



**CITY OF EDGEWATER
RECREATION & CULTURAL SERVICES BOARD
BY-LAWS**

ARTICLE I: Official Name

The official name of this Board shall be the Recreation & Cultural Services Board of the City of Edgewater, Florida, hereinafter referred to as the "RCS Board".

ARTICLE II: Purpose and Intent

The purpose and intent of these By-Laws is to set forth a uniform set of procedures whereby the City of Edgewater's RCS Board may regulate the manner in which it elects officers, conducts meetings and otherwise carries out its functions. The By-Laws will serve as a guideline in the handling of all affairs pertaining to the RCS Board.

ARTICLE III: Membership

A. Voting Members and Appointments

1. **The RCS Board shall have Seven (7) members.** Each member shall be appointed by the City Council for a term of three (3) years and shall be subject to removal as set forth by the City Council. The terms of appointment shall be staggered.
2. A quorum shall consist of three (3) members. All recommendations and actions of the Board shall require an affirmative vote of a majority of the members present.
3. Prior to appointment, prospective members shall submit a City application, stating therein a brief synopsis of their education, experience and reason for their interest in serving on the RCS Board.
4. To be eligible for appointment, a prospective member shall reside in the City of Edgewater. Up to one (1) position on the Board may be filled by a non-resident member that works within the City or owns or represents a business interest within the City of Edgewater, provided such appointment is justified based on the individual's qualifications and is approved by the Board.
5. No member of the RCS Board shall receive compensation for their service, provided however, that members may be reimbursed for out-of-pocket expenses as approved by the City of Edgewater.
6. The RCS Board shall provide a written recommendation to City Council for the appointment of a vacant seat or reappointment of a Board member; all current applications shall accompany the request.

B. Vacancies

1. During the term of appointment, should a member of the RCS Board change residence to the extent he or she would not be eligible for appointment to the RCS Board, the member shall forfeit the office and it shall be deemed vacant.
2. If an RCS Board member is absent for three (3) consecutive regular meetings, or is absent for four (4) total meetings during any calendar year, said member shall forfeit the office and it shall be deemed vacant.
3. City Council may remove any member of the RCS Board from office at any time.
4. Any vacancy occurring during the unexpired term of office of any member shall be filled by City Council. The vacancy shall be filled as soon as practical after it occurs.

C. Voting Conflicts

1. No member of the RCS Board shall vote upon any matter which would inure to his or her special private gain or loss, or any principle by whom he or she is retained, or by any relative or business associate.
2. No member of the RCS Board shall appear for or represent any person in any matter before the RCS Board other than him or herself. No past member shall appear before the RCS Board except when representing him or herself for a period of twelve (12) calendar months after his or her service has ended.

ARTICLE IV: Election of Officers

A. Chairman

1. The Chairman shall serve as the presiding officer at all meetings and hearings of the RCS Board and appoint any committees from the RCS Board membership that are deemed necessary.
2. The Chairman shall be elected by a majority of the voting membership at the regular meeting in January each year. The chairman shall be eligible for re-election.

B. Vice Chairman

1. The Vice Chairman shall be elected by the RCS Board from among its regular members in the same manner as the Chairman and shall be eligible for re-election.
2. The Vice Chairman shall serve as acting Chairman in the absence of the Chairman and as such times shall have the same powers and duties of the Chairman.
3. In the event of death, resignation or removal from office of the Chairman, the Vice Chairman shall perform the various duties until such time as the RCS Board shall elect a new Chairman and Vice Chairman.

C. Other Presiding Officers

The member of the RCS Board may select an additional member to preside over the meeting(s) in the absence of the Chairman and Vice Chairman

D. Board Coordinator

1. The Board Coordinator shall be provided by the City and be a City employee.
2. The Board Coordinator shall prepare and distribute agendas, correspondence and minutes and shall establish and maintain files to ensure they are properly kept. All recorded meeting tapes shall be provided to the City Clerk for safe keeping.

E. Professional Support

The City shall provide professional support to the RCS Board as may be necessary.

ARTICLE V: Meetings / Hearings

A. Regular Meeting

Regularly scheduled meetings of the RCS Board shall be held quarterly or more frequently as needed.

B. Special Meetings

Special meetings or hearing of the RCS Board may be called by the Chairman.

C. Requirements

All meetings shall be open to the public, provide due public notice, follow Roberts Rules of Order and the Florida Sunshine Laws.

ARTICLE VI: Powers and Duties

A. The RCS Board shall exercise the following powers and duties:

1. The RCS Board shall be utilized in review of general service needs as well as planning and development of specific projects involving parks and recreation activities and facilities, beautification of the City and historical preservation.
2. Upon request, the Board shall make recommendations to the Director and City Council concerning the following areas:
 - a. The Board shall study recreational needs for persons of all ages in the City, and recommend the acquisition and utilization of land and facilities for this purpose.
 - b. The Board shall study existing recreation activities in the City, assess future needs and recommend changes or additions to various activities and programs.
 - c. The Board may coordinate with organized groups on matters or programs that affect recreation within the City.
 - d. Study in depth and make recommendations on projects or programs assigned by the Board.

3. In addition to the duties defined herein, the RCS Board shall seek to accomplish the following relating to Historic Preservation:
 - a. Continuing the survey and inventory of historic buildings and areas and archeological sites and plan for their preservation.
 - b. Recommending designations of historic districts and individual landmarks and landmark sites.
 - c. Regulating alteration, demolitions, relocations and new construction to designated property.
 - d. Adopting guidelines for changes to designated property.
 - e. Coordinating historic preservation work by working with and advising the federal, state and county governments and other City Departments or advisory Boards.
 - f. Advising and assisting property owners and other persons who are interested in historic preservation.
 - g. Initiating plans for preservation and/or rehabilitation of individual historic buildings or landmarks.
 - h. Undertaking educational programs including the preparations of publications and placing of historical markings.
 - i. Review all nominations of local property to the National Register of Historic Places following the regulations of the State Historic Preservation Office.

B. Appeals

Any person aggrieved by the decision of the RCS Board shall appeal such decision to the City Council.

ARTICLE VII: Amendments

By-Laws may be amended at a regular or special meeting of the RCS Board, provided an affirmative vote of the majority of members present is obtained and approved by City Council.

Updated and adopted by the Board this _____ day of _____, 2026.

Jason O'Keefe, Parks Director

Laura Konters, RCS Board Chair