

A. PARKS AND RECREATION COMMISSION BY-LAWS

Preamble

The Town of Southbury has established a Parks and Recreation Commission (the "Commission") whose general purpose is to work collaboratively with the Directors of Parks and Recreation and Public Works in relation to programming and the usage of recreational fields and facilities.

Administrative services shall be provided to the Commission by the Parks and Recreation Department, to carry out its purposes and functions.

Article I. Functions, Powers and Duties

It shall be the function of the Commission to:

- A. Seek the development of a broad variety of recreation programs, park facilities and services to meet the total needs and demands of the community;
- B. Work collaboratively with the Parks and Recreation Director and Public Works in relation to programming and the usage of recreational fields and facilities;
- C. Work closely with the Director of Parks and Recreation, assisting wherever possible in the implementing of services and/or the solving of related problems; and
- D. Any other powers as delegated by the Board of Selectmen.

The Commission shall have no power or authority to incur any financial obligation or to create any liability on the part of the Town of Southbury.

The Commission may make recommendations to the Department Director(s). The Department Director(s) may implement and therefore be responsible for establishing clear procedure/execution methods with the staff. In the event the Director(s) disagrees with the recommendations, the Director(s) must go back to the Commission with a valid explanation detailing the concerns. If the Commission and Director(s), after thorough discussion and review, cannot reach a consensus, the issue then is escalated to the Board of Selectmen.

Article II. Membership and Term

- A. Membership and term shall be according to the Town of Southbury Charter.
- B. Vacancies which occur on the Commission for any reason shall be filled as quickly as possible in the same manner as originally appointed.

Article III. Meetings, Quorum, and Voting

- A. Notice of meetings. All meetings shall be noticed to the public in accordance with law and the guidance of the Freedom of Information Commission.
- B. The Commission shall hold regular meeting in accordance with the schedule filed with the Town Clerk by January 3rd each year.
- C. A quorum is required for the conducting of business; no less than four (4) members of the Commission shall constitute a quorum.
- D. Voting. A simple majority of votes by the members present shall be necessary for adoption.
- E. All meetings – regular, special or emergency – shall be noticed, recorded and conducted in compliance with the Freedom of Information Act and State Statute and conducted in accordance with Roberts Rules of Order.

Article IV. Organization

A. Election of Officers

At the annual Parks and Recreation Commission meeting at the beginning of every other calendar year, the Commission shall elect a Chair and Vice-Chair to serve for two (2) years. Elections shall be by open nomination and roll call vote.

B. Vacancy of Officers

If a vacancy should occur in one of the Officers' positions, the Commission shall proceed to elect a Commission member to fill such vacancy at a regular or special meeting as soon as reasonably possible.

C. Duties of Officers

1. The Chair shall:

- (a) Preside at all meetings of the Commission.
- (b) Collaborate with the Director to prepare and distribute meeting agendas.
- (c) Perform all the duties usually pertaining to the office of Chair.

2. The Vice-Chair shall:

- (a) Preside at all meetings of the Commission in the absence of the Chair.
- (b) Perform all such duties usually pertaining to the office of Vice-Chair.
- (c) Assume the office and duties of the Chair, if the office becomes vacant, until the Commission fills such vacancy through an election as set forth in this Article IV.

If the Chair and Vice-Chair are both absent, a Chairman Pro-Tem shall be elected by a majority of members present to preside at the meeting.

Commission attendance and removal shall be in accordance with the Charter of the Town of Southbury, including its Code of Ethics.

Article V. Rules

The latest edition of Robert's Rules of Order shall govern all procedural matters not addressed by these by-laws.

Article VI. Amendments

Amendments may be made to these by-laws by the majority vote of members at any regular meeting, provided that such amendment has been distributed to each member and read at two regular meetings previous to the one at which the vote is taken.

Article VII. Review

The Commission shall review these by-laws every two years and amend as necessary.

Article VIII. Applicability

Nothing in these by-laws may be constructed or applied in a manner to contravene the Town Charter, applicable local, state, or federal funding source laws, regulations and policies.

APPROVED AND ADOPTED by the Southbury Parks and Recreation Commission on the 22nd day of October, 2015.

APPROVED BY THE BOARD OF SELECTMEN on the 5th day of November, 2015.

AMENDMENT APPROVED BY THE BOARD OF SELECTMEN on April 20, 2017.