



## **Bylaws of the Recreation Committee of the Town of Rockport, Maine**

### **Section 1. Purpose and Scope**

The purpose of the Recreation Committee of the Town of Rockport is to oversee all Town Recreation Fields, its grounds, buildings, signs and use of the facility. To ensure the fields are in good safe playing conditions for the youth and adults of our communities to play. The committee will work closely with the Staff Representative, in developing an annual budget, a workplan to establish long-term goals, land-use strategies and identify/address current needs for the Town Recreation Fields and submit to the Town Manager.

The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs.

### **Section 2. Membership**

The Committee shall consist of (5) members and (3) alternate members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. Terms shall be staggered to provide for orderly transitions.

If a member fails, without being excused by the Chair, to attend three meetings over any twelve-month period, that person must resign, and the Chair will notify the Town Manager of a vacancy on the committee.

There shall be at least (1) liaison from the Select Board.

### **Section 3. Officers; Duties**

Officers of the committee shall consist of a Chair, Vice-Chair and Secretary to be chosen at the organizational meeting in July of each year by the committee from among committee members. The Committee Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. The recording Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record. The Chair shall work with the Staff Representative on setting the agenda.

## **Section 4. Meetings**

Meetings can be held monthly, or as needed, depending on items to be addressed. Meetings may be called at the discretion of the Chair, Staff Representative or Town Manager, or upon the request of most of the committee. Any meeting called shall be done in a manner that provides proper notice to each member and to the public. A quorum (the minimum number of members that must be present to make the proceedings of the meeting valid) will be attained with five (3) members present. Meeting minutes shall be recorded and publicly available. All final decisions shall be in writing and shall become a part of the committee's permanent record.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the committee to meet in person.

## **Section 5. Participation, Voting and Decisions**

Any action of the Committee shall require the affirmative vote of a majority of those present at a meeting in which there is a quorum. No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members present.

Members, including alternates, may participate in a meeting by electronic means but not vote or be considered part of the quorum unless physically present. Alternates may participate in any meeting but shall not be included for quorum or voting purposes except in the absence of a regular member.

## **Section 6. Conflict with Laws**

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

## **Section 7. Waivers; Amendments**

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the Committee after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Adopted by the Recreation Committee on September 8, 2021

Approved by the Select Board on September 13, 2021