

Hampton Falls Parks and Recreation Commission

Bylaws and Rules of Procedure

MISSION

The Parks and Recreation Commission provides recreational and entertainment programs and facilities for young and adult residents. We encourage volunteerism to promote unity with the community.

POWERS AND DUTIES

Pursuant to the powers conferred by RSA 35-B:3 to provide recreational and leisure-time activities, services and facilities, the Parks and Recreation Commission shall have the powers and duties including, but not limited to, the following:

1. Acquire, hold and dispose of real and personal property; provided, however, the disposal of any real property shall have prior approval of the appropriate legislative body.
2. Drafting contracts
3. Grant concessions
4. Make charges for the use of facilities or for participation
5. Make and enforce rules and regulations governing the use of property, facilities or equipment and the conduct of persons thereon
6. Contract with any municipal corporation, governmental or private agencies for the conduct of park and recreation programs
7. Operate jointly with other governmental units any facilities or property including participation in the acquisition
8. Hold trust or manage public property useful to the accomplishment of its objectives
9. Manage the maintenance of properties, facilities and equipment under the Commission's purview

MEMBERS

A member of the Commission includes only those individuals appointed by the Town of Hampton Falls Select Board to sit on the Commission.

The Commission will consist of a minimum of three (3) members and a maximum of nine (9) members appointed by the Town of Hampton Falls Select Board.

Sub-committees may be formed by approval of the Commission members and shall be open to both members and non-members.

All permanent residents in the town of Hampton Falls who are 18 years of age or older may be eligible to be a member on the Commission.

Only Commission members may vote, make motions or speak from the floor. Non-members may speak from the floor with permission of the chairperson.

All Commission members in good standing and present shall be entitled to vote on all matters properly submitted to the Commission.

A simple majority of Commission members present and in good standing constitutes a quorum.

A Commission member may be asked to relinquish his/her seat on the Commission if any of the following conditions prevail –

- a member is absent from three or more regularly scheduled meetings of the Commission without a valid offsetting circumstance
- a member acts independently of the Commission, obligating the Commission to commitments not in the overall best interests of the Commission or agreed to by a majority vote of the members
- a member consistently fails to fulfill tasks or roles for which he/she has voluntarily offered to undertake, thus impeding progress of the Commission

OFFICERS

Officers shall be elected by majority vote of Commission members present and in good standing at the March monthly meeting each year. The election shall be the first order of business.

The officers shall be Chairperson, Vice-Chairperson, Treasurer, Secretary.

Each elected officer shall be elected for a term of one (1) year beginning with the March monthly meeting.

Any officer may be removed by the Commission whenever, in its judgment, the best interest of the Commission will be served. Removal shall occur by a two-thirds vote of the members present at a monthly meeting.

POWERS AND DUTIES OF OFFICERS

The **Chairperson** shall be responsible for:

- scheduling and presiding at all meetings of the Commission
- providing opportunities for petitioners (or their representative) to come forward to review their petition and assuring any supporting

documentation (maps, drawings, photographs, estimates, etc.) has been distributed to the Commission members, assuring members have an opportunity to review and comment on petitions and approve by majority vote

- maintaining and preserving all papers and documents relating to Commission business
- participating in contract negotiations for services and programs
- appointing any other sub-committees with approval of the Commission members and appointing sub-committee chairpersons
- leading the process in preparing the annual budget

The **Vice-Chairperson** shall perform the duties of the Chairperson in his/her absence or inability to serve.

The **Treasurer** shall be responsible for the management of all the Commission's monies to include:

- participating in contract negotiations for services and programs
- maintaining a copy of all contracts entered into by the Commission which have a financial impact
- preparing all invoices for authorization for payment by the Town Treasurer
- verifying all payments and deposits have been successfully completed each month
- maintaining an account of all receipts and disbursements as they occur
- presenting a report at each monthly meeting the current status of the accounts and expenditures, bringing forward at monthly meetings any unusual or concerning items related to the Commission's financial status
- presenting an annual financial report to the Commission
- preparing any necessary documentation for audits
- providing input to Commission members in preparing the annual budget
- assuring any expense not approved by the members of the Commission prior to being spent is not paid unless the members agree by majority vote

The **Secretary** shall keep the minutes of all Commission meetings and provide draft minutes to the Commission members, Town Secretary, Town Clerk and Town Administrator within five (5) business days of the meeting.

APPROPRIATIONS AND OFFSETTING REVENUES

The Commission members shall prepare an annual budget to be funded by appropriations and offsetting revenues no later than the October monthly meeting. The proposed annual budget will be submitted to the Town Administrator for review and presented to the Town of Hampton Falls Select Board for approval.

Offsetting revenues may include, but are not limited to, facility use fees, special event revenue, donations and gifts.

RESIGNATIONS AND VACANCIES

Any vacancy in the Commission shall be filled as soon as possible by appointment of the Town of Hampton Falls Select Board. The Commission may make recommendation of possible candidates.

Elective offices shall be filled as soon as possible by a majority vote of the members present and in good standing at the monthly meeting.

An elected officer who, without notice, misses three scheduled monthly meetings consecutively or who fails to perform the duties of office shall be deemed as having submitted a resignation.

MEETINGS

The Commission shall meet once a month at a regularly scheduled day and time. Notice of meeting time and dates as well as any time or date changes will be posted at the Hampton Falls Town Hall, Hampton Falls Post Office, Hampton Falls Free Library and on the Town website, if possible, in accordance with RSA 91-A.

Special meetings to consider a single emergency matter may be called only by the Chairperson or by petition of a majority of the Commission members present at a regularly scheduled meeting. A special meeting shall be scheduled at a convenient time and place. Notice, including the topic involved, time and place, shall be delivered to all members in good standing at least 48 hours before the scheduled meeting.

AMENDMENT OF BYLAWS

All proposed amendments to the Bylaws shall take place during a regularly scheduled monthly meeting and must be agreed to by majority vote of the Commission members present and in good standing at the following regularly scheduled monthly meeting.

Approved as of 3/15/2021