

PARKS AND RECREATION COMMISSION BY-LAWS

PURPOSE AND AUTHORIZATION: The objectives of the Colchester Parks and Recreation Commission are set forth in Section 7-148 of the General Statutes.

The purpose of the Parks and Recreation Commission is to seek the development of a broad variety of recreation programs, park facilities and services to meet the total needs and demands of the residents of the community.

NAME: The Commission shall be known as the Colchester Parks and Recreation Commission.

OFFICE: The Administrative Office of the Colchester Parks and Recreation Commission shall be the Town Hall where all Commission records including official minutes will be kept.

MEMBERSHIP

1. The Commission shall consist of eight (8) members appointed by the Board of Selectmen. All terms shall expire on the first Monday in December and shall continue until a successor has been appointed and qualified.
2. Any member who, without notifying the Chairman, fails to attend 50% of the regular meetings during any twelve (12) consecutive months or who misses three (3) consecutive meetings shall be deemed to have resigned. It is the duty of the Chairman to inform the Board of Selectmen in writing of such vacancy.
3. Resignations shall be made in writing to the Town Clerk with a copy forwarded to the First Selectman and the Chairman of the Commission.
4. Vacancies may be filled by appointment of the Board of Selectmen for the duration of the term.
5. Two (2) alternate members may be appointed by the Board of Selectmen to serve on the Parks & Recreation Commission. The alternate member shall vote in the absence of a regular member. If the Commission has a fully seated quorum, the alternate shall not vote. The alternate member shall have the ability to participate at all meetings. In the event of a vacancy of a regular member, the alternate shall be appointed to fill such vacancy's term.

OFFICERS: The officers of the Colchester Parks and Recreation Commission shall consist of a Chairman, Vice Chairman and a Secretary, all of whom shall be voting members of the Commission. They shall carry out those functions normally performed by similar officers of similar organizations and such other functions as may be assigned to them by the Commission from time to time. The Chairman or Chairman's representative may form or disband ad hoc committees as required.

ELECTION: Officers shall be elected for a term of one year by the Commission at the annual meeting during the month of December. They shall assume office at the meeting next following the election and shall hold office until replaced. Vacancies in office shall be filled by regular election procedure at any regular meeting. Officers may be removed for failure to perform their office by vote of the Commission provided each member is notified in writing at least two weeks prior to the meeting at which such vote is held.

QUORUM: One more than half of the seated membership shall constitute a quorum. The number of votes necessary to make decisions at all meetings shall be a majority of those present except that a lesser number may call a meeting to order for the purpose of setting a new meeting or may vote to adjourn a meeting.

MEETINGS

Annual: The annual meeting of the Colchester Parks and Recreation Commission shall be held during the month of December for the purpose of election of officers and other pertinent business.

Regular: Regular meetings of the Colchester Parks and Recreation Commission shall be held monthly.

Special: Special meetings of the Colchester Parks and Recreation Commission shall be called by the Chairman or at the written request of four members. At least 24 hours notice must be given.

DISQUALIFICATION: No member of the Commission shall appear for or represent any business, firm or corporation or other entity in any matter pending before the Commission if the member is directly or indirectly interested in a financial sense, and such member shall disqualify himself/herself from voting stating the reason therefore. When disqualification is questioned, the Commission shall make the final decision.

FINANCES:

1. The Commission may solicit or receive gifts or bequests or any donations to be used, principal or income, for Parks and Recreation purposes.
2. The Commission shall work with the Director in the preparation of the budget.
3. All purchases shall be in accordance with the Town Charter.

ORDER OF BUSINESS

Unless otherwise determined by the Chairman, the order of business at regular meetings shall be:

1. Ascertain a Quorum
2. Call to Order
3. Reading or presentation of previous meeting minutes and action thereon
4. Old Business
5. New Business
6. Correspondence
7. Director's Report
8. Sub committee Reports
9. Other Business
10. Adjournment

Changes in order of business or dispensing with any item may be made by request and approval of the Commission. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings of the meetings of the Commission.

COMMITTEES: It shall be the duty of each member of the Commission to take an active part in the direction of the Department's programs and to act in whatever capacity he or she may be called.

Special Committees may be appointed by order of the Parks & Recreation Commission as needs arise. Such committees shall not necessarily be restricted to members of the Parks & Recreation Commission. The Chairman of any special Committee shall be a member of the Parks & Recreation Commission.

There shall be three Standing Committees as described below:

Administrative/Finance

Assist in maintaining current policies for the Department. Review and assist in the budget. Assist in evaluation and development of Long range and Short term planning.

Facilities

Ensure that existing areas and facilities are in accordance with National Park & Recreation Association (NRPA) Accreditation Standards, as a minimum.

Programs

Maintain and evaluate present recreational programs, identify need for new programs as required, coordinate and integrate Town programs with other community programs.

AMENDMENTS:

Amendments may be made to those procedures by the majority of vote of members at any regular meeting provided that such amendment has been read at the meeting previous to the one at which the vote is taken.

Approved by: _____

Effective: _____