

**By-Laws and Constitution
Of
THE DEKALB COUNTY CITIZENS ADVISORY BOARD
FOR THE RECREATION, PARKS AND CULTURAL AFFAIRS DEPARTMENT**

ARTICLE I

Name

Section 1: The name of this organization shall be the “DeKalb County Citizens Advisory Board,” hereafter referred to as CAB and shall be an advisory organization for the Recreation, Parks and Cultural Affairs Department of DeKalb County. This Citizens Advisory Board organization was created the 12th day of March 1974 by the DeKalb County Commissioners.

ARTICLE II

Mission

Section 1: The mission of the Citizens Advisory Board is to serve as a liaison among the DeKalb County community, elected officials and Recreation, Parks and Cultural Affairs in support for the Department’s mission through advocacy and education.

ARTICLE III

Members

Section 1: The CAB shall consist of eleven (11) members, each of whom shall be residents of the County of DeKalb and serve without pay.

Section 2: The Chief Executive Officer and each of the seven County Commissioners shall recommend the appointment of one member. The DeKalb County Delegation, the Board of Education and the DeKalb Municipal Association shall each recommend the appointment of one active member or designee of their respective organizations.

Section 3: The terms of office for the members of the CAB will correspond to the terms of office held by the respective sponsoring Chief Executive Officer and County Commissioners. The terms of office for those CAB members recommended by the DeKalb County Delegation, the Board of Education and the DeKalb Municipal Association will be for four years. Only those CAB members recommended by the members of the Board of Commissioners and the CEO may succeed themselves for a maximum of one, four-year term.

ARTICLE IV

Vacancies

Section 1: Vacancies on the Board shall be filled by the same manner as listed in Article III, Section 2 and shall be for the unexpired term of the member replaced.

Section 2: The Chairperson of the CAB shall notify by letter or electronic mail the person or organization (See Article III, Section 2) responsible for appointing any vacancies within 2 weeks of vacancy and request replacement within 2 months of vacancy.

ARTICLE V

Officers

Section 1: The officers of the CAB shall be a Chairperson, Vice-Chairperson, and Secretary-Treasurer.

Section 2: The officers shall be elected annually, and shall serve for a term of one (1) year. Any officer thus elected may only succeed her/himself for one additional term. The officers must be elected by a majority vote.

Section 3: The Chairperson shall preside at meetings of the CAB, appoint ad hoc committees as needed, and perform other duties generally pertaining to the office of Chairperson.

Section 4: The Vice-Chairperson shall perform Chairperson's duties in the absence of the Chairperson.

Section 5: It shall be the responsibility of the Secretary to validate all minutes taken at CAB meetings. The Secretary of the CAB shall take minutes in the absence of a person designated for that purpose by the Director of the Recreation, Parks and Cultural Affairs Department.

Section 6: The Director of the Recreation, Parks and Cultural Affairs Department shall delegate a member of her/his staff to take minutes at meetings of the CAB.

ARTICLE VI

Election of Officers

Section 1: The Chair shall appoint a Nominating Committee at the September meeting. Election of officers will be held at the regular Board meeting in the month of November. Nominations may also be made from the floor and votes cast at that time.

Section 2: Officers will assume duties on January 1st of the following year.

ARTICLE VII

Meetings and Attendance

Section 1: Regular bi-monthly meetings of the CAB shall be held at 6:00 p.m. the fourth Tuesday of: January, March, May, July, September and November (meeting shall be held on the third Tuesday at 6:00 p.m.) Meetings may be in-person, virtual or hybrid (virtual and in-person combined). Special meetings of the CAB may be held at any time at the call of the Chairperson and the Director of the Recreation, Parks and Cultural Affairs Department or by a majority of the members of the CAB.

Section 2: Six (6) members of the CAB shall constitute a quorum for the transaction of business. One officer and five members of the Board will constitute that quorum.

Section 3: The Chairperson of the CAB shall notify by letter or electronic mail (email), the person or organization responsible for appointing any member who misses two consecutive meetings or more than 50 percent of scheduled meetings in a calendar year.

ARTICLE VIII

Rules

Section 1: Roberts Rules of Order shall govern all orders of business.

ARTICLE IX

Amendments

Section 1: These By-Laws may be amended, added to or repealed by two-thirds (2/3) majority of the members.