



Parks and Recreation Committee Proposed Bylaws

Article I. Name, Purpose, Functions and Policy

Section 1—Name

The name of this Committee shall be the Parks and Recreation Committee of Portsmouth, Rhode Island, hereafter referred to as the Committee.

Section 2 –Purpose

The Committee's purpose is to advise on the budget and operations of the Town of Portsmouth's Parks and Recreation Department; establish related policies; plan for short and long-term parks and recreation needs; and make recommendations to the Town Council for investments in facilities or operations. The Committee will also carry out other duties as may be assigned by the Town Council.

Section 3—Function

Each member of the Committee shall represent and advocate for what is best for the Town of Portsmouth Parks and Recreation Department and the Town as a whole. The responsibilities of the Committee include:

- To assess at all times the safety and security of site locations and physical facility standards.
- To advise the initiation, planning, design and to recommend a system of parks, facilities, etc., that will accommodate the public's need for parks and recreation activities.
- To assist with the preparation and development of rules and regulations by which parks and recreation programs may operate.
- To monitor and evaluate the effectiveness of park and recreation programs.
- To advise and recommend ways and means by which parks and recreation programs may be improved or strengthened.
- To support new parks, programs, and activities as public need may dictate.
- To recommend a system of fees and charges for use of parks and recreation facilities or for participation in parks and recreation programs, and alternate sources of funding to parks and recreation such as grants, gifts, endowments, etc.
- To adopt bylaws and other rules of procedure to achieve its purposes and functions.
- To recommend rules governing participation in parks and recreation programs.

- To review and recommend rules and regulations for public parks and recreation facilities in the community.
- To promote a wide range of programs that will contribute to the meaningful use of leisure time.
- To review and recommend operational policies for all properties and assets under the management of the Department.
- To review and recommend a comprehensive plan for recreation and programs.
- To review annual budget and goals and objectives for the Department and provide oversight
- To identify funding alternatives and other resources for the operation and maintenance of Department facilities and programs.
- To review and update the bylaws annually or as needed.

Section 4—Policy

The policy of the Committee shall be to cooperate with private groups and public officials in the development and promotion of recreation properties and programs.

Article II-- Membership

Section 1—Members and Terms

The Parks and Recreation Committee shall consist of seven (7) residents of The Town of Portsmouth. The Town Council shall appoint seven (7) members of the Committee for a three (3) year term. To maintain continuity, at no time shall more than three (3) Committee members be replaced at one time. The Town Council may extend a Committee member's term up to one (1) year to allow staggering of Committee member terms. In addition there will be one (1) Town Council member and one (1) School Committee Member who shall be appointed annually to serve as liaisons between the Parks and Recreation Committee and the Town Council/School Committee. Vacancies on the Committee shall be filled by appointment of the Town Council for the unexpired term. The Parks and Recreation Committee shall have all the powers granted to Parks and Recreation Committees by Rhode Island State Law (R.I.G.L. 32-3-2).

Article III –Duties

Section 1—Election of Officers

The Officers of the Committee shall be a Chairperson, Vice-Chairperson, and a Secretary. These officials shall be elected by the Committee each year at the June meeting or as vacancies occur.

Section 2—Chairperson

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall be ex-officio, a member of all Parks and Recreation sub-committees. The Chairperson shall perform such other duties as may be designated by the Committee and/or the Town Council.

Section 3—Vice-Chairperson

The Vice-Chairperson shall, in the event of absence, disability, or resignation of the Chairperson, possess all powers and perform all duties of that office.

Section 4—Secretary

The Secretary shall keep the minutes of the Committee meetings, keep copies of all correspondence, and shall prepare the agenda in consultation with the Chairperson, and distribute the agenda to each member one week preceding the regular monthly meeting. The Secretary will also ensure that all required public notices of Committee Meetings and postings of approved agendas and minutes of completed meetings are made in accordance with Rhode Island State Law.

Section 5 – Parks and Recreation Director

The Parks and Recreation Director shall not be a member of the Committee. The Director shall attend meetings as requested by the Committee Chairperson and will be responsible for preparing a quarterly report.

Section 6—Members

- A. Members shall be responsible for attending the Committee meetings and perform such duties as may be designated by the Committee.
- B. Members shall make recommendations regarding recreation programs most appropriate for all ages and interests of residents of Portsmouth.
- C. Members shall deal officially with the recreation staff only through the Director.
- D. Members shall make periodic tours of the town facilities.
- E. Members are encouraged to attend activities and programs that the department is sponsoring.

Section 7—Sub-Committees

- A. The Chairperson may appoint such sub-committees as may be authorized. These sub-committees shall be appointed in accordance with the real need on a continuing basis.
- B. Additional members of sub-committees may be appointed as necessary to provide subject matter expertise, as approved by the Committee.

Article IV—Meetings

Section I—Meetings

- A. Regular meetings of the Committee shall be held on the third Thursday of each month unless otherwise ordered by the Chairperson
- B. Special meetings may be held at any time or place at the call of the Chairperson or upon the request of two members of the Committee.
- C. Three (3) unexcused absences of any member in the town's fiscal year will result in a membership review by the Committee. A determination will be made as to a recommendation for their resignation or termination. Notification will be given to the Town Council of the vacancy.
- D. Four (4) Committee members shall constitute a quorum at regular and special meetings.

E. Rules of Order - General parliamentary rules, as given in Robert's Rules of Order, as modified by the rules and regulations of the Committee shall be observed in conducting meetings of the Committee.

F. Order of Business - The following shall be the Order of Business of the Committee, but the rules of order may be suspended and any matters considered or postponed by the action of the Commission.

1. Call to Order, and roll call
2. Approval of minutes from preceding meeting
3. Reports of Officers
4. Reports of Committees
5. Bills & Communications
6. Unfinished Business
7. New Business
8. Adjournment

G. Sub-Committees – The purpose of assigned sub-committees is to investigate specific topics of interest to the Parks and Recreation Committee. They are to gather information and develop proposed solutions which are then to be presented to the Committee at a regular or special meeting as determined by the Chairperson. No votes or decisions to act shall occur in sub-committees. Motions and votes are only to occur at public regular or special meetings of the Committee in accordance with Rhode Island State Laws on Open Meetings.

Article V—Amendments

Section 1 – Amendments

The by-laws may be amended at any regular meeting of the Committee by a majority vote of the members present, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken. The by-laws shall be automatically amended by any future ordinances passed by the Town Council dealing with matters relating to or applicable to the Parks and Recreation Committee.

Adopted by Town Council on _____