

March 14, 1972

TO : The Parks and Recreation Board
FROM : William L. Brannon, Supervisor
SUBJECT: Monthly Report

With a few exceptions, cooperation from Areas under supervision has been outstanding. Two main difficulties, however, are foreseen:

1. Failure to determine the precise role of directors.
2. Arbitrary actions taken in the absence of written policies or directives.

Periodic visits have been made to the areas- at least twice a week- to observe work done and assist workers by suggesting better methods of conducting activities , of maintaining properties and interpreting departmental policies.

Attendance shows a steady gain. Small Centers, King Hill and Washington Park, are becoming focal points for community involvement. Newtown, Kiwanis and Goode Street, essentially playground areas, are devoted largely to active games and sports during afternoons.

Advisory Councils have been organized for King Hill and Newtown. The membership would welcome an official visit from the Board or representative at their earliest convenience.

Involvement with Advisory Councils convinces me that we must establish a sound foundation of valid goals and objectives which can be achieved through proper administration and leadership. And our recreation services must be designed to reflect these goals and services.

WLB phrson

GENERAL POLICIES GOVERNING THE FUNCTIONS OF
THE PARKS AND RECREATION BOARD OF THE CITY OF MONTGOMERY

GENERAL RULES AND REGULATIONS

1. The Parks and Recreation Board of the City of Montgomery shall operate directly under the statutory provisions of the State Legislature.
2. These rules and regulations are intended to provide for a general understanding and a uniformity in the practices and procedures for the operation of the Parks and Recreation Board of the City of Montgomery.
3. In the event that any part or parts of these rules and regulations are found to be in conflict with the law, then only such part, or parts, so found shall be null and void and the remainder thereof shall remain in full force and effect.
4. Robert's Rules of Order, Revised, shall be observed except as otherwise specified by rules and regulations adopted by the Board.
5. The Board may request legal advice pertaining to any matter on which legal counsel is deemed advisable.
6. The rules and regulations of the Board may be suspended or amended by a majority of the members at any Board meeting, provided that each Board member shall have been notified in writing of the proposed amendment or proposed suspension at least ten days in advance of the meeting. Where a new regulation amends or replaces an existing regulation the Board shall repeal the older one by direct action.
7. The Superintendent may, in case of emergency, suspend any part of the rules and regulations pertaining to his operation which may be in conflict with the handling of an emergency; provided, however, that the Superintendent shall report the fact of, and the reason for, such suspension, in writing to each Board member prior to the next meeting of the Board; and provided, further, that the suspension shall expire at the time of said report unless all members of the Board determine otherwise.

ORGANIZATION OF THE BOARD

1. At the first meeting of the Board in October of each year, there shall be elected a Chairman, Vice-Chairman and Secretary of the Board. Each officer elected shall take office immediately and shall serve until the first Board meeting of the following October, or until his successor is elected and

qualified to serve. In order for a Board member to be eligible for nomination for the Office of Chairman or Vice-Chairman he shall have served one previous year.

2. If the Chairman should resign or for any other reason be unable to act during his term of office, the Vice-Chairman shall automatically fill the position of the Chairman. In the event that the office of Secretary should become vacant the position shall be filled at the next regular meeting of the Board.

3. The Chairman of the Board shall preside at all meetings of the Board, appoint all committees, sign all contracts or agreements in the name of the Board, and any documents which he is legally authorized to sign.

4. The Vice-Chairman shall preside in the absence of the Chairman and shall perform such other duties as may be assigned by the Chairman.

5. The Secretary of the Board shall have the minutes and records of the Board prepared. He shall sign any documents which legally require the signature of the Secretary of the Board. A recording secretary, who shall not be a member of the Board, may be required by the Chairman to take the minutes for submission to the Secretary if it appears desirable or convenient.

MEETINGS

1. The Board shall meet the second Tuesday of each month at 2:30 P.M. at the Administration Building of the Recreation Department unless otherwise determined by the Board.

2. Special meetings may be called by the Chairman at any time. Notice thereof shall be given to every member not less than two days in advance, if possible, unless such notice is waived by all members. No business shall be transacted at any special meeting which does not come within the purpose of the call for the special meeting, unless all members concur.

3. All meetings of the Board shall be open to the Public except executive sessions. Budgets and Minutes of the Board shall be open to the Public or inspection by any citizen.

4. A quorum shall consist of a majority of the Board.

5. An Agenda shall be prepared by the Chairman and presented to the Board

at the beginning of each regular or special session of the Board.

AUTHORITY OF MEMBERS

1. The Board shall be bound by authority as outlined in the legislative act setting it up and shall be directly responsible to the Mayor and Commissioners.

2. No Board member shall have authority to act as an individual. All instructions to the Superintendent should come directly from the Board.

If a proposition or complaint should be presented to a Board member he should be courteous but not commit himself, but should refer it to the Superintendent if it is a routine matter, otherwise to the Board. One of the greatest mistakes a Board member can make is to give decisions individually when not in meeting. Serious involvements can be avoided if Board members make all decisions in Board Meetings and discuss the matter with the entire Board.

SUPERINTENDENT

1. The Superintendent shall be directly under the authority of the Board, and he shall have such authority and duties as directed by the Board.

2. A report of all activities of the Recreation Department should be made at each monthly Board meeting.

EMPLOYMENT OF PERSONNEL

1. Appointment of heads of departments and divisions shall be made by the Board in accordance with the regulations of the Personnel Department of the City of Montgomery. All department heads shall be consulted on the appointment of new employees and given the opportunity to select and approve of new employees within the restrictions and regulations of the Personnel Department of the City of Montgomery.

2. The Board shall be notified of the employment and releasing of all personnel in the Recreation Department.