

Melville Park Committee Bylaws

**Adopted by the Portsmouth Town Council, March 24, 2008
with Amendment 1 approved by the Town Council, March 8, 2021**

ARTICLE 1

Name - The name of this organization shall be **Melville Park Committee**.

ARTICLE 2

Authority - The Melville Park Committee has been established by the Portsmouth Town Council to supervise the park environment of the 153-acre town property known as the Melville Recreation Area, to the west of West Main Road and south of the King's Grant development. The area consists of a nine-pond waterway, hardwood and pine forests; substantial marsh areas; and a set of hiking trails leading to the bay. A seasonal campground (under separate management) is co-located on the property.

ARTICLE 3

Objectives - The Melville Park Committee's objective is to monitor the land and water assets of the Park to determine and propose means to enhance the enjoyment of the park, and to identify problems with those assets and recommend solutions. It is this committee's responsibility to maintain passive recreational use, to continuously promote, protect and enhance the natural environment and maintain awareness of the ecological beauty of the park. Safety concerns and securing of wild animal habitat are also matters of concern to the committee.

The committee may recommend the engagement of volunteer or professional expertise for assistance in areas where its internal expertise is considered inadequate or lacking.

ARTICLE 4

Membership - The Melville Park Committee shall be composed of persons who have applied to the Town for membership and who have been approved by the Town Council. A membership candidate shall receive full membership status only after he/she has been sworn in by the Portsmouth Town Clerk. The members of the Committee shall have a vested interest in maximizing the Park's benefit to the community and in preserving the Park's character and beauty.

Membership should be diverse and balanced and reflect a wide variety of concerns and interests in the community. The size of the Committee shall not be limited.

(1) The Town will make every effort to recruit members of the diverse community in terms of personal and/or professional expertise and experience. Members selected for Committee membership will reflect the unique mix of interest and concerns with the local community.

(2) Once a member, a change in this status shall not disqualify a member from continuing membership, providing he/she remains active on the committee.

ARTICLE 4 (continued)

(3) Candidates for Committee membership may apply at any time; new applicants will always be considered. Application is to be made by submitting a letter or e-mail to a member of the Portsmouth Town Council with the candidate's name, contact information, other affiliations and qualifications.

(4) Members of the Melville Park Committee will serve for three years but may be reappointed.

(5) Melville Park Committee members shall serve without compensation. All expenses incident to attendance at Committee meetings and related on-site events, shall be borne by the respective members.

(6) Melville Park Committee members are expected to attend all regular committee meetings. If a member accumulates more than two consecutive absences without notifying either the chairperson, the vice-chairperson or the secretary in advance, the chairman may ask the member to resign.

(7) Members unwilling or unable to continue to fully participate shall submit their resignation in writing to the Town Clerk, with a courtesy copy to the chairperson.

(8) A former committee member wishing reinstatement may become reinstated may by following the new member procedures indicated above.

ARTICLE 5

Officers and Sub-Committees - Officers, consisting of a chairperson, vice-chairperson, secretary and financial officer shall be elected annually by a 2/3 majority vote of the members of the Committee present and voting at their January meeting. The term of office shall be one year for all offices or until their successors are elected, qualified and installed. Any officer may be re-elected an unlimited number of times.

Sub-committees may be appointed from time to time by the chairperson, with the approval of the committee to perform designated projects/tasks. The sub-committee chairperson shall report the projects/task status at subsequent Committee meetings. A Budget Subcommittee shall be an annual Committee activity.

ARTICLE 6

Duties and Powers of Officers

The **Chairperson** shall:

(1) Preside at all meetings of the Committee and ensure that they are conducted in an orderly and constructive manner.

(2) Execute all written instruments in the name of this Committee when directed by the membership.

ARTICLE 6 (continued)

(3) Appoint, with the concurrence of the Committee, chairpersons and members of special sub-committees.

(4) Ensure that all items put forward by committee members are placed on the next available agenda.¹

(5) Prepare and present annual and interim activity and status reports to the Portsmouth town council.

The **Vice-chairperson** shall:

(1) Assist the chairperson and in his temporary absence or incapacity, perform the duties and exercise 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, bylaws, and correspondence.

(2) Record the minutes, including attendance at Committee meetings and all other matters of which a record may be deemed advisable, in books belonging to this Committee, which records shall, at all reasonable times, be open to inspection by any active member of this Committee.

(3) Distribute the minutes of each meeting prior to the next regular meeting. Publication on the Committee website shall satisfy this requirement.

(4) Keep an up-to-date record of all members of this Committee, including for each member: name, address, telephone number, e-mail address, membership date and other pertinent information, except, that, at no time shall these records compromise the privacy wishes of the member.

(5) Keep and preserve all documents, records, reports and official correspondence connected with the business of this Committee.

(6) Send the required notices and agendas to the RI Secretary of State's Office and the Committee membership of all regular and special Committee meetings. Publication on the Committee website shall satisfy the membership part of this requirement.

(7) Perform such other appropriate duties as may be assigned by the Chairperson.

The **Financial officer** shall:

(1) Request the Town's Finance Director to:

(a) Pay or facilitate to be paid, all invoices incurred by this Committee or members of the

¹ Amendment 1

ARTICLE 6 (continued)

Committee in the normal course of their duties which are supported by expense receipts and not to exceed \$100 per member per year. These items are expected to include paper, postage, ink, printing charges and other office expenses and tolls and parking.

(b) Pay or facilitate to be paid, all other invoices incurred by this Committee or members of the Committee, which have been approved by the Committee Chairperson and the Financial Officer and are supported by expense receipts. These items may include seminars, travel to off-site meetings, tools and material for approved projects.

(2) Collect or facilitate the collecting in the name of this Committee, all monies from donations and events, such as yard sales belonging to this Committee.

(3) Make interim reports, including statements of receipts, disbursements and financial condition of all budgets and accounts, at regular committee meetings and at such other times as the Chairperson or the Committee may request.

(4) Cause to be prepared and filed in a timely manner all required forms.

(5) Perform such other appropriate duties incident to the office as are requested by the Chairperson or the Committee.

ARTICLE 7

Meetings and Notices - Regular meetings of this Committee shall be held at 7:00 PM on the first² Wednesday of each month, at the Portsmouth Town Hall. The Chairperson may designate other times and places for such regular or special meetings upon proper notice.

Notices and agendas of all regular and special meetings must be sent to the RI Secretary of State's Office and to the Committee membership. Publication on the Committee website shall satisfy the membership part of this requirement. The Committee will follow the applicable sections of the RI Open Meetings Act. The committee shall create an audio or visual recording of all meetings.³

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 quorum
- Approval of the minutes of the preceding meeting.
- Reports of officers.
- Reports of committees.

² Amendment 1

³ Amendment 1

ARTICLE 8 (continued)

Communications.
Unfinished business.
Elections
New business.

ARTICLE 9

Rules of Order - Orderly parliamentary procedure shall govern at all meetings. All questions of procedure not otherwise dictated by commonsense shall be determined in accordance with the most current edition of *Robert's Rules of Order Newly Revised*.

ARTICLE 10

Nominations and Elections - Candidates for elective positions to be voted upon at the January meeting shall be nominated from the floor on the night of the election.
Each officer shall be elected annually by a 2/3 majority vote of the members of the Committee present and voting.

ARTICLE 11

Voting and Quorums - A Quorum must be present at the time of the vote to conduct an election or any business requiring voting. A quorum consists of 2/3 of the committee members at the time of the vote.

ARTICLE 12

Miscellaneous

(1) 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.

(2) No member shall incur any bills in the name of the Town of Portsmouth unless previously authorized by the Town's Finance Director.

ARTICLE 13

Discipline - All meetings will be held in a courteous, respectful format and demeanor. Excessively disruptive behavior by any Committee member or visitor at any Committee meeting or event may result in that person being requested to leave. A second offense may result in a request for resignation or an involuntary termination of membership.

ARTICLE 14

Distribution of Assets After Termination

- (1) In the event of dissolution of this Committee, all material assets and all monetary assets belonging to this Committee shall be assigned to the Financial Manager.
- (2) No member of this Committee shall have, as an individual, any interest in or title to the assets of this Committee and such assets shall be devoted exclusively to the purposes of this Committee.

ARTICLE 15

Amendments

- (1) These bylaws may be amended by a two-thirds 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 AND (i) the proposed amendments are stated in full in the notice of the meeting at which action is to be taken thereon, or (ii) an announcement of the proposed amendments was given to each member two weeks in advance of such meeting. Alternatively, publication of the proposed amendments on the Committee website satisfies the first requirement.
- (2) When proposed amendments are properly before any meeting for consideration, they may, before final action is taken thereon, be changed by a 2/3 majority vote, provided the change is germane to the subject of the amendment under consideration.
- (3) Amendments to these bylaws 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. Notice of approval in the meeting minutes or on the Committee website shall fulfill this requirement.

Approved by the Melville Park Committee on March 12, 2008
Mrs. Karen Ptak and Mr. Thurston Gray, Sr. Bylaws Subcommittee
Mr. Edward Rzy, Melville Park Committee Chairman

APPROVED BY TOWN COUNCIL
ACTION ON MARCH 24, 2008.

Kathleen Viera Beaudoin, Town Clerk

RECORD OF AMENDMENTS

Amendment 1 - Approved by the Town Council March 8, 2021

ARTICLE 6 - Duties and Powers of Officers - Chairperson

Change (4) from “Ensure that issues and concerns are brought to the table” to read “Ensure that all items put forward by committee members are placed on the next available agenda.”

ARTICLE 7 - Meetings and Notices

Change the meeting date from the second Wednesday to the First Wednesday of each month.

Add to the end of the paragraph, “The committee shall create an audio or visual recording of all meetings.”