

Town of Naples

**RECREATION AND ACTIVITIES COMMITTEE
BY LAWS**

Adopted: January 24, 2019

Section I Purpose:

- A. The purpose of the By-Laws of the Recreation and Activities Committee is to define the composition, terms of office, vacancies, functions and duties of the Committee

Section II Organization:

- A. Membership - The Committee shall comprise of such number of members and other representation as determined by the Select Board.
 - a. The minimum membership required will be five 5 members and the maximum will be twelve (12) members.

B. Officers:

Nominations of, and elections for, all Officers shall be by a majority vote of those present.

1. A Chairman, Vice Chairman and Secretary shall be elected at the first regularly scheduled meeting following Annual Town Meeting, but not later than July 1st.
2. In the case of a vacancy in the position of Chairman after such election, the Vice Chairman shall immediately succeed to the position of Chairman. The Secretary shall thereupon succeed to the position of Vice Chairman. A new Secretary shall be elected at the first regularly scheduled meeting after the Secretary's position becomes vacant.
3. In the case of a vacancy in the position of Vice Chairman after such election, the Secretary shall immediately succeed to the position of Vice Chairman. A new Secretary shall be elected at the first regularly scheduled meeting after the Secretary's position becomes vacant.

Section III Vacancies

- A. Individuals interested in serving on the committee shall complete a Volunteer Board Member Application and submit it to the Town Clerk.
- B. Vacancies shall be filled by appointment within thirty (30) days by a majority vote of the Selectboard.

Section IV Duties of Officers

A. Chairman:

1. The Chairman serves as the liaison to the Selectboard and may be called to provide period reports to the Selectboard.
2. The Chairman shall preside at all meetings of the Committee.
3. The Chairman shall assemble the agenda and related materials for all regular and special meetings of the committee, schedule a meeting room and have the town administrative assistant notify all members and the public of said schedule.
3. The Chairman shall execute all documents requiring signature on behalf of the Committee.
4. The Chairman shall meet as needed with the support staff assigned to the committee.

a. The support staff for the Recreation and Activities Committee shall be the Community Activities Director.

B. Vice Chairman

1. In the absence of the Chairman, the Vice Chairman shall preside over and assume all duties and responsibilities of the Chairman in addressing the business of any regularly scheduled or special meeting.

2. Assist the Chairman in scheduling and coordinating materials for all regularly scheduled and special meetings of the Committee.

C. Secretary

1. The Secretary is the custodian of the official minutes of meetings and shall sign same as revised and approved.

2. The Secretary is the custodian of all correspondence and other documents as may be forwarded to the Committee for review and/or action.

3. In the absence of the Chairman and the Vice Chairman, the Secretary shall preside over and assume all duties and responsibilities of the Chairman in addressing the business of any regularly scheduled or special meeting.

4. The secretary will provide all documentation of meetings to the town secretary for recording purposes.

Section V Responsibilities and Duties of the Committee

- A. The Recreation and Activities Committee is a working group, appointed by the Selectboard, for the purposes of advising on the planning and development of new programs and activities, advising on matters of general recreation opportunities to town residents, representing the interests and special needs of all the diverse groups and recreational activities of town residents, and to coordinate communication between outside recreation groups and the Community Activities Department and other town boards with related interests in recreation, regarding the use of facilities, improvements, and program goals.
- B. The Recreation and Activities Committee shall meet regularly to develop goals and projects, research expenses and funding opportunities, solicit and organize volunteers and make recommendations to the Selectboard for proposed goals and plans for achieving such.
- C. The Committee, by the end of January in each year, will meet with the town manager to make any public funding requests necessary to achieve their goals.
- D. Representatives of the Committee shall attend associated public hearings, the Annual, and Special Town meetings to support the mission of the Committee.
- E. Committee Members may serve on citizens' or other sub-committees at the request of the Selectmen and as appointed by the Chairman.
- F. Members shall only act collectively as a body.

Section VI Forfeiture or Removal from Office

A. Any Member missing three consecutive scheduled or announced meetings, of which that Member received reasonable notice, without being excused by the Chairman shall give cause for the Chairman to ask for that members resignation or to recommend removal from the Committee to the Selectboard.

B. Consideration shall be given to members for absences under the circumstance of prolonged illness, military leave or other extenuating circumstance.

Section VII Conduct of Meetings

A. General Provisions:

1. All meetings are open to the public.

2. Organizational Meeting - The date for an Organizational Meeting to elect officers, shall not be later than July 1st of each year.

3. Regular Meetings - A schedule of regular meetings for the Committee shall be agreed upon at the organizational meeting. Said schedule shall be set by majority vote of the Members present and shall be effective through the conclusion of the fiscal year (July1 – June 30). Said schedule may be amended by a majority vote of the Members present. The secretary will notify the town secretary for public notification purposes.

4. Special Meetings - Special Meetings may be called by the Chairman or by three (3) Members of the Committee. The Member(s) calling the meeting shall notify all other Members no less than forty-eight (48) hours in advance of the Special Meeting. Said notice shall state the purpose of the Special Meeting and the secretary will notify the town secretary for public notification purposes.

B. Quorum - A quorum shall consist of half of the membership plus one member of the Recreation and Activities Committee. Business shall not be conducted if a quorum is not met. Members do not need to be physically present during the meeting if they are able to conference call into the meeting.

C. Order of Business or Agenda is recommended as follows; the Chairman has the discretion to adjust the order of events as deemed necessary:

1. Call to order and Pledge of Allegiance

2. Roll Call

3. Receipt of Correspondence

4. Approval of Minutes

5. Old Business

8. New Business

9. Adjournment

D. Role of the Chairman

1. Open the meeting at the prescribed time by a Call to Order.

2. Announce the business before the Committee in the order in which it is to be acted upon and/or entertain motions to change such order.
3. Recognize Members and/or meeting attendees, entitling said Members and/or attendees to the floor.
4. State and put to vote all questions which are regularly called, or necessarily arise in the course of the proceedings and to announce the result of the vote.
5. Protect the Committee from annoyance.
6. Assist in expediting all business in every way compatible with the rights of the Members by allowing brief remarks when undebatable Motions are pending or by calling a brief recess to permit restoration of order or for clarification of an obscure point if the Chairman deems it advisable.
7. To restrain the Members when engaged in public debate through use of the Rules of Order.
8. To enforce, on all occasions, the observance of order and decorum among the Members, deciding all questions of Order (subject to appeal by any two Members) unless the Chairman prefers to submit the question for decision of the Committee.
9. To inform the Committee on a Point of Order or practice pertinent to pending business
10. To authenticate by the Chairman's signature, when necessary, all acts, orders and proceedings of the Committee
11. The Chairman shall be the last Member to cast a vote on every issue

E. Role of the Recording Secretary/Clerk

1. The Recording Secretary/Clerk shall be the recording official of the Committee and shall attend all meetings as scheduled.
2. Transcribe and type minutes of the meeting and forward copies to each Member.
3. Notes shall be forwarded to the town Administrative Assistant's Office upon final approval of the minutes of a meeting.
4. Assemble a notebook of approved minutes and other related materials, along with a computer diskette, if available, for permanent record and forward same to the Administrative Assistant annually.

F. Rules of Order

1. Obtaining the Floor
 - a. Address the Chairman by his title and wait for recognition. When recognized, a Member may speak, and, with few exceptions, no Member or meeting attendee may interrupt.
 - b. Unlimited debate will be allowed so long as the matter discussed is germane to the question being debated.
2. Motions - All proposals seeking action by the Committee shall be presented by a formal Motion.

- a. Motions will be recognized by the Chairman and called for a Second and Vote.
 - b. A Second to a Motion must be received before the Chairman may entertain discussion and Vote. Should no Second be received, the Motion will be considered to have Died for Lack of Second and so recorded.
 - c. Motions to Table require a second and will receive no discussion.
 - d. Amendments to a Motion may be made by any Member at any time after a Second to a Motion has been received. A second and a Vote upon the Amendment must be taken before proceeding with the original Motion. No more than one (1) Amendment to a Motion may be entertained by the Committee at any time.
 - e. Motion to Continue shall be entertained on any item a Member shall deem not completely addressed and discussed at a meeting. A Motion to Continue requires a Second.
 - f. Motion to Refer - May be requested when a Member deems it advisable to give further study to a proposal or other matter. A Motion to Refer requires a Second.
3. Votes - Shall be taken after discussion has reached a conclusion and shall be by raised hand.
- a. Votes shall be recorded in the minutes of the meeting as number for, number against, number abstaining, and a notation of any Members who may be absent from the Vote.
 - b. Roll Call Votes shall be recorded in the minutes of the meeting as (Yes) followed by Members' names; (No) followed by Members' names, and (Abstain) followed by Members names and a notation of any Members who may be absent from the Roll Call Vote.
4. Point of Information - May be called should a Member seek clarification on any issue before the Committee which may seem to have become obscure or involved.
5. Point of Order - May be called when a Member deems a possible violation of procedure or decorum has occurred. The Chairman shall rule immediately on any Point of Order called or request a vote of the Committee.
6. Order of the Day - May be called when a Member determines that the discussion has strayed from the subject matter at hand or regularly scheduled business of the Committee.
7. Appeal from the Chair - May be called by any Member who disagrees with a decision rendered by the Chairman. If the Appeal receives a Second, the Chairman shall restate the question or issue and request a Vote of the Committee to overrule or sustain.
8. Out of Order - May be called only by the Chairman when any Member or meeting attendee is deemed to be unruly and not conducting themselves according to the Rules of Order. The Chairman may request the offending person removed from the meeting.
9. Requests for Information
- a. Members Requests - Any member's request is to be considered a request of the Committee.
 - b. Information Requests - Should it become apparent to the Chairman or a member in the interim between meetings that additional information relative to a specific Parks and Land Use item may be needed for Committee use at the next regularly scheduled

meeting, a written request for this information may be submitted to committee support staff. Such information should be made available to the Committee at its regularly scheduled meeting

SECTION VIII Adoption and Amendment

- A. These by-laws shall be known as the Recreation and Activities Committee By-Laws of the Town of Naples.
- B. These by-laws shall become effective after adoption by majority vote of the Board of Selectmen at a regular or special meeting.
- C. These by-laws may be amended from time to time by the Board of Selectmen at a regular or special meeting.

SECTION IX Severance

If any section, subsection, paragraph, sentence, clause or phrase of these by-laws shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions thereof, which shall remain in full force and effect and to this end, the provisions of these by-laws are hereby declared to be severable.

The adoption of these by-laws, as dated below, withdraws and replaces any previous versions of Recreation and Activities Committee rules or polices for the Town of Naples.

Signed this 14th day of January 2019.

James Grattelo, Select Board Chair

Robert Caron II, Select Board Vice Chair

Richard Cebra, Select Board

James Turpin, Select Board

Kevin Rogers, Select Board