21-2 *et seq.*
Powers – see WV Code 8-21-7 *et seq.*
Financing – see WV Code 8-21-11 *et seq.*

140.01 Creation; objectives.

There is hereby created in the Town of Harpers Ferry, the Harpers Ferry Parks and Recreation Commission, for the purpose of establishing, improving, developing, administering, operating and maintaining the town's parks and recreational activities.

140.02 Membership and terms of service.

The Commission shall have three members, all of whom shall be residents of Harpers Ferry and shall be nominated and confirmed by the Town Council. The members of the Commission first selected shall serve respectively for one year, two years and three years. Thereafter, the members shall be selected each year commencing at the first regular meeting of the Town Council in calendar year 1997, and in like manner at the first regular Town Council meeting in each subsequent calendar year. Vacancies shall be filled for the unexpired term only, in the same manner as original selections are made. Members shall serve without compensation but shall be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their official duties.

140.03 Regular and special meetings.

- (a) The Commission shall fix the time for holding regular meetings, but it shall meet at least once a month.
- (b) Special meetings of the Commission may be called by the Chairman or by one member upon written request to the Secretary-Treasurer. Whether called by the Chairman or by a member, the Secretary-Treasurer shall send to each member, at least two days in advance of a special meeting, a written notice fixing the date, time and place of the meeting, but written notice of a special meeting, is not required if the date, time and place of a special meeting have been fixed in a regular meeting, or if all the members are present at the special meeting.

140.04 Quorum.

A majority of the members of the Commission shall constitute a quorum. No action of the Commission shall be official, however, unless authorized by a majority of all of the members

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of the Commission at a regular or properly called special meeting.

140.05 Office and expenses.

The Town Council shall provide the Commission with suitable office space for the holding of meetings and the storage of records, documents and accounts.

140.06 Election of officers.

At its first regular meeting in each year, the Commission shall elect from its members a Chairman, Vice-Chairman and Secretary-Treasurer. The Vice-chairman shall have the power and authority to act as the Chairman of the Commission during the absence or disability of the Chairman.

140.07 Bond of officers.

Before acting, the Chairman, Vice-Chairman and the Secretary-Treasurer shall execute an official bond conditioned upon such officer's accountability for the funds of the Commission, with proper surety thereon to be approved by the Town Council, and filed with the Secretary thereof.

140.08 Annual report.

The Commission shall make an annual report to include financial information, signed by the members, at the conclusion of each calendar year for submission to the Mayor and Town Council concerning the operation of the Commission.

140.09 Powers and authority.

The commission shall have the power, authority and duty to:

- (a) Exercise general supervision of and make rules and regulations for the administration of the affairs of the Commission;
- (b) Prepare and submit to the Mayor and Town Council for adoption, rules and regulations regulating the use of any parks and recreational properties and facilities under the control of the Commission and to carry out such regulations as may be adopted;
- (c) Prepare and submit to the Mayor and Town Council for adoption plans and specifications for improving, developing, operating and maintaining the Town's parks and recreation activities;
- (d) Supervise the fiscal affairs and responsibilities of the Commission, to also include acceptance of funds donated by individuals and local community organizations;
- (e) Conduct fund raising activities, the proceeds from which shall be used for improving, developing, administering, operating and maintaining the Town's park and recreational facilities;
- (f) Cooperate with individuals and local community organizations offering donations of equipment and services; and
- (g) Keep accurate and complete records of all the Commission's proceedings and actions.

140.10 Effective date.

This Ordinance shall take effect and be in force from and after December 11, 1995. (Ord. 95-3. Passed 12-11-1995.)