

# Recreation Commission Bylaws

Compiled by the body of Recreation Commissioners

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**Commission Bylaws**

The Washington Borough Recreation Commission Bylaws may **only** be amended by a two-thirds vote of the regular members of the Commission, and all amendments will be recorded within the applicable section with the title “Amendment Article XX, Section XX, Date XXXXXX. After changes are agreed-upon by the Commission of Recreation Commissioners, said changes must be approved via the Borough Council in accordance with Ordinance 3-2011.

**Article I: Commission Organization Structure, Roles and Responsibilities**

**Section 1: Appointment of Commission Members**

The body of Recreation Commissioners will consist of seven members and two alternates, all appointed in accordance with Ordinance 3-2011 by the Mayor, with consent of the Borough Council.

**Section 2: Election of the Officers**

The Commission will, at its annual re- organization meeting elect from the members a Chairperson, Vice Chairperson and any such Officers as the Commission desires.

**Section 3: Terms of office**

The terms of office are limited and staggered in accordance with Ordinance 3-2011.

**Section 4: Voting**

A majority vote of the Commission Members rules in all decisions and motions. All regular Commissioners have the authority to vote at any meeting of the Commission. Alternate members will only have the ability to vote when an absence or disqualification of a regular Commission member(s) shall occur. Alternates will be designated Alternate #1 and Alternate #2. In the event one voting member is absent, Alternate #1 will vote in his/her place. In the event that two voting members are absent, both Alternate #1 and Alternate #2 will vote. In the event that Alternate #1 is absent and an alternate’s vote is required, Alternate #2 will vote in place of Alternate #1.

**Motions and voting by Commissioners**

1. When a motion of any type is made by a Commissioner, after receiving support by a second Commissioner, at the discretion of the Chair of the Commission of Recreation Commissioners, either a "Roll Call" or "All in Favor" vote may be taken. Action will be taken accordingly based on a majority vote (including abstentions made by Commissioners) of the eligible voting members present at the meeting where the vote takes place. If the majority vote is "Yes" or "Aye", the motion passes. If the majority vote is "No" or "Nay", the motions fails. In the event of a tie vote (including abstentions made by Commissioners) the motions shall be deemed unsuccessful, and will be treated as a failed motion.
2. When a motion fails either through a "No" vote, or via a tie vote, the issue can only be revisited and/or discussed at a later point in the same public meeting if requested by a Commissioner whose vote was on the prevailing side. This must be done via motion, and can only be discussed after receiving support from a second Commissioner from the prevailing side. After this occurs, the discussion item has been reopened and is subject to all of the actions described in the above Paragraph 1 above.
3. Nothing described in Paragraph 2 above shall prevent any Commissioner from requesting that the defeated topic be discussed at a subsequent meeting of the Commission of Recreation Commissioners. In order for this to occur, the requirements of Paragraph 1 must be adhered to.

## **Subject to: Robert's Rules of Order**

<http://www.robertsrules.org/>

## **Section 5: Executive Committee Roles and Responsibilities**

The Chairperson will preside at all meetings of the Commission. In his/her absence, the Vice Chairperson will preside. The Recreation Department Secretary will keep the minutes of all meetings in accordance with the Open Public Meetings Act, as well as including supporting and additional documentation presented during meetings. Said minutes and/or documentation will be considered official Borough records and filed with the Borough Clerk and Recreation Department Director.

## **Section 6: Recreation Commissioners**

Recreation Commissioners will attend Commission meetings, volunteer to lead recreational programs and/or liaise with other organizations.

- The Commissioners, with the assistance of the Recreation Director, will be responsible for developing new programs/events as well as working to better existing programs. If an existing program/event is non-performing and attempts have been made to improve the program/event has failed, it is the Commissioners responsibility to recommend termination of this program. If the former has not been done, and the program/event is deemed non-performing, the Recreation Commission, by majority vote will have the authority to cancel the program. The Recreation Director, supported by financial data, will make the recommendation to cancel the program but does not have a vote. ***The goal of all Recreation sports/programs is that they be self-sustaining.***

- The Commissioners will also be responsible for submission of a written review of the Recreation Director by the end of October/November each calendar year. The review template will be distributed to the Commissioners (excluding the Alternates and Council Liaison) by the Recreation Secretary by the beginning of each October. Completed reviews must be signed by the Commissioner and returned to the Chairperson and filed with the Borough's Personnel Officer. ALL Commissioners are required to complete the written review, no exceptions. Failure to complete may be grounds for removal from the Commission.
- Commissioners are also responsible for providing status reports and updating their respective sports manuals when required. Failure to provide said documentation may be grounds for removal from the Commission or removal as liaison from the assigned Sport/Event/Activity.
- The Commissioners will uphold these Bylaws and the rules and policies of the Borough pertaining to any and all actions related to Recreation.

#### **Section 7: Removal of Recreation Commissioners**

- A Commissioner must attend a minimum number of meetings pursuant to the Borough Policy on meeting absences.
- **Policy for Appointed Officials and Volunteers**
  - In accordance with N.J.S.A 40A:9-12.1(g), as amended, the office of any person appointed to a specified term, with or without compensation, by the governing body or Manager including persons appointed to any Commission, committee, commission, authority or other agency of one or more local units, shall be deemed vacant if a member of a Commission, committee, commission, authority or other agency, whenever the member, without being excused by a majority of the authorized members of such body, fails to attend and participate at meetings of such body for a period of 8 consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such body shall notify the appointing authority in writing of such determination.
- Any of the causes noted above can be grounds for the Commission to request a review by the Mayor and Council for dismissal.

#### **Section 8: Council Liaison, Ex Officio Member**

The Council Liaison will be appointed by the Mayor and will attend Commission meetings as an **ex-officio member**, in an advisory capacity. The Council Liaison will act as a liaison to the Borough Council so that the line of communications with the governing body is strong. The Council Liaison will not have a vote.

## **Article 2: Recreation Director and Secretary Hiring, Roles and Responsibilities**

### **Section 1: Hiring the Recreation Director and Secretary**

The hiring of a Recreation Director will be by majority vote of the full Commission of Recreation Commissioners. The Borough Manager will be responsible for creating/maintaining the Recreation Director Job Description, advertising for the position, screening qualified candidates as well as interviewing the primary candidates. The Borough Manager then will submit for interviews, the final candidates to the Recreation Commissioners to interview. The interviewing Commissioners will provide the Commission written feedback and recommendations within 1 week for consideration by the Borough Manager. The final candidate will then be presented back to the Borough Manager for hire.

### **Section 2: Recreation Director Qualifications**

The candidate will possess these minimum qualifications:

- Minimum qualifications for the position of Recreation Director will be developed by the Commission prior to advertisement of the employment opportunity

### **Section 3: Recreation Secretary Qualifications**

- Minimum qualifications for the position of Recreation Secretary will be developed by the Commission prior to advertisement of the employment opportunity

### **Section 4: Recreation Department Roles**

The Recreation Director will be responsible for all duties and objectives defined by the Commission each year and present to Mayor and Council a detailed report of projects/initiatives for that coming year. He/She will work under the direct supervision of the Recreation Commission, and work with individual Recreation Commissioners, relative to the programs for which they are responsible. Additionally, the Recreation Director's responsibilities include, but are not limited to the following:

- Preparation and maintenance of the Recreational parks and pool.
- Preparation of a routine maintenance schedule relating to all park and park related equipment ( IE: pool equipment/lawn maintenance equipment, etc.) as well as schedule for servicing. These routine maintenance parts/items must also be included in annual budget requests.
- Keeping all equipment, guidelines and signage for all Recreation Programs in accordance with all Local and State guidelines, and relevant sports leagues.
- Supplying data for and finalizing the annual Recreation Department Budget presentation to the Borough Council for final consideration and approval. The Commission will approve the recommendation prior to presentation to Borough Council. These budget recommendations must be presented to the Commission no later than the end of October each calendar year. Any sports budget items for programs still in session (Soccer, etc.) will need to be estimates.

- Hiring and oversight of seasonal personnel assigned to the parks and pool with guidance from the Commission, as applicable. Salaries of these hires will be commensurate with the salary ordinance of the Borough Washington.
- Provide the Commission any recommendations on the Recreation Department Fee Schedule for any programs, as well as the municipal salary ordinance, so that any recommended changes can be brought before Borough Council for review and consideration. The Commission will have the final decision say on said recommendations, prior to Council review.
  - Analysis must be done and in detail as to the request for any fee changes/staffing model changes.
- The Recreation Director, along with the Borough Manager will be responsible for screening and hiring the Recreation Secretary.
- Attend all meetings of the Recreation Commission with the ability to participate, but shall have no vote..
- Will supply Mayor and Council an end of year report detailing expenses, revenues broken out by sports/event as well as a balance of Recreation Trust.
- Providing written reports summarizing the activities of the Recreation Department between Commission meetings. Each report will be filed with the Recreation Commission Meeting minutes for which they are submitted.
- Comply with all bylaws, the Local and State purchasing laws (IE: Washington Borough Purchasing Manual) and personnel policies and guidelines, as amended.
- Submit written reviews of all seasonal park employees by September 30<sup>th</sup> of each calendar year, along with recommendation for re-hire and/or movement to other positions. The review will include the expiry date of necessary certifications for the position held.

***The Recreation Secretary will be responsible*** for those duties deemed necessary by the Recreation Chairperson and the Recreation Director.

### **Section 5: Recreation Sub Committees**

Ad-hoc recreation Sub-Committees may be formed as needed and will include at least one member of the Commission, but may include any person so inclined or interested in the objectives of that Sub-Committee. Members of any Sub-Committee will be selected by a majority vote of Commission members present at the time of creation. All Sub-Committee must designate one member as the Sub-Committee Chairperson. The Chairperson of the Sub-Committee will be responsible to report the progress on the item(s) to which the Sub-Committee was created to the full Commission for review/comment/action. The Sub-Committee will be dissolved once the purpose has run its course or agreement of the full commission due to lack of progress.

## **Section 6: Other Organizations**

Private or non-profit organizations will regularly support various programs and events related to the Recreation Department, which will include programs, events and/or facility maintenance/upgrades. The Commission may appoint a Commissioner to liaise with any organization so involved. The Commission will determine by review at a public meeting that another organization requesting involvement in a Recreational program or event has policies and rules that do not conflict with these Bylaws and/or Ordinance 3-2011.

## **Article II: Meeting Schedule and Structure**

### **Section 1: Annual Re-organization Meeting**

The Recreation Commission will conduct an annual Re-Organizational Meeting on the first Wednesday of January each calendar year. The Agenda for that meeting will include the following actions, but may include other business deemed appropriate in accordance with the printed agenda.

1. Election of officers
2. The liaison assignments of Commissioners to each program
3. Selection of program signup dates for publication
4. Current year meeting schedule.

### **Section 2: Regular Meetings Schedule**

Regular meetings of the commission will be held the second Wednesday of each month unless stated otherwise during the reorganization meeting, at a time predetermined noted for publication in accordance with the Open Public Meetings Act. The meetings will be held in the Washington Borough Council Chambers, 2nd Floor, Washington Borough Municipal Building, Washington, New Jersey.

### **Section 3: Special Meetings**

Special meetings may be held at the call of the Chairperson or by a majority of the Commissioners with forty-eight (48) hours' notice. Depending on the nature of special meeting, formal action may or may not occur.

### **Section 4: Meeting Cancellation**

If a regularly scheduled meeting cannot be held because of lack of quorum or inclement weather, and adequate notice has been given to the Recreation Secretary, the meeting may be cancelled at the permission of the Chairperson. If adequate time is given, notice of the meetings adjournment will be provided to the public in accordance with the Open Public Meetings Act.

### **Section 5: Order of Business**

The order of business at all regular meetings shall be as follows:

1. Flag Salute
2. Roll Call
3. Reading of the 'Open Public Meetings' statement read by Recreation Chairperson

4. Approval of Minutes of preceding meeting
5. Communications (either written or oral)
6. Audience participation
7. Recreation Director Report
8. Reports of committees or program directors, where applicable
9. Old/Unfinished business
10. New business
11. Executive Session (as applicable)
12. Commissioner Comments/Remarks
13. Adjournment

**Note: Public and Executive sessions of all Commission meetings must comply with the Open Public Meetings Act, N.J.S.A. 10:4-6 (1973).**

### **Section 6: Notice of Meeting**

In all cases the Commission shall follow the notice procedure outlined in PL 1975, Chapter 231, known as the "Open Public Meetings Act". Regular and special meeting notices shall be distributed to the local newspapers posted on the Borough Website and shall be posted on the Municipal Bulletin Commission located in the Municipal Building as well as to all members of the Commission.

## **Article III: Communications**

### **Section 1: Email**

**Use of email** is for informational purposes only. No formal decisions or any kind can be made via email.

### **Section 7: Equipment maintenance and use policy.**

All Borough equipment is restricted to use by Borough employees ONLY, except in circumstances that are permitted and agreed to by the majority of the Commission by vote. Any non-Borough Employee (Volunteer) will be required to attend a training session on that piece of equipment. Equipment will not be able to be used until the training has been completed to the satisfaction of the Recreation Director. Also, the equipment use, in cases as described prior, can only be used in accordance with an agreed to schedule with the Recreation Director. The supervision and use of all recreation equipment and the time and manner of utilization will be done by the recreation director.

**Equipment affected by this policy: Included but not limited to:**

- A. Park and Playground Equipment:

- |                            |                              |
|----------------------------|------------------------------|
| Lawn Mowers                | Power Tools                  |
| Landscape Cart and Trailer | Field Conditioning Equipment |
| Hedge Trimmer              | Air Compressor               |
| Weed Whackers              | Equipment Transfer Trailer   |
| Chain Saw                  |                              |

1. Annual maintenance of this equipment will be performed by the Borough DPW during the month of February or March (depending on the weather and other duties of the DPW).
2. Annual review of the equipment will be performed by the Borough DPW to provide safety and proper utilization programs for all employees authorized to use this equipment. New employees of the Recreation Department will be required to attend a training session with a qualified DPW employee on the proper use of the equipment prior to the use of that piece of equipment.

B. Pool Equipment – including but not limited to:

- |                              |                          |
|------------------------------|--------------------------|
| Circulating Pumps (2)        | Pool Vacuum Cleaner      |
| Well Pump (1)                | Power Washer             |
| Chlorination Pumps (2)       | Slide                    |
| Chlorination Controls (2)    | Pump House Hand Controls |
| Sump Pumps (2)               | Lifeguard Equipment      |
| CO2 (or acid) Control & Tank | Lesson Program Equipment |
| Chlorine Tank                | Speakers & Amplifier     |
|                              | Telephones               |

1. The annual maintenance of this equipment will be performed by the certified pool operators (CPO) who will provide the testing requirements to the life guards in compliance with regulations of the Warren County Health Department.
2. The CPO will also comply with maintenance and repair on a daily basis during the “Pool Open” season of the pumps and control systems.
3. The maintenance staff will maintain and use the pool vacuum and power washer unit to clean the pool and clean the unit after each daily use.
4. The lifeguards will provide maintenance on their equipment for safety and provide reports on the condition of equipment and lesson supplies to the Recreation Director. The Recreation Director must file these reports with the Recreation Secretary at Borough Hall for proper filing.

C. Snack Bar / Bath House Equipment

Floor Cleaner	Deep Fryer
Hot Water Heater	Refrigerators (3)
Snack Bar Grill	Freezers (2)
Outdoor Gas Grill	Ice Cream Cabinet
Pizza Oven	Cash Registers (2)
Microwave Oven	Heat Lamp

1. Annual maintenance of this equipment will be performed by snack bar staff/manager at the end of season. All equipment must be empty and clean to be "ready to go" for the next season.
2. Any repairs or replacements required will be reported to the recreation director by the "after closing" manager.

## Article IV: Background Checks

The Recreation Commission mandates that any Borough Sponsored event, activity, program or any 3<sup>rd</sup> party utilizing any Borough venue must provide a background check for anyone 18 years or older that is a coach or assistant coach for that event, program or activity. Any 3<sup>rd</sup> party must submit proof of background check, no more than 3 years old at the time of submission, prior to the start of their event, activity or program. Any person(s) that is in an officiating capacity for any Borough sponsored event, activity or program will be exempt from this provision, as long as the coach/assistant coach is present while the person is officiating. Checks on returning coaches/assistants will be conducted every 2 years.

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to

amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

## **Article V: Addendums:**

Passes by majority vote of the Recreation Commission (July 2013) as well as a majority vote of town Council (required to amend By Laws): RE: Recreation Director and Recreation Secretary

The proposed recreation policy change effects the above stated positions and requires a majority vote of the Recreation Commissioners in attendance to take effect. The proposed change is as follows:

- As an added incentive to maintain and attract new candidates in the future the Washington Borough Recreation Commission agrees that the sitting Recreation Director and Recreation Secretary are entitled to a free family pool season pass per season.