

Rindge Recreation Department Advisory Committee Rules of Procedure

The mission of the Rindge Recreation Department is to offer a variety of high caliber programs for all ages to meet the needs of the Rindge community; and to develop and provide safe, quality recreational facilities that will serve the community now and for future generations.

The Rindge Recreation Department Committee was originally established in 1973 by Town Meeting vote as a five (5) member committee appointed by the Town Moderator. It was increased to seven (7) members by Town Meeting vote in 1984. These Rules of Procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 35-B.

Section I. Objectives of the Committee:

The general purpose of the Committee is to assist the Recreation Director with the planning, implementation, and development of recreational programs in the Town of Rindge as well as to carry out any other necessary duties and functions requested by the Board of Selectmen consistent with RSA 35-B. In addition, other purposes of the Committee are:

1. To formulate policies, advise, recommend, promote and assist in maintaining public recreation facilities and programs in the Town of Rindge in accordance with the laws governing public recreation in the State of New Hampshire and/or the Citizens of the Town of Rindge.
2. To provide adequate and balanced recreational programs which meet the various needs and interest of every citizen.
3. To solicit the aid of existing organizations to accomplish these purposes.
4. The Recreation Committee is a link between the Recreation Department and the Community. Members are advocates for recreation.

Section II. Committee Membership:

A. The Committee shall consist of seven (7) members. The Committee shall from its own number elect a Chairperson and Secretary and other necessary officers to serve a one year term.

1. Each member of the Committee must be a resident of the Town of Rindge.
2. Members are appointed for three (3) year, staggered terms.
3. Vacancies as they occur shall be appointed by the Town Moderator upon recommendation of the Committee and Board of Selectmen.
4. In the event that a member is absent from six (6) meetings within any 12-month period, the member shall no longer be on the Committee.

5. Ex-officio members may be appointed by committee members or recreation director but have no voting power.

B. Duties of member shall include:

1. Attending the majority meetings of the committee
2. Representing fairly and honestly the interests of the Rindge Recreation Committee and actively seeking input
3. The commitment of time and effort to further the interests of the Recreation Committee and be familiar with recommended standards, trends and facilities
4. Attending and assisting with the running of programs throughout the year
5. Understanding of budget and tax resources of the community
6. Determining the best operating policies of the department
7. Willingness to serve the community and have no entangling alliances
8. Ability to work with professional staff as partners

C. Duties of Chairperson shall include:

1. Presiding over all meetings of the Committee
2. Working in conjunction with the Recreation Director to set agendas

D. Duties of the Secretary shall include:

1. Maintaining a record of all meetings, transactions and decisions of the Committee

E. Duties of the Recreation Director on the Committee shall include:

1. Participating in and present at the majority of meetings of the Committee
2. Serving as an ex-officio member and an advisor, with no voting powers.
3. Issuing all notices of regular meetings of the committee, agendas and special meetings as called by the Chairperson and in accordance with the laws
4. Making recommendations for department staffing and arranging such temporary help as the approved programs require.
5. Providing communication link between Committee and the Department
6. Making regular reports concerning department activities to the Committee
7. Handling all financial affairs for the department
8. Recommending plans of operation, supervision and control of department
9. All other responsibilities as previously established

Section III. Procedures:

A. All meetings shall consist of a Quorum

- B. At least three (3) days before a scheduled meeting, the Chairperson or Director will send the proposed agenda to each Committee member. Any person including Committee members and department staff desiring to present a subject for consideration shall advise the Director or Chairperson in writing no later than three (3) days before the agenda distribution date.**

- C.** Regular meetings will be held monthly at the Recreation Department Building
- D.** Special meetings shall be called by the Chairperson or at the request of 2 members of the committee as deemed necessary or desirable, provided proper notice is given (RSA 91-A)
- E.** The organizational meeting shall be held at the next business meeting following Town Meeting each year and shall include the election of Officers, presentation of approved budget, distribution and review of Rules of Procedure and the goals for the coming year
- F.** All Committee meetings are open to the public. The Committee will allow residents to appear on the meeting agenda, however; the guideline is as follows:
- Residents must notify the Chairperson or Director three (3) days before the agenda distribution date and furnish all supporting materials in advance, or such person may be denied the opportunity to speak, at the discretion of the Chairperson
- G.** The Chairperson may, in his/her sole discretion, limit a presentation to five (5) minutes in length
- H.** A quorum shall consist of a majority of committee members present, which majority shall be four (4) members
- I.** All motions shall pass by a simple majority vote, proposed amendments to these Rules and Procedures, which shall require five (5) affirmative votes by the committee.
- J.** Each Committee member, including the Chairperson is entitled to one vote
- K.** There shall be no vote by proxy or absentee ballot
- L.** General parliamentary rules, as stated in Robert's Rules of Order, and as modified by the rules and regulations adopted by the committee, shall be observed in conducting meetings
- M.** Order of Business:
1. Call to order
 2. Roll call
 3. Consideration of minutes of previous meetings
 4. Report of Officers
 5. Report of Committees
 6. Report of Director
 7. Correspondence
 8. Old Business

- 9. New Business
- 10. Adjournment

- N. The Committee may move to suspend the rules of order or postpone any matters to be Considered

- O. Meetings must follow all of the provisions of the Right to Know Laws. No business or decisions can be made via email. All business must be conducted at a public meeting, which must be properly noticed

- P. In the event of conflict of interest, a committee member who stands to personally or financially gain from the outcome of a vote must recuse themselves.

Section IV. Amendments:

- A. At least annually, or more often if necessary, the Committee shall review these Rules of Procedure and recommend any amendments in writing to the Board of Selectmen for adoption. Said recommendations shall be made in the form of a vote and shall be passed by 2/3 majority

- B. Any recommendation of amendments shall be submitted in writing to the Recreation Committee seven (7) days prior to the meeting

Section V. Records:

The records of the Committee shall be kept by the Secretary and made available for public inspection at the Recreation Department in accordance with RSA 91-A: 4.

Section VI. Guiding Principles:

- A. Members are often called upon to make decisions that affect various groups and individuals adversely. Balancing diverse interests is a difficult task. While someone will always be disappointed in decisions, members shall adhere to ethical standards that eliminate disappoint borne of dishonesty, conflicts of interest, unfairness or illegality. Preservation of public trust is critical for the preservation of democracy. Honesty, integrity and mutual respect are essential characteristics and will be your most effective tools.

- B. For the Committee to work effectively and make decisions collaboratively, it is important for all members to be objective and open minded. The relationships between members and the community are essential. Criticism should be constructive and goal-orientated.

- C. While the Committee members have a vital role as volunteers and advisors in the department, they are not responsible for the daily operations or the direct supervision

of staff members and should respect the role of the Director. Committee members, as such, are not authorized to issue instructions to staff members. The Director should be made aware of any issues and/or communications between the Committee members and employees.

- D.** In the event that Committee members and employees are working together on specific programs, the Committee members and the department employees must maintain professional and ethical decorum when dealing with each other and clearly understand their respective roles.

Section VII. Clarification:

Be it known that where in the above articles there is a conflict with previous existing law, previous existing law shall take precedent.

Proposed by the Recreation Committee April 4, 2010
Reviewed and adopted by the Recreation Committee May 3, 2010
Adopted by the Board of Selectmen May 5, 2010