

**TOWN OF BUCKFIELD
RECREATION COMMITTEE
BYLAWS**

Provisions of these Bylaws shall not be in conflict with any other Town Ordinance or Select Board Policy.

SECTION 1: PURPOSE

The purpose of the Buckfield Recreation Committee, hereinafter referred to as the "Committee" is to provide recreational activities to the residents of the Buckfield community. The Committee recognizes that it serves at the pleasure of the Select Board and as such represents the community. The Committee agrees to function in compliance with open meeting law and conduct itself in a manner that is professional and above reproach.

SECTION 2: COMPOSITION

The Committee shall be composed of eleven (11) Members. Said Members may be residents of Buckfield, Hartford or Sumner, but in no event shall the number of Buckfield residents serving on the Committee constitute less than a majority at any time.

SECTION 3: APPOINTMENT

Any person seeking appointment to the Committee shall be appointed in accordance with the Town of Buckfield's Appointment Policy.

SECTION 4: OFFICERS AND MEMBERS

A. Chairperson:

- a. The Committee shall annually, in the month of July, elect a Chairperson from among its Members.
- b. The Chairperson shall preside at all Committee Meetings and shall be a Member of any and all Sub-Committees.
- c. The Chairperson shall prepare an Agenda for every duly called Meeting.

B. Vice-Chairperson:

- a. The Committee shall annually, in the month of July, elect a Vice-Chairperson from among its Members.
- b. The Vice-Chairperson shall assist the Chairperson and in the absence of the Chairperson shall perform the duties of Chairperson.

C. Secretary:

- a. The Committee shall annually, in the month of July, elect a Secretary from among its Members.
- b. The Secretary shall notify members of Meetings and activities, and be responsible for all official correspondence of the Committee.
- c. The Secretary shall keep a true and accurate account of all proceedings of the Committee Meetings in the form of Minutes and in accordance with the Meeting Agenda.
- d. The Secretary shall submit a copy of the Committee approved Minutes and their associated Agenda to the Town Clerk within seven (7) days from the date of Committee approval.

- D. Member:
- a. All Members shall agree to be committed to the recreation programs voted on and approved by the Committee.
 - b. All Members shall agree to actively participate in all activities sponsored by the Committee and in any Sub-Committee they are assigned.
 - c. All Members shall acknowledge receipt of these By-Laws by signing a receipt log provided by the Town Clerk.

E. Member's Attendance:

It shall be the responsibility of the Chairperson to report in writing to the Select Board any member who fails to attend three (3) consecutive regular meetings or any member who fails to attend four (4) regular meetings in any twelve (12) month period. The Select Board shall at their next regularly scheduled Meeting conduct an executive session with the Member that has missed the Meetings and determine if the absences were excusable and if found to not be excusable will remove the Member from the Committee for cause.

SECTION 5: MEETINGS (Regular, Special, Quorum)

A. Regular Meetings:

Regular Meetings shall be held the third Sunday of each month. A regular scheduled Meeting date, time, and/or place may be changed upon a majority vote of the Members at a duly called Meeting.

B. Special Meetings:

Providing at least a seven (7) day notice is given to the Town Office, a Special Meetings may be called at any time by the Chairperson or by any four (4) Members providing a written request is submitted to the Chairperson by each requesting Member. Special meetings shall be limited to a stated purpose, which must be communicated in advance to all Members.

C. Emergency Meetings:

Providing a 24 hour notice is given to the Sun Journal, the Advertiser Democrat, and the Town Office an Emergency Meeting may be called by the Chairperson. An Emergency Meeting may only be called when a situation arises that cannot not wait to be addressed at a Regular Meeting or Special Meeting due to time constraints.

D. Meeting Place:

The Buckfield Municipal Center shall be the official meeting place of the Committee, unless otherwise voted by the Committee and duly publicized.

E. Quorum:

- a. A quorum is required to conduct any business.
- b. A quorum is defined as a majority of those Members appointed to the Committee.

F. Parliamentary Procedure:

The Chairperson shall conduct all Meetings using a common parliamentary guide, such as but not limited to *Roberts Rules of Order*.

SECTION 6: REMOVAL OF AN OFFICER / MEMBER

If an Officer or Member of the Committee does not fulfill his/her duties required as described in Section 4 above, that Officer/Member shall be notified in writing of a Special Meeting of which will solely be for the purpose of discussion and voting on the removal from office. At said Meeting, the Officer/Member may present statements to the Committee in an effort to retain his/her position.

Recommendation for removal shall occur if so voted by a 2/3 majority of the Members present at said Meeting by secret ballot. The results of said vote shall be provided to the Select Board and it shall make the final determination for removal.

The Select Board reserves the right to remove any Member of the Committee for cause.

The Select Board shall notify in writing the Committee Chairperson as well as the Member/Officer in question of an Executive Session scheduled specifically to review the allegations against him/her. Said notification shall be provided at least fourteen (14) days prior to the date of the Executive Session.

SECTION 7: SUB-COMMITTEES

A. Standing Sub-Committees:

The following list shall constitute a list of current standing Sub-Committees.

- **Youth Basketball**
- **Youth Soccer**
- **Youth Baseball / T-Ball**
- **Youth Softball**
- **Fundraising**

The Committee may constitute any additional Sub-Committees on an interim basis by a majority vote of the Committee.

B. Composition of Sub-Committees:

Sub-Committees shall be composed of no less than three (3) and no more than seven (7) individuals.

Sub-Committee Members shall consist of at least one (1) Committee Member and volunteers who express their desire to serve on any given Sub-Committee.

C. Appointments to Sub-Committees:

All Sub-Committee appointments shall be made by majority vote of the Committee at a duly called Regular Meeting.

D. Meetings of Sub-Committees:

All Sub-Committee Meetings shall be held in public spaces and all Committee Members shall be notified of the time and place of any Sub-Committee Meeting at least 24 hours prior to the Meeting (said notification may be accomplished by an e-mail).

All Sub-Committees shall be Chaired by a Member of the Committee who has been duly appointed to the Sub-Committee.

E. Action Plan & Reporting of Sub-Committees:

All Sub-Committees shall provide a written Action Plan to the Committee at least one (1) month prior to the commencement of Plan to allow the Committee to approve the Plan and allow adequate time to order/purchase approved materials needed to carry through the Plan.

It shall be the responsibility of the Sub-Committee Chair to provide a monthly report of the Sub-Committee activities to the Committee at a regular scheduled Committee Meeting.

SECTION 8: OPERATING BUDGET

The Committee shall be responsible to adhere to its Town Meeting approved operating budget. All expenditures must be approved by a majority vote of the Committee at a Meeting duly called. The only exception to this is in the case of an emergency. In said case, the Committee Chairperson is authorized to approve an expenditure up to \$50.00 without approval of the Committee however must report the emergency expenditure at the next Regular Meeting

During the month of February of each year, the Committee will prepare the next fiscal years' operating budget and propose such to the Town Manager.

SECTION 9: ANNUAL REPORT

The Committee shall submit during the first week in May of each year to the Town Manager an Annual Report summarizing the Committee's affairs. Said Report shall be inserted in the Annual Town Report.

SECTION 10: BY-LAWS REVIEW

The Committee shall during its' July Regular Meeting review its' By-Laws and present any proposed amendments to the Select Board.

SECTION 11: ADMENDMENT OF BY-LAWS

These By-Laws may only be amended by the Select Board at a duly called Meeting.

SECTION 12: ADOPTION

The undersigned Select Board do hereby adopt these By-Laws at a duly called Meeting on _____, 2019 and by doing so repeal any and all previously adopted By-Laws associated with the Buckfield Recreation Committee.

Cheryl Coffman, Selectperson

Dona Grant, Selectperson

Tina Brooks, Selectperson