



# Resolution 2026-15

## STATE OF ALABAMA JEFFERSON COUNTY CITY OF CLAY

---

### A RESOLUTION ESTABLISHING THE CITY OF CLAY YOUTH SPORTS ADVISORY BOARD

**Whereas**, the City Council of the City of Clay, Alabama, is authorized pursuant to the Code of Alabama 1975, including Sections 11-47-210 through 11-47-214, to establish advisory boards to assist the municipality in matters relating to youth sports programs; and

**Whereas**, the City Council finds that the establishment of a Youth Sports Advisory Board will promote organized youth sports and contribute to the general welfare of the local residents of the City of Clay;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLAY, ALABAMA, AS FOLLOWS:**

**1. Establishment.**

There is hereby established the *City of Clay Youth Sports Advisory Board* ("Advisory Board").

**2. Membership.**

The Advisory Board shall consist of five (5) members who are local residents of the City of Clay and who have demonstrated or recognized interest in youth sports, recreation, or related community activities. Members shall be appointed by the City Council.

**3. Terms of Office.**

Initial appointments shall be made as follows:

- One (1) member for a term of one (1) year;
- One (1) member for a term of two (2) years;
- One (1) member for a term of three (3) years;
- One (1) member for a term of four (4) years; and
- One (1) member for a term of five (5) years.

All terms shall expire on September 30. Upon expiration of the initial staggered terms, all successor appointments shall be for terms of five (5) years. Vacancies occurring in unexpired terms shall be filled by the City Council in the same manner as original appointments, and such appointee shall serve the remainder of the unexpired term.

**4. Officers.**

Each January, the Advisory Board shall elect from its membership a chair, vice-chair, secretary, and any other officers it deems necessary. Officers shall serve at the pleasure of the Advisory Board.

**5. Powers and Duties.**

The Advisory Board shall act in an advisory capacity only and shall:

- Develop proposed rules and regulations governing its procedures and the use of applicable parks, lands, buildings, equipment, and recreational facilities, all of which shall be submitted to the City Council for approval by resolution.
- Promote youth sports programs and activities within the City; and
- Make recommendations to the City Council concerning youth sports, recreation facilities, and related programs.

6. **Compensation.**

Members of the Advisory Board shall serve without compensation.

7. **Repealer.**

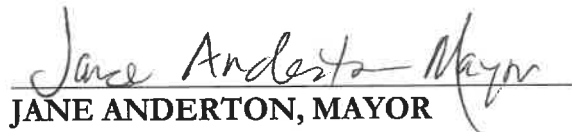
Any prior resolution establishing a Clay Recreation Board is hereby repealed in its entirety to the extent of any conflict.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

**ADOPTED AND APPROVED**, this the 10<sup>th</sup> Day of February 2026.

**CITY OF CLAY, ALABAMA**

**ATTEST:**

  
JANE ANDERTON, MAYOR

  
TOUSHI ARBITELLE, CITY CLERK

**AYES:** 6

**ABSENT:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

In my capacity as City Clerk of the City of Clay, Alabama, I hereby certify that the above Resolution was duly adopted by the City Council of the City of Clay, Alabama, at a regular meeting held on the 10<sup>th</sup> day of February 2026

  
City Clerk

## **By-Laws Governing the City of Clay Parks & Recreation Board**

### **Article 1: Membership, Powers, and Duties**

A. The Membership, Powers, and Duties of the Clay Parks & Recreation Board (the “Board”) shall be as ordained by the Clay City Council.

### **Article 2: City of Clay Parks & Recreation Board – Established, Mission, Membership**

A. Pursuant to its authority under Alabama Code Section 11-86-1 et seq., the Clay City Council hereby establishes the City of Clay Parks & Recreation Board to facilitate its duty to advise, supervise, and promote city recreation programs.

B. The mission of the City of Clay Parks & Recreation Board is to serve as citizen Board members to advise the Athletic Director and, where called upon, the Clay City Council on various matters pertaining to the operation of park facilities and recreation programs within the City of Clay, to make policy recommendations to the Parks & Recreation Department where desired, and to carry out duties as may be assigned to them by the Clay City Council.

C. The City of Clay Parks & Recreation Board shall be composed of five (5) members appointed by the Clay City Council with recommendation by the Board. One Board member shall serve as a liaison for each subcommittee.

#### **D. Eligibility**

1. Members of the City of Clay Parks & Recreation Board shall be local residents.
2. Members will be selected without regard to race, creed, national origin, age, sex, or the presence of a disability. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

#### **E. Appointments**

1. The initial Members of the Board shall be appointed by the City Council as follows:
  - a. One for a term of one year; one for a term of two years; one for a term of three years; one for a term of four years; and one for a term of five years.
2. If a vacancy should occur before the end of any term, the City of Clay Parks & Recreation Board shall select and nominate a qualified individual to serve the remainder of that term, subject to City Council approval.
3. Selection Process for Vacant Positions: All Board candidates shall apply by email to the Chairperson or Director of Parks and Recreation for the vacant Board position on an application form provided by the City Clerk. At the next regular meeting after the application submission deadline, applicants shall make a presentation to the Board followed by a vote to nominate a Board Member to the City Council to fill the vacant position.

#### **F. Participation**

1. It is expected that all Board Members be present for at least 75% of regularly scheduled meetings each calendar year. A Board Member who arrives more than fifteen minutes after the scheduled start of a meeting or is absent for more than fifteen minutes during the meeting shall be considered “not present” for reporting of official attendance.

#### G. Vacancies

1. A member’s position shall become vacant when any of the following occur:
  - a. A member is absent from 25% of the regularly scheduled meetings in a given calendar year, regardless of whether such absence is excused or unexcused, except as otherwise provided in these Bylaws. All absences will be duly recorded. Absences from emergency or specially called meetings will not be recorded against a member in calculating the percentage of absences. Special exceptions may be made by the Chairperson of the Board when absences are due to health or time-limited extenuating circumstances.
  - b. When a member no longer meets the membership requirements.
  - c. When a member’s term expires.
  - d. When a member resigns or is removed by the Board.
2. The Chairperson shall, upon receipt of a resignation or when advised of a vacancy, notify the Board as soon as reasonably possible.

#### **Article 3: Board Officers**

A. The Board shall elect the following officers by simple majority vote: Chairperson, Secretary, Treasurer.

B. Officers shall be elected by the Board at its first meeting and shall serve for one (1) year. Thereafter, officers shall be elected at the first regularly scheduled meeting of the Board following the expiration of the term of the previous officers. Board Members may serve consecutive terms as officers during their term as a Board Member.

C. In the event a vacancy occurs in an officer position, the Board shall elect a successor by simple majority vote.

D. The Secretary (or Chairperson if the Secretary is unable to perform his or her duties) is responsible for notifying Board Members of meetings and distributing agendas, minutes, and relevant information, unless a Director of Parks and Recreation has been employed, in which case this responsibility shall fall to said Director, who may delegate the task to staff. Minutes shall be made available to the Clay City Council within 72 hours of the meeting if requested.

#### **Article 4: Board Duties**

A. The Chairperson shall preside at all meetings and perform such other duties as determined by the Board. In the absence of the Chairperson, the Secretary shall perform the duties of the Chairperson.

B. The Board is responsible for advising, supervising, and promoting the City’s recreational programs and, in the absence of a Director of Parks and Recreation, shall provide for the general

administration of the City of Clay's parks and recreational programs. If a Director is employed, the Director shall be responsible for administration and implementation of Board policies.

C. The Board may designate individuals or groups to act on its behalf and shall require detailed reports of activities prior to each regular meeting.

D. The Board shall be responsible for the direction, supervision, and promotion of recreation programs contributing to the general welfare of local residents. The Board shall have control over lands, buildings, equipment, and facilities assigned by the Clay City Council and shall cooperate with local, state, and federal agencies to improve recreational services. Formal decisions of the Board shall be communicated to the City Council by the Director of Parks and Recreation.

E. The Board shall mediate complaints made against the Parks and Recreation Department, additional Board committees, youth sports committees, coaches, or program members under the authority of the Clay City Council, in accordance with departmental policies and Robert's Rules of Order.

F. Board Members are asked to participate an average of five (5) hours per month, including meetings, events, committee service, liaison roles, and advocacy.

#### **Article 5: Board Meetings**

A. Regular meetings shall be held at 6:30 PM on the fourth Monday of each month at City Hall Chambers or another designated location, in compliance with the Open Meetings Law.

B. Special meetings may be called by the Chairperson or by written request of a majority of the Board, with notice provided as required by law.

C. A majority of Board Members shall constitute a quorum.

D. Members anticipating absence, late arrival, or early departure should notify the Chairperson and Secretary.

E. Meetings shall be conducted according to Robert's Rules of Order.

F. Agendas shall be finalized one week prior to meetings and distributed in advance.

G. All meetings are open to the public.

H. Board Members serving in coaching or similar roles shall recuse themselves from votes affecting those activities and from any vote involving "Family Members" as defined by Alabama law.

#### **Article 6: Additional Board Committees and City of Clay Parks & Recreation (Youth Sports) Committees**

A. The Chairperson may appoint additional standing or special committees as authorized by the Board.

B. The City of Clay Parks & Recreation Board may establish committees for individual recreational activities. One Board Member shall serve as liaison for each committee.

C. The mission of these committees is to advise the Board, Director of Parks and Recreation, and Clay City Council on recreation matters within the City of Clay.

D. Each committee shall submit an annual report to the Board.

E. Eligibility

1. Committee members shall be local residents, participants, or parents/grandparents of participants in City of Clay programs.
2. Members shall be selected without discrimination, with consideration given to accessibility and inclusion.

**Article 7: Amendments**

A. Amendments must be proposed in writing at one meeting and acted upon at the next regular meeting.

B. An annual review of these By-Laws shall be conducted by the Board Bylaws Committee following officer elections.

Created: \_\_\_\_\_

Adopted by Board: \_\_\_\_\_

Printed Name: \_\_\_\_\_

As: \_\_\_\_\_

Printed Name: \_\_\_\_\_

As: \_\_\_\_\_

Printed Name: \_\_\_\_\_

As: \_\_\_\_\_

Printed Name: \_\_\_\_\_

As: \_\_\_\_\_

Printed Name: \_\_\_\_\_

As: \_\_\_\_\_

(CONSTITUTING ALL OF THE DIRECTORS OF THE  
CITY OF CLAY PARKS & RECREATION BOARD)