

## **RECREATION COMMITTEE RULES:**

### **SECTION I. Authority:**

The Windham Recreation Committee was established in 1980 by the Board of Selectmen. These Rules of Procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 35-B:5.

### **SECTION II. Purposes of the Organization:**

The general purpose of the Committee is to assist the Recreation Coordinator with the planning, implementation, and development of recreation programs and sites in the Town of Windham, as well as to carry out any other necessary duties and functions requested by the Board of Selectmen. In addition, other purposes of the organization are:

- To formulate policies, advise, recommend, promote, and assist in maintaining public recreation facilities and programs in the Town of Windham in accordance with the laws governing public recreation in the State of New Hampshire and in accordance with the direction given by the Board of Selectmen and/or the Citizens of the Town of Windham.
- To provide adequate and balanced recreational programs which meet the various needs and interests of every citizen.
- To provide leadership in coordinating all activities of a recreational nature and to obtain a maximum benefit for the citizens.
- To solicit the aid of existing organizations, within or without the Town of Windham, to accomplish these purposes.
- To build public recreational grounds and facilities as may be needed to accomplish these purposes.
- To conduct recreation programs utilizing the physical properties and facilities available.
- Other purposes consistent with RSA 35-B.

### **SECTION III. Committee Functions:**

The Committee will be charged with the following Committee functions, which functions are for the sole purpose of carrying out the purposes of the Committees as outlined in SECTION III:

- A) To work with the Recreation Coordinator to submit the Annual Recreation Budget to the Town Administrator/Board of Selectmen.
- B) The Committee Treasurer to work with the Coordinator to review and monitor the recreation budget and monthly expenditures, and to assist with providing a monthly Financial report.
- C) To work with the Recreation Coordinator in the expenditure of funds which expenditures are to carry out the purposes of the Committee. In terms of amounts of expenditures, the Recreation Coordinator can expend an amount up to \$1,000 per expenditure without Committee approval. For requests of expenditures over \$1,000, the Coordinator needs approval from the Recreation Committee (prior to going forward with the Town purchasing guidelines.) This approval will be made at

a regular monthly meeting, or if approval is needed prior to the regular monthly meeting, it may be approved by three (3) officers. The Recreation Coordinator must report all expenditures to Recreation Committee at the regular monthly meeting for their review.

- D) To review Facility Use Applications with the Recreation Coordinator according to the Field and Facility Use Policy, which policy when properly adopted, will become an integral part of these Rules and Procedures.
- E) To work with the Recreation Coordinator to expand and implement recreational programs.
- F) To work with Town planners and developers to consider development of new recreational facilities and/or programs, or redevelopment of existing recreational facilities and/or programs as a part of new subdivision proposals, in order to more effectively serve the residents of Windham.
- G) To seek out available funding for recreation.
- H) To assist Recreation Coordinator in maintaining fields and facilities.
- I) To work with Recreation Coordinator to develop a Recreation Master Plan.
- J) To hire one or more sub-contractors, on a part time basis only, for an event as the Committee deems necessary. The Committee shall seek and obtain prior approval of the Board of Selectmen before making any such hires.

#### **SECTION IV. Membership:**

- A) The Committee shall consist of no less than five (5) regular members and three (3) alternate members, each a resident of Windham NH. The five (5) will be known as the Executive Committee and consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and one (1) regular member. The Executive Committee may establish subcommittees for special events, new projects, and other activities when it deems it necessary. A subcommittee shall have at least one (1) member of the Recreation Committee.
- B) A term on the Recreation Committee shall be for three (3) years. When a member's term expires, his/her successor shall be recommended by the Recreation Committee for appointment by the Board of Selectmen, whether it is a new member, or an existing member seeking re-appointment. Alternate terms will be for three (3) years.
- C) Duties of a member shall include:
  - 1. Attending all meetings;
  - 2. Sitting on at least one (1) sub-committee;
  - 3. Representing fairly and honestly the interests of the Windham Recreation Committee,
  - 4. The commitment of time and effort to further the interests of the Windham Recreation Committee, but only to the extent that one can deliver on said commitment;
  - 5. Attending and assisting with the running of programs throughout the year whenever the member is available;

6. Individual members of the Committee cannot approve expenditures without the approval of the entire Committee. If an expenditure is required prior to the regular monthly meeting, it may be approved by three (3) officers. All purchasing procedures and guidelines set by the Town of Windham shall be followed.
- D) The Committee has the option to recommend to the Selectmen the replacement of any member who has missed three (3) unexcused consecutive meetings, or five (5) in one year. Members must inform the Recreation Coordinator prior to a meeting that they will not be attending in order to be excused, otherwise they will be considered absent.
- E) Committee Vacancy in mid-term: when a Committee vacancy occurs and the member's term has not been completed, the Committee shall take the following steps:
1. Notify the Selectmen of the vacancy.
  2. The Committee shall first look to standing Committee alternates to fill the vacancy
  3. Should there be no alternates, or should an alternate not want to consider the available Committee position, then
  4. The Committee shall advertise via public notice and the Committee shall interview applicants;
  5. The Committee will present the Board of Selectmen with a list of qualified candidates along with the Committee recommendation.
  6. The Selectmen shall review the recommendations of the Committee and then advise the Committee of their choice of candidate(s).
  7. All appointments will be made by the Selectmen, and said appointment shall be for the unexpired term.
- F) Any Committee member who believes he or she may be involved in a conflict of interest situation, shall immediately notify the Committee that such a conflict exists and shall recuse himself / herself from the conflicting issue. If the member does not, then the Committee can determine if said committee member should be dismissed from the conflicting issue.
- G) Any member negligent in the duties set forth by the Committee or acting in a manner detrimental to the operation of the Committee, may be dismissed from the Committee, but only after given their due process. Said negligence or detrimental act shall be known as an infraction. Due process shall include;
1. WRC and member shall be notified of the infraction
  2. The Committee shall listen to the member and rule on the infraction
  3. The Committee shall vote on a recommendation based on the information presented and if the Committee feels that an infraction has in fact taken place, they shall recommend to the Board of Selectmen that said member be dismissed

**SECTION V. Officers:**

- A) Annually in June, the members of the Committee shall elect from its membership a Chairman, Vice Chairman, Secretary and Treasurer. The Term of office will be for one (1) year. In no case shall an officer hold that office for more than two (2) consecutive terms.
  - 1. Duties of the Chairman: The Chairman shall preside over all meetings, appoint committees as directed by the Committee and sign official documents on behalf of the Committee.
  - 2. Duties of the Vice Chairman: The Vice-Chairman shall preside in the absence of Chairman and shall have the full powers of the Chairman on matters which come before the Committee in the absence of the Chairman.
  - 3. Duties of the Secretary: The secretary shall maintain a record of all meetings, transactions and decisions of the Committee. The Secretary shall issue all notices of regular meetings of the Committee and special meetings called by the Chairman.
  - 4. Duties of the Treasurer: The Treasurer shall be act as the Committee Liaison to the Coordinator to assist with the development and monitoring of the budget. The Treasurer shall assume all of the financial duties of the Coordinator in the absence of the Coordinator, including during times of vacancy of the Coordinator position.

**SECTION VI. Meetings:**

- A) All meetings shall consist of a Quorum.
- B) Regular Meetings: The Committee shall conduct at least one meeting every month on the third (3<sup>rd</sup>) Thursday of the month at a place to be designated by the Coordinator. Any changes in the regular monthly meeting dates must be approved by the Committee.
- C) Special Meetings: Special meetings may be called by the Chairman at any time deemed necessary or desirable, provided public notice and notice to each member is given at least 24 hours prior to said special meeting, excluding Sundays and legal holidays.
- D) Quorum: A quorum shall consist of a majority of Committee members present, which majority shall be three (3) members.
- E) Notice: Public notice shall be provided per RSA 91-A:2. Membership notice shall be emailed to each member of the Committee in the same time designated for Public Notice.
- F) All motions shall pass by a simple majority vote, except proposed amendments to these Rules and Procedures, which shall require more than a simple majority vote.
- G) Rules of order: General parliamentary rules, as given in Robert's Rules of Order, and as modified by the rules and regulations adopted by the Committee, shall be observed in conducting meetings.
- H) Order of Business:
  - 1. Call to order
  - 2. Roll call

3. Consideration of minutes of previous meetings
4. Report of Officers
5. Report of Committees
6. Report of Coordinator
7. Correspondence
8. Old Business
9. New Business
10. Adjournment

I) The Committee may move to suspend the rules of order or postpone any matters to be considered.

**SECTION VII. Amendments:**

At least annually, or more often should the Committee consider it necessary, the Committee shall review these Rules of Procedure and recommend any amendments in writing to the Board of Selectmen for adoption. Said recommendation shall be made in the form of a vote, which vote shall be passed by a 2/3 majority vote.

Any recommendation of amendment(s) shall be submitted in writing to the Recreation Committee and read into the minutes of the Committee at the regularly scheduled meeting, one month before a vote on the recommendation shall be taken.

**SECTION VIII. Records:**

The records of the Committee shall be kept by the Secretary and made available for public inspection at the Office of the Town Clerk and on-line at the Town of Windham Official Website in accordance with RSA 91-A:4.

**Adopted by the Recreation Committee - June, 1990**

**Re-codified and affirmed by the Board of Selectmen - May 11, 1998**

**Charles E. McMahon**  
**Douglass L. Barker**  
**Carolyn B. Webber**  
**Margaret M. Crisler**  
**Galen A. Stearns**  
Board of Selectmen

**Amended by the Board of Selectmen March 27, 2006.**

**Amended by the Board of Selectmen July 20, 2013.**

Phil LoChiatto  
Kathleen DiFruscia  
Roger Hohenberger  
Ross McLeod  
Al Letizio  
**Board of Selectmen**