

Amanda Lawson

From: bunnym@cox.net bunnym@cox.net <bunnym@cox.net>
Sent: Friday, February 15, 2019 8:06 AM
To: Jennifer M. West; Amanda Lawson
Subject: for Council approval
Attachments: DOG PARK BY-LAWS .docx; ROSTER .docx

Good Morning, Jennifer,

Attached are the proposed By-Laws for the Portsmouth Dog Park, as well as the roster of members to date. We are requesting that this item be included on the agenda for approval at the February 25th Council meeting. We are also asking that the name of our committee be changed from Portsmouth Dog Park Operating Committee to Portsmouth Dog Park Committee. The membership feels that we are actually not "operating" the dog park and the name, besides being unwieldy, gives the wrong impression.

If you need anything else from me, please let me know. Thank you and have a good weekend, Bunny Miller

PORTSMOUTH DOG PARK COMMITTEE BY-LAWS

Adopted by the PDPC – 01.30.19

ARTICLE 1

Name: The name of the committee shall be the Portsmouth Dog Park Committee.

ARTICLE 2

Authority: The Dog Park Operating Committee was established by the Portsmouth Town Council on May 29, 2018 to be an advisor to the Department of Public Works, to raise funds to pay off the existing debt to the Town, to propose upgrades and expansion of the park to the Town Council and to serve as custodians of the dog park on a daily basis.

ARTICLE 3

Mission Statement: *"To support the maintenance of and improvements to the Portsmouth Dog Park, including promoting safety for the people and dogs who visit, supporting activities that promote education and training, and cultivating responsible dog ownership and well-behaved dogs."*

ARTICLE 4

The Dog Park Committee shall be comprised of adults who own or foster a dog (s) and use the Portsmouth Dog Park. Members shall apply in writing to the Town Clerk, be approved by the Town Council, and then sworn in by the Town Clerk.

1. Candidates for membership may apply at any time. New applicants will always be considered, even if they do not reside in Portsmouth.
2. Members of the Dog Park Committee will serve for 3-year terms and may be reappointed as long as they wish to serve.
3. Dog Park Committee members shall serve without monetary compensation.
4. Committee members are expected to attend all regular committee meetings and notify the chairperson or secretary when unable to attend. Members missing two consecutive meetings will be contacted by the Chair regarding their ongoing commitment to the PDPC.
5. Members unwilling or unable to continue to fully participate on the Committee should submit their resignation in writing to the Town Clerk with a courtesy copy to the Chairperson.
6. A former committee member wishing to be reinstated may do so by following the procedure for new members.

ARTICLE 5

Officers and Sub-Committees: Officers shall consist of a Chairperson, Vice chairperson, a Secretary and a Treasurer who are elected by a majority vote at the first meeting of each calendar year. The term of office shall be one year for all officers. Any officer may be re-elected to the same and/or another office for an unlimited number of times. Sub-committees may be established as needed by the chairperson, with committee approval, to perform designated projects/tasks. The sub-committee leader shall report the project/task status at subsequent Committee meetings.

ARTICLE 6

The Chairperson shall:

1. Preside at all meetings of the Committee and ensure that they are conducted in accordance with the RI Open Meetings Law and in an orderly and constructive manner.
2. Execute all written instruments in the name of the Committee when directed by the membership.
3. Appoint, with concurrence of the Committee, leaders and members of special sub-committees.
4. Ensure that issues and concerns are brought to the table as per the written agenda.

5. Prepare and present annual and interim activity and status reports to the Portsmouth Town Council and Town Administrator.
6. Represent the Committee in public presentations within the Town.

The Vice Chairperson shall:

1. Assist the Chairperson in his or her temporary absence or incapacity, performing the duties and exercising the powers of the Chairperson.
2. Perform such other appropriate duties as may be assigned by the Chairperson.

The Secretary shall:

1. Have custody of all Committee records, by-laws and correspondence.
2. Send the required meeting notices to the RI Secretary of State's Office, and to the Committee members and post on the Town Clerk's bulletin board at least 48 hours prior to any meetings in accordance with the RI Open Meeting Law.
3. Record the minutes, including attendance at Committee meetings and all other matters of which a record may be deemed advisable. These shall be kept in books or files belonging to the Committee. These records shall at all reasonable times be open to inspection by any active member of the Committee or the Town Administration.
4. Distribute the minutes of each meeting prior to the next regular meeting.
5. File meeting minutes with the Secretary of State when approved by the Committee at the next regular meeting.
6. Keep an up-to-date record of all members of the Committee, including for each member their name address, telephone number, e-mail address and other pertinent information. At no time should these records compromise the privacy wishes of the member.
7. Keep and preserve all documents, records, reports and official correspondence connected with the business of this Committee.
8. Performs such other appropriate duties as may be assigned by the Chairperson.

The Treasurer shall:

1. Collect or facilitate in collecting in the name of this Committee, all monies from donation and events, depositing all checks to the Portsmouth Dog Park Fund account at Savings Institute Bank and Trust. Cash donations may be recorded in the petty cash log and dispersed at the request of the Committee to reimburse members or for other relatively small expenditures. All expenditures from the Petty Cash bag require a receipt.
2. Keep an accurate record in the Petty Cash Log and submit an updated report to the Town Finance Director on a monthly basis.
3. Request the Town Finance Director to pay all invoices for larger amounts incurred and previously approved by the Committee and the Finance Director.
4. Make reports, including statements of receipts, disbursements and deposits at Committee meetings.
5. Cause any required forms to be prepared and filed in a timely manner.
6. Perform such other appropriate duties incidental to the office as are requested by the Chairperson.

ARTICLE 7

Meetings and Notices: Regular meetings of this Committee shall be held a minimum of four times per year at a public place to be determined by the Committee with accommodations to be made as requested under the Americans With Disabilities Act. Notices and agendas of all regular and special meetings shall be sent to the Committee membership and must be posted on the RI Secretary of State's website, the Town Clerk's bulletin board, and posted at the meeting site at least 48 business hours prior to the meeting. The Committee will follow the applicable sections of the RI Open Meetings Law.

ARTICLE 8

Order of Business: Unless otherwise resolved by the active members or proposed by the chairperson, without dissent at the outset of the meeting, the following order of business shall be observed at all meetings of the Committee:

- Determination of a quorum
- Approval of the minutes of the preceding meeting
- Reports of Officers
- Reports of Committees
- Unfinished Business
- New Business
- Planning for next meeting

ARTICLE 9

Rules of Order: Orderly parliamentary procedure shall govern at all meetings. All questions of procedure, not otherwise dictated by common sense, shall be determined in accordance with the most current edition of *Robert's Rules of Order*.

ARTICLE 10

Nominations and Elections: Candidates for elective positions to be voted upon at the 1st meeting of the calendar year shall be nominated from the floor at the time of the election. Each office shall be elected annually by a majority vote of the members of the Committee who are present and voting.

ARTICLE 11

Voting and Quorums: A quorum must be present at the time of any vote to conduct an election or any business requiring a vote. A quorum consists of at least half of the membership at the time of the vote.

ARTICLE 12

Miscellaneous:

Any person collecting monies for any activity of this Committee shall be prepared at all times to make a full and complete accounting of the same to the Town's Finance Director. No member shall incur any bill in the name of the Town of Portsmouth unless previously authorized by the Town's Director of Finance.

ARTICLE 13

Discipline: All meetings will be held in a courteous, respectful format and demeanor. Excessive disruptive behavior by any Committee member or visitor at any Committee meeting or event may result in that person being requested to leave.

ARTICLE 14

Distribution of Assets: All assets of the Portsmouth Dog Park belong to the Town of Portsmouth. They may be forwarded by the Director of Finance to a designated department or organization for the on-going upkeep of the Dog Park.

ARTICLE 15

Amendments:

1. These by-laws may be amended by a majority vote of the active members present and voting at any regular or special Committee meeting, provided that a quorum is present at the time the vote is taken. The proposed amendments are stated in full on the notice of the meeting at which action is to be taken thereon, or an announcement of the proposed amendments was given to each member two weeks in advance of such meeting.

2. When proposed amendments are properly brought before any meeting for consideration, they may, before final action is taken thereon, be changed by a majority vote, provided the change is germane to the subject of the amendment under consideration.
3. Amendments to these by-laws shall become effective immediately upon approval by the Committee and the Town Council. Notice of such approval is to be provided by the secretary to each member.

APPROVED BY TOWN COUNCIL ACTION ON _____

Jennifer West, Town Clerk

PORTSMOUTH DOG PARK OPERATION COMMITTEE

MEMBER ROSTER - January 2019

<u>Name</u>	<u>Address</u>	<u>Phone(s)</u>	<u>E-mail</u>
Rich Gottlieb	45 Mass. Blvd, Portsmouth	683-3231 © 529-8891	<richardgottlieb@cox.net>
Jack Hay	1699 Main Road, Tiverton	© 644-9068	<captainjhay@gmail.com>
Mil Kinsella	74 Narragansett Blvd. Portsmouth	(c) 633-2606	<STERLINGMIL@cox.net>
Jen McGinley	19 Chelsea Drive, Portsmouth	293-0356 © 835-0816	<jenmasse@hotmail.com>
Bunny Miller	13 Fox Run Road, Portsmouth	683-0709 © 662-2788	<bunnym@cox.net>
Jane Regan	701 Fairway Drive, Middletown	© 741-1417	<jehregan@gmail.com>
Andrea Rounds	15 Milk Street, Bristol	© 556-7736	<u>andrearounds@me.com</u>

Chairperson: Jane Regan, **Vice Chairperson:** Jen McGinley, **Secretary:** Andrea Rounds, **Treasurer:** Bunny Miller