

Town of Highgate Parks & Recreation By-laws

Adopted 1-11-2018
Revised 7-15-19

ARTICLE 1 - NAME:

The Commission shall be known as the **Highgate Parks & Recreation Commission**

ARTICLE 2 - PURPOSE AND AUTHORIZATION:

The objectives of the **Highgate Parks & Recreation Commission** are to seek the development of a broad variety of recreational programs, park facilities and services to meet the total needs and demands of the residents of the community.

ARTICLE 3 - OFFICE:

The Administrative Office of the **Highgate Parks & Recreation Commission** shall be **located at Highgate Sports Arena** where all commission records, including official minutes, will be kept.

ARTICLE 4 – MEMBERSHIP:

- 1.** The Commission shall consist of a **minimum of 5 members and a maximum of 7 members**, all of which shall reside in the town of **Highgate**. *If members are needed, the Commission will submit a posting to the public.*
- 2.** Any member who fails to attend 50% of the regular meetings during any twelve (12) consecutive months or who misses four (4) consecutive meetings shall be deemed to have resigned, unless absence is acceptable by the Commission. It is the duty of the Chairperson (s) to inform the Board of Selectmen in writing of such vacancy.
- 3.** Resignations shall be made in writing to the Chairperson(s) of the Commission.
- 4.** Vacancies may be filled by appointment of the Commission with approval by Board of Selectmen.

ARTICLE 5 - COMMISSION MEMBERS:

The members of the **Highgate Parks & Recreation Commission** consist of a Chairman, Vice/Co Chairman and a Secretary, all of whom shall be voting members of the Commission. They shall carry out those functions normally performed by similar commission members 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 any committees as required.

Article 5a - DUTIES OF MEMBERS:

Chairperson & Vice Chairperson, or member of the commission, shall preside at all meetings of the commission, appoint all committee, represent the commission at the public affairs, and shall maintain the dignity and efficiency of the commission in all possible ways.

Commission Members

Commission Members shall have the authority to conduct an inspection of the recreation equipment or functions at any time and to make a report to the commission to secure action to any shortcomings

Secretary

The Commission Secretary shall keep record of the proceedings of the Commission. The Secretary shall read all official communications to commission write correspondences as directed by the commission, file all important letters and replies thereto.

Town Treasurer –Non-Member

The Highgate Town Treasurer is the **Highgate Parks & Recreation Commission** treasurer. The Town Treasurer is not a member of the Commission. The Treasurer shall accept all monies paid in a deposit account at a local financial institution. The Treasure shall pay all bills incurred by the commission and provide an accounting of the financial condition of the commission at each regular meeting, and file all important letters and replies thereto.

Terms

All new Members of the Board shall submit a letter of interest to be reviewed and selected by existing Commission, with final approval given for membership by the Highgate Selectboard. The term for each appointment shall be for 2 years appointed at the first Selectboard meeting in March following town meeting. They shall assume office at the next meeting following the appointment and shall hold office until replaced. Vacancies in office shall be filled by regular appointments procedures and approval by the Selectboard. Members may be removed for failure to perform their office by recommendation of the Commission and approval by the Selectboard, provided each member is notified in writing at least two weeks prior to the meeting at which such vote is held.

Duties of all Members

It shall be the duty of each member of the Highgate Recreation Commission to take an active and positive role in shaping the direction of the commission's programs. To act in whatever capacity, he/she may be called to help improve availability and access to recreation programs for the community of Highgate.

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.

ARTICLE 6 – MEETINGS:

Monthly Meetings

Regular meetings of the **Highgate Parks & Recreation Commission** shall be held on the 1st and 3rd Monday of the month.

Special Meetings

Commission special meetings shall be compliant with Open Meeting Law and be noticed at least 24 hours in advance.

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.

ARTICLE 7 – FINANCES:

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

ARTICLE 8

ORDER OF BUSINESS:

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

- Ascertain a Quorum
- Call to Order
- Public Comment
- Secretary's Report
- Treasure Report
- Directors Report
- Old Business
- Subcommittee Reports
- New Business
- Correspondence
- Other Business
- Executive session
- Adjournment

Article 9 - Duties and Responsibilities of Highgate Parks & Recreation Commission

It shall be the duty of the Highgate Recreation Commission to:

1. Advertise, accept, and review applications for the positions of the program coordinators and their assistants, and to fill same.
2. Prepare the Recreation budget for each fiscal year to be presented to The Selectmen at their December meeting for publication in the Town Report.
3. Keep account expenditures by activities, to be available upon request.
4. Make recommendations as to the purchase or construction of new or additional recreation facilities and/or equipment.
5. Recommend, analyze, and initiate new activities or programs that could, or should be sponsored by the Highgate Parks & Recreation Commission.
6. Always strive to improve the programs offered by the Commission.

7. Attend the annual Town meeting in March for the purpose of answering voter questions which may arise concerning the Highgate Parks & Recreation Commission matters and the proposed budget
8. Prepare and maintain an inventory of equipment.
9. At all times, members of the Highgate Parks & Recreation Commission shall conduct themselves in a manner befitting the position of a Commissioner.

Responsibilities- It shall be the responsibility of the Highgate Parks & Recreation Commission to:

1. Assume responsibility for the direction of all activities approved by the Commission.
2. Keep Parks & Recreation Commission equipment and areas in the best of repair.
3. Assume responsibility for the safety of all equipment.
4. Assume responsibility for the work, conduct and efficiency of the Highgate Recreation Director and all subordinate staff members.
5. Make needed purchases of equipment and supplies as deemed necessary for the efficient operation of departments.
6. Ensure the Commission receives full value for services requested or equipment purchased.

Article 10 - Amendments

Changes in order of business or dispensing of any item may be made by verbal or written request for approval of the Commission.

Co-Chairperson(s)

Ty Chalmers DATE 8/2/19

_____ DATE _____

Secretary

_____ DATE _____

Directors

Sharon Boyer DATE 8/1/19

Bruce Butler DATE 8/1/19

Richard Klont DATE 8/1/19

_____ DATE _____