

ESTABLISHMENT OF THE BUCKFIELD RECREATION COMMISSION

SECTION 1: ESTABLISHMENT

The Town of Buckfield hereby establishes the Buckfield Recreation Commission.

SECTION 2: APPOINTMENTS

- A. Commission members shall be appointed by the municipal officers and sworn by the clerk or other person authorized to administer oaths. The Commission may make recommendations to the municipal officers regarding appointments of new members.
- B. The Commission shall consist of five (5) members.
- C. The term of each member shall be one, two, or three years, member's choice. Terms shall begin on July 1st and expire on June 30th.
- D. Members shall be required to attend all scheduled meetings. In the event that any member does not attend two consecutive meetings or fails to attend any three regular meetings in one year, the Commission shall determine if the member has valid excuses for such absences. Determination shall be made by recorded vote of all Commission members. If excuse(s) are determined to be unacceptable, the Commission shall request the Board of Selectmen to appoint a replacement.
- E. When there is a permanent vacancy, the municipal officers shall within sixty (60) days of its occurrence appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a legal resident of the Town of Buckfield. When a vacancy occurs, the chairman of the Commission shall immediately so advise the municipal officers in writing. The municipal officers may remove members of the Recreation Commission by unanimous vote, for cause, after notice and hearing.
- F. All members shall be legal residents of the Town of Buckfield.

SECTION 3: ORGANIZATION AND RULES

- A. In July of each year the Commission shall elect by majority vote, a chairman and a secretary from among its members. The term of all offices shall be one (1) year with eligibility for re-election. The town treasurer shall act as treasurer for the Commission.
- B. It shall be the responsibility of the chairman to preside over the meetings and transaction of business. The chairman shall call meetings of the Commission when it deemed necessary. It shall also be the responsibility of the chairman to discuss the upcoming budget with the Town Manager and/or Board of Selectmen and to make all requests to put monies on the Warrant as they are deemed to be needed.

- C. No meeting of the Commission shall be held without a quorum consisting of three (3) members. It is the responsibility of members to attend stated meetings, participate and vote on proper business of the Commission.
- D. The secretary shall keep a record of it's minutes of each meeting, it's resolutions, transactions, correspondence, findings and determinations. The secretary shall also file a copy of all records with the Town Clerk. All records will be deemed public and may be inspected at reasonable times.

SECTION 4: PURPOSE

The purpose of this Commission is plan a year-round recreation program for all residents of Buckfield including all age groups; to correlate the recreational activities provided by other local civic organizations into a unified recreation program; and to maintain and improve the recreation facilities and equipment.

SECTION 5: DUTIES AND POWERS

- A. It shall be the duty of each member of the Commission to take an active part in the direction of the Commission's program and to act in whatever capacity he/she may be called; be loyal in thought; and deed to the welfare of recreation and to the community which it seeks to serve.
- B. It shall be the duty of the Commission to incorporate a set of By-Laws to be used as a guideline of operation.
- C. All requests for the use of facilities and/or equipment shall be in writing and directed to the Recreation Commission.
- D. The Commission shall not sanction, condone or approve of the drinking of alcoholic beverages in or around any of its facilities.
- E. The Commission shall use the following guidelines in making their determination of whether to schedule an activity:
 - 1. If non-residents of Buckfield wish to join in on scheduled activities and any costs are incurred by that activity, their respective towns shall be responsible for said costs.
 - 2. All activities shall be open to the Public with notice.
 - 3. Any activity that is requested or team that is formed shall Have two people who shall be responsible for the facility being used as well as being present during that scheduled activity.

4. Continued use shall be contingent upon their respect and proper use of the facility. If not enough interest is shown in a given activity, it will not be re-scheduled. This will allow time for the facility to be available for a more structured team type activity rather than a general playtime. If individuals wish to have access to the equipment for any general playtime they will have to make their own request to the Commission.
5. Any activity classified as an adult activity shall mean that 80% of the participants shall be at least 18 years old.

SECTION 6: COMMISSION FUNDS

- A. Any money generated by the Commission through fund raising activities, program registrations, admission fees and similar sources shall be appropriated to the Buckfield Recreation Commission account to be invested and spend in a manner relative to Recreation activities.
- B. The treasurer shall pay bills for the Buckfield Recreation Commission account upon submission of an itemized statement approved the Chairman of the Commission.

SECTION 7: SPECIAL COMMITTEES

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

SECTION 8: CONFLICT OF INTEREST

No member of the Commission shall vote on any matter in which he/she is personally or financially interested. That member shall not be counted in determining the quorum for that particular vote. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting shall be decided by a majority vote of the members except that member whose potential conflict is under consideration.

SECTION 9: EFFECTIVE DATE

This establishment shall become effective when enacted by the legislative body of the Town of Buckfield.