



BYLAWS FOR RECREATION AND PARKS BOARD OF WASHINGTON COUNTY.

MARYLAND

(Revision adopted by the Board of County Commissioners on the 14th day of October, 2025)

By virtue of Section 1-602 of the Code of the Public Local Laws of Washington County, Maryland, there is a Recreation and Parks Board in Washington County.

ARTICLE I - OBJECTIVES AND PURPOSES

a. The purposes and programs of the Recreation and Parks Board (the "Board") include the preservation and use of real property, and of personal property, which is appurtenant and adjunctive to it, as park and recreation areas. The Board shall execute and perform its duties pursuant to the directives of the Board of County Commissioners ("Commissioners"). The Board shall have the other following purposes:

b. To cooperate with other County agencies, the City of Hagerstown and other municipalities, the Board of Education and civic groups in providing technical assistance in preparing applications for grants as pertaining to parks and recreation.

c. To assist the Commissioners and County staff in the development of countywide park and recreation plans and develop park site plans.

d. To assist in the coordination of a countywide comprehensive recreation and open space plan.

e. To assist in the planning of new parks and recreational facilities.

f. To coordinate use of Board of Education facilities by the public in accordance with Joint use agreements.

g. To advise the Commissioners and assist County staff in the development and operation of recreational opportunities for all residents of Washington County.

ARTICLE II - MEMBERSHIP

a. The Recreation and Parks Board consists of seven voting members appointed by the County Commissioners. One of the seven members shall be a County Commissioner serving ex officio. No other elected officials shall be eligible for appointment to the Board. The Board may also appoint two additional non-voting, ex officio members to the Board. The County Commissioner serving ex officio shall have the right to vote. No other ex officio member of the Board shall have the right to vote, unless substituting for an absent voting member.

b. The Board of Education shall recommend two (2) members for appointment to the Board. One such member shall be the Supervisor of Physical Education and Athletics, unless the incumbent Supervisor would have a conflict with these Bylaws or a County policy, including without limitation the Boards and Commissions Policy. One of the two members named by the Board of Education shall be an ex-officio, non-voting member of the Board. When a vacancy occurs regarding a member recommended by the Board of Education, a request shall be made to the Board of Education for a recommendation to replace that member.

c. No full or part-time compensated employee of the County is eligible for appointment to the Board. All members of the Board, including ex officio and non-voting members, must be residents of Washington County, Maryland. Any member of the Board who ceases to be a resident of Washington County shall be ineligible to retain membership on the Board.

d. To support the Board in the completion of its duties, staff from the Recreation, Parks and Planning Departments shall provide primary support service. However, additional support may be requested and provided by any and all agencies and departments of County government.

e. The term of a member of the Board is 3 years. The terms of members are staggered as required by the terms provided for members of the Board on July 1, 1984. At the end of a term, a member continues to serve until a successor is appointed and qualifies. A member appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.

f. Members may serve two (2) consecutive terms. Following the second consecutive three (3) year term, a member shall be eligible for reappointment following an intervening one (1) year period or approval by the Commissioners. In case there is a vacancy on the Board, the Commissioners shall appoint a member to fill the said vacancy in accordance with this article.

g. The Commissioners shall have the authority to remove any member of the Board when, in their discretion, the best interests of the community shall be served thereby. The status of a Board member who has accumulated three (3) unexcused absences in a calendar year shall be reviewed by the Board, which may make a recommendation to the Commissioners by a majority vote that the member be removed.

h. The Board shall also be governed by County, State and Federal laws and County ordinances, resolutions, policies and practices, as amended from time to time, including without limitation the Board and Commissions Policy and the Ethics Ordinance.

Note: On May 2, 2000, the Board of County Commissioners voted to eliminate the compensation provided to the Recreation & Parks Board, the Airport Commission and the Water & Sewer Advisory Commission.

ARTICLE III - OFFICERS

a. The officers of the Board shall be the Chair and Vice-Chair. Officers shall be elected at the December meeting from the duly-appointed Board members. They shall serve for one (1) year or until a successor shall be elected.

b. In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

c. The Chair or Vice-Chair shall appoint some competent person to serve as secretary for each meeting, which person need not be a member of the Board and may be a County employee.

d. In the case any officer's position is vacant through death; resignation, disqualification, removal or other cause, the members of the Board, by affirmative vote of the majority thereof, may elect a successor from the membership to hold office for the unexpired portion of the term of the officer whose place shall be vacant, and until the election of a successor, or until the member shall be removed, prior thereto, by an affirmative vote of the majority of the members. Any officer may be

removed from office with or without cause by the affirmative vote of two thirds (or 5) of the members entitled to vote at any meeting called for that purpose.

ARTICLE IV - RESPONSIBILITIES OF OFFICERS

a. The Chair shall:

- (1) Preside over all meetings of the Board.
- (2) Perform other duties as delegated by the Board.
- (3) Sign all minutes when approved by the Board.
- (4) Appoint appropriate committees.
- (5) Review the annual report and budget for presentation to the Commissioners.
- (6) Sign official papers on behalf of the Board.
- (7) Call special meetings when deemed advisable.
- (8) Perform all such duties as appropriate to the office.

b. The Vice-Chair shall:

(1) Preside over meetings and exercise other functions of the Chair as set forth in subsection (a) above in the absence of the Chair.

- (2) Perform other duties as delegated by the Board.

ARTICLE V - MEETINGS

a. Regular meetings shall be held on the first Thursday of each month *unless* rescheduled under extenuating circumstances by the Chair.

b. Special meetings of the Board shall be held whenever called by the Chair or Vice-Chair. Notice of any special meeting of the Board shall be given by mail or orally at least five (5) days before the meeting to each member to permit compliance with the notice requirements under the Open Meetings Act.

c. A majority of the total number of members of the Board and the Commissioner member, excluding other ex-officio members, shall constitute a quorum for the transaction of business at all meetings of the Board. However, if at any meeting less than a quorum shall be present, a majority of those present may adjourn the meeting. The action of the majority of the members present at any meeting at which there is a quorum shall be the action of the Board, except as may be otherwise specifically provided by law.

d. An affirmative vote of a majority of those present shall be necessary for the passage of any action.

e. All meetings shall be conducted in an orderly manner in accordance with Robert's Rules of Order.

f. An agenda shall be distributed to all members seven (7) days in advance of regularly scheduled meetings.

g. The first regular meeting in January of each year shall be the organizational meeting, the purpose of which shall be the election of officers and the appointment of committees as deemed necessary by the Chair.

h. All meetings, except executive or closed sessions, are open to the public and shall be conducted in accordance with the Maryland Open Meetings Act.

i. No regular meetings will be held in July or August unless called by the Chair.

ARTICLE VI. AMENDMENT OF BYLAWS

a. The Board may, from time to time, recommend to the Commissioners any amendment to any portion of these bylaws by a majority vote of the Board at any regular or special meeting called for that purpose. Only the Commissioners shall be entitled to amend these bylaws.

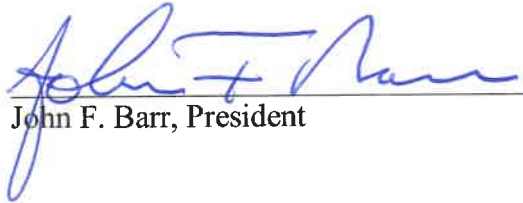
b. All members shall be given at least thirty (30) days written notice of any regular or special meeting called for the purpose of recommending possible amendments to these bylaws.

The Bylaws are adopted this 14th day of October, 2025.

ATTEST:

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND**

By: 
Dawn L. Marcus, Clerk


John F. Barr, President