

TOWN OF CLARENDON, VERMONT

**BYLAWS
RECREATION AND PARKS COMMITTEE**

Adopted June 26, 2006 by the Clarendon Board of Selectmen

Recorded in Volume 36 Selectmen's Meeting Minutes, Pages 314 – 318

TOWN OF CLARENDON, VERMONT – RECREATION AND PARKS COMMITTEE

BY-LAWS

Article I Mission Statement

The association shall be called the Town of Clarendon Recreation and Parks Committee

Our mission is to serve the needs of the community through quality facilities and parks and by offering life long learning through recreational and cultural programs.

Article II Purpose of the Committee

The Committee shall consult with and advise the Clarendon Board of Selectmen in matters affecting recreation programs; park/facility related projects, policies and finances. Assist in the development of long-range planning for recreation and park needs for the community.

The Committee serves solely in an advisory capacity. In that capacity, the Committee may recommend action to the Town Selectboard, but may not assume any legislative or administrative authority in the operation of town parks and recreational facilities. To achieve this goal, the Committee shall seek to increase public awareness of the existence and value of park and recreation opportunities in the Town, and review the annual Department budget. To perform all of the above, in a manner representing the Town of Clarendon citizens.

Article III Membership

- A. The voting membership of the Committee shall be no less than eight members. All members shall be residents of the Town of Clarendon, Vermont.
- B. The Selectboard shall appoint new members to one year terms of office and/or Appoint new members to complete term. Selection process of new members will take into consideration the continuity of the existing make-up of the Committee. The Recreation and Parks Committee Chairperson will be consulted in the selection process.
- C. The Selectboard Liaison and the School Board Liaison are all ex-officio members.
- D. Other ex-officio members may be added for a period of one year or less, members may be added by a simple majority vote of the Committee at any regularly scheduled meeting.
- E. In the even the resignation of any Committee member, or his death, inability to serve, or absence without acceptable reasons for three consecutive meetings, the Selectboard shall appoint a member to finish any unexpired term that might remain.

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Article IV

Meetings

- A. All meetings shall be conducted under “Robert’s Rules of Order” unless otherwise provided.
- B. Regular meetings shall be held at the Town Hall building on the first Wednesday of each month during the year, unless otherwise ordered by the Committee. The meetings shall convene at 7:00 p.m. unless otherwise ordered.
- C. The Chair, upon the request of at least two members, shall call special meetings.
- D. The meeting in April shall be known as the Organization Meeting. The purpose of this meeting shall be for the election and installation of officers, namely the Chair, Vice-Chair, and the Secretary.
- E. Five voting members constitute a quorum at any regular or special meeting.
- F. All meetings are open to the public.
- G. Minutes of the meeting are to be taken, kept, and available upon request. Majority recommendations of the Committee will be published in the minutes. If a majority of the Committee feel that their recommendations are being unreasonable and/or repeatedly ignored, they may request a meeting with the Selectboard to discuss and rectify the problem. The Selectboard’s decision will be final.

Article V

Officers

- A. The officers of this Committee shall be a Chair, Vice-Chair and a Secretary, who shall be elected at the Organization Meeting in April – to serve for one year or until a successor shall be elected and qualified.
- B. These officers shall constitute an Executive Board who shall act in emergencies. The Executive Board shall meet in the Municipal Building as deemed necessary by any officer.

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Article VI Duties of Officers

- A. The Chair shall preside at all meetings of the Committee. The Chair shall appoint All sub-committees, represent the Committee at public affairs, and assure the accuracy of the Committee's reports, including an annual report to the Selectboard. The Chair shall perform the other duties ordinarily performed by that office and maintain, at all times, the dignity associated with the position.
- B. The Vice-Chair shall act in the absence of the Chair.
- C. The Secretary shall keep a record of the proceedings of the Committee.

Article VII Elections

All officers shall be nominated from the floor at the April meeting. A majority vote of those present shall constitute an election.

Article VIII Duties of Members

The Secretary shall be furnished with supplies, in order to carry out the duties of the office without encumbrance. All bills incurred by the Secretary shall be submitted to the town for payment out of recreation expense.

It shall be the duty of each member to take an active part in the direction of the Recreation Committee's programs and to act in whatever capacity to be loyal in thought and deed to the welfare of the community in which it seeks to serve. Each member will be responsible to be a liaison to other Town boards and/or groups, reporting back to the Committee.

Article IX Committees

- A. Special committees may be appointed by order of the Recreation and Parks Committee as needs may arise. Such committees shall not necessarily be restricted to members of the Committee, including Program, Facilities, Park Areas, Finance, Equipment and Supplies, and the like.


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**Article X
Amendments**

These by-laws may be amended at any time at a regular or special meeting by a majority vote of the Selectboard, present and voting, provided notice of the proposed amendment has been given in writing to all Selectboard and Committee members at least (15) days prior to the said meeting.

Approved by the Clarendon Board of Selectmen 6/26 2006

Signed: 
Selectboard Chair, Representing the Clarendon Board of Selectmen