

**Town of Montville
Parks and Recreation Commission
By-Laws**

ARTICLE I - CHARTER

“There shall be a Parks and Recreation (P&R) Commission consisting of nine (9) members who shall be appointed by the Town Council. Their successors shall be appointed and any vacancies filled by appointment of the town council. This Commission shall have the responsibility for the management, control and development of the town’s P&R facilities. The Commission shall prepare the budget for the Recreation Department for submission to the Director of Finance in accordance with the Town Charter. The Commission shall prepare a plan of maintenance for the town’s parks and recreation facilities in conjunction with the Director of Public Works. The Mayor shall be responsible for the implementation of the maintenance plan. The Commission shall be responsible for approving plans and programs to fulfill the recreational needs of the residents of the Town of Montville and for overseeing the implementation of these plans and programs by the Recreation Department. The Commission is empowered to approve agreements between the Recreation Department and the Board of Education for use of facilities under the control of the Board of Education. The Commission shall recommend not fewer than three (3) candidates for any vacancy in the position of P&R Director for selection by the Mayor and shall establish departmental policies. The members shall serve without compensation.”

“At any time during the fiscal year, transfers of part or all of the unencumbered appropriation balances in any line item to any other line item within the P&R Department shall require the consent and approval of a majority of a duly constituted quorum of the P&R Commission.

ARTICLE II - OFFICERS

Section 1 - Officers

Officers of the P&R Commission shall consist of a Chairperson, Vice Chairperson, and Secretary.

Section 2 - Election of officers

A slate of officers shall be presented to the Commission by the Nominating Committee at the December monthly meeting. Once the Nominating Committee has submitted the slate, the floor will be open for other nominations. Election of officers shall take place at the January monthly meeting. In the event of two or more nominees for a single position, the vote shall be done by secret ballot. The nominee who receives the majority of the votes will win the election.

Section 3 - Term

The term of office for each elected position shall be one year.

Section 4 - Installation

Installation of officers shall take place during the February monthly meeting, at which time the new officers shall take over their duties in all matters affecting the next subsequent year.

ARTICLE III - DUTIES OF OFFICERS

Section 1 - Chairperson

It shall be the duty of the Chairperson to preside at all regular and special meetings, and at all Executive Sessions. The Chairperson shall perform all of the duties of the office; shall appoint all committees, and committee chairpersons, and shall be an ex-officio member of all committees, except the Nominating Committee.

The Chairperson and the P&R Department Director shall present and recommend transfers of part or all of the unencumbered appropriation balance in any line item to any other line item with the P&R Department appropriation. All such recommendations require the consent and approval of a majority of a duly constituted quorum of the P&R Commission.

The Chairperson will present the annual budget request to the Town Council Finance Committee each year.

Section 2 - Vice Chairperson

It shall be the duty of the Vice Chairperson to act as Chairperson in the event of a Chairperson's absence, death, or incapacity. If required, the Vice Chairperson shall assume the duties of Chairperson for the balance of the term unless replaced by the members of the Commission. The Vice Chairperson shall chair the Nominating Committee.

Section 3 - Secretary

It shall be the duty of the Secretary to keep a record of all monthly and special meetings in the event that the person paid to record said meeting is absent.

ARTICLE IV - MEETINGS

Section 1 - Meeting Quorum

A quorum for regular meetings shall consist of five members of the P&R Commission. A quorum for committee or subcommittee meetings shall consist of a majority of members assigned to that committee or subcommittee.

Section 2 - Meeting Announcements

A schedule of all upcoming year meetings shall be provided to the Town Clerk by December 31. All monthly, committee, and special meetings must be posted 24 hours in advance of said meeting. The P&R Department must be notified at least two working days in advance of any meetings to meet the 24-hour advance posting requirement.

Section 3 - Scheduled Meetings

- The P&R Commission shall meet monthly. A schedule of all upcoming year meetings shall be provided to each Commission member by December 31. Agendas for all monthly meetings will be mailed to all members at least two days before the scheduled meeting.

Section 4 - Special Meetings

The P&R Commission and P&R Committees may schedule special meetings as required.

Section 5 - Meeting Attendance

Commissioners are expected to attend all monthly meetings. If unable to attend a meeting, the P&R Department office should be notified at least 24 hours in advance.

Commissioners must attend a minimum of 6 of the 12 monthly meetings each year. If a Commissioner misses 5 monthly meetings within a 12 month period beginning 1 January each year, the Commission will contact that person for an explanation. If a Commissioner misses 6 monthly meetings any time during the year, the Commission will notify that person (in writing) that an appearance before the Commission at the next monthly meeting is required. The circumstances causing the missed meetings will be considered prior to any written notification.

ARTICLE V - COMMITTEES

Section 1 - Nominating Committee

The Nominating Committee shall consist of three members of the Commission. The Vice Chairperson shall chair this committee. It is the responsibility of this committee to present a slate of officers for the following calendar year during the December monthly meeting.

Section 2 - Finance Committee

The Finance Committee shall work directly with the P&R Director and the Town Finance Director to monitor the P&R Department budget and prepare the budget for the P&R Department. The committee shall prepare and present a budget for the next fiscal year (July 1 - June 30) at the January monthly meeting. The finance committee shall present a report at each monthly meeting.

Section 3 - Maintenance Committee

The Maintenance Committee shall establish a maintenance plan to be presented to the Commission at the January monthly meeting. The plan should contain the facility maintenance required for the upkeep of all parks and facilities. This must be done early so that the Public Works Department can budget accordingly. This committee shall be responsible for monitoring the status of the maintenance plan and inspection of all facilities each month. A written report detailing the results of the inspection/status will be provided at each monthly Commission meeting.

Section 4 - By-Law Committee

The By-Law Committee will review these by-laws annually and recommend changes as deemed necessary. Changes to these by-laws will be submitted during the February meeting and discussed during the March meeting. Any member of the Commission may submit changes to these by-laws during the March meeting. All changes must be submitted in writing. A vote for adoption of all changes submitted will be done during the April meeting.

Section 5 - Other Committees

The Chairperson shall appoint other committees as necessary to investigate and provide recommendations pertaining to other P&R activities.

ARTICLE VI - BY-LAW AMENDMENT

These by-laws may be amended by a two-third vote of the members present at any monthly meeting. All amendments must be submitted in writing for consideration by the Commission members.

RECORD OF CHANGES

**Change
Number**

Description of Change

Date

Original

Original by-laws established and approved by the P&R
Commission.