Recreation Committee dba
Parks & Recreation Committee
Bylaws

Section I. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Committee meetings and to promote the fair, orderly and efficient conduct of the Committee's proceedings and affairs. These bylaws shall govern the Committee's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

The scope of activity shall include overseeing the use and sustainability of all town parks, recreational areas, programs, and the like except for those programs directly associated with the Cumberland / North Yarmouth Recreation department. The scope of activities shall also include planning, advocacy, and management of recreational activity associated with roads, trails and infrastructure in North Yarmouth.

Section II. Definition/Town Charter Article IV, Section 2d

Recreation Committee - There shall be a Recreation Committee consisting of five (5) members appointed by the Board of Selectmen to staggered three (3) year terms. The terms of those appointed to the Recreation Committee shall expire on June 30th of their expiration year. The Recreation Committee shall elect from its membership a chair, vice chair and a secretary at its first regular meeting occurring on or after July 1st of each year.

(i) The Recreation Committee shall advise the town and municipal officers on matters of recreation and supervise any recreation programs by the town.

(ii) The Recreation Committee shall oversee any town property designated as a recreation area by the Board of Selectmen and make recommendations to the Board of Selectmen regarding its use.

Section III. Reporting

The fiscal year of the committee shall be July 1st through June 30th annually. The Chairperson shall be responsible for the filing an annual report of activities, attendance, and fund utilization with the Board of Selectpersons or their designee upon conclusion of the fiscal year. A copy of the executed bylaws shall be submitted to the Town Manager for Board of Selectmen review.

Section IV. Officers and Duties

Officers of the Committee shall consist of a Chairperson, Vice Chairperson, and Secretary to be chosen annually at the first regular meeting in July of each year by and from among Committee members unless otherwise provided by law.

A. Chairperson -The Chairperson shall preside at all Committee meetings and shall have authority to rule on questions of procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Committee to perform its duties and conduct its affairs.

   The Chairperson shall set the agenda for each meeting at least seven (7) days prior to the meeting day. It shall be the duty of the Chairperson to establish the agenda and to conduct orderly meetings, to ensure minutes are recorded and properly distributed and stored. Any member may request an item be placed on the agenda by notifying the Chairperson in writing at least 72 hours of the next stated meeting.

B. Vice Chairperson - The Vice Chairperson shall assist the Chairperson with designated tasks and in the absence of the Chairperson assume those duties.

C. Secretary - It shall be the duty of the Secretary to ensure that attendance is taken and that minutes of the proceedings are kept and properly distributed and to demarcate said minutes and notes into those that are "public records" and those that are "confidential."

The secretary shall see that a copy of such records, meeting minutes and the like are also distributed and maintained at town office. It shall also be the duty of the Secretary to fulfill the duties of the Chairperson in their absence.

Section V. Meetings

A. The annual organizational meeting of the Committee shall be the first regular meeting in July of each year.

B. Meetings shall be held the first Wednesday of each month at 7:00pm at Town Office, unless otherwise designated by committee vote. Meetings shall be open to the general public, except where a discussion item is of a confidential nature, in which case the Committee shall reference the section of Maine State Law that provides for discussions in executive session.

C. Special meetings may be called at any time by order of the Chairperson or by written request of three (3) regular members. Notice of any formal special meeting shall be given to all Committee members at least forty-eight (48) hours prior to the scheduled starting time of the meeting by a personal conversation with each Committee member, and/or voice mail, and/or e-mail.

D. The basic order of business at regular meetings of the Committee shall be as follows but is not limited to specified subjects:

1. call to order
2. minutes of the preceding meeting
3. old business
4. new business
5. any other business -members only -not on the agenda
6. adjourn

Section VI. Voting

A. No votes may be taken by the Committee except in public meeting. A quorum shall consist of three (3) members of the Committee.

B. No hearing of the Committee shall be held in the absence of a quorum; however, meetings may be held with the consent and attendance of the Chairperson.

C. A tie vote or affirmative vote by a lesser number than the required majority or quorum shall be deemed a failed motion.

Section VII. Conflict with Laws

Any conflict or in consistency between these bylaws and any applicable law shall be resolved in favor of the law. If a procedural question should occur, the Committee shall consult Robert's Rules of Order.

A. Conflicts of Interest - As a general rule, a conflict of interest occurs when an official has a pecuniary (i.e., financial) interest in a matter of official business.

B. Appearance of Conflict of Interest - Even when a Town official's conduct is not specifically prohibited by law, competing interests and personal relationships could create an appearance of wrongdoing that could undermine the public trust in the integrity and impartiality of local government. 30-A M.R.S.A. § 2605 addresses this issue by providing that Town officials shall "attempt to avoid the appearance of a conflict of interest by disclosure or by abstention."

C. Members of the Committee must declare a conflict of interest and recuse themselves from debate and voting on any matter where they have a financial interest, or the potential to benefit personally or professionally from participation in a matter. The chairperson shall appoint an alternate member to act for a regular member who is: disqualified from voting, unable to attend the meeting, or absent from a substantial portion of the meeting due to late arrival with no notification. The alternate member will act for the regular member until the meeting is adjourned.

Section VIII. Code of Conduct

All members of the Committee are expected to handle themselves in a professional manner. No use of the privilege of membership on the Committee, nor any information obtained thereby, shall be used to secure personal profit, special privileges, favors or exemptions for themselves or any other person.

Section IX. Amendments and Waivers

These bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Committee unless otherwise provided by law. These bylaws may be amended at any time in writing by majority vote of the Committee. All amendments shall be submitted to the Town Manager's office for review and submittal to the Board of Selectmen.

Adopted by the Recreation Committee dba Parks & Recreation Committee this 19th day of NOVEMBER, 2014.

Committee Members

Chairperson

Vice Chairperson

Secretary

Member

Member

Board of Selectmen Review: October 7, 2014