

## Town of York, Maine

### Parks and Recreation Advisory Board Board Charter

#### **Background:**

The Parks and Recreation Board Ordinance was first adopted in 1990. Upon adoption of the ordinance establishing a Parks and Recreation Board, a Recreation Committee and a Parks Commission were merged, and phased out, to constitute the new Board. This Board Charter, which replaces the Ordinance, will allow for the continuation of a Town-appointed Parks and Recreation Advisory Board, under the Town of York Home Rule Charter (1995), to serve in an advisory capacity and align with current practice.

#### **Mission:**

It shall be the mission of the Parks and Recreation Advisory Board to assist the Parks and Recreation Department in fostering community participation and improving the quality of life for citizens of all ages, by providing safe recreational facilities and programs, leisure time opportunities, and park development that will enhance the health, happiness and morale of the citizens.

#### **Responsibilities:**

The Responsibility of the Parks and Recreation Advisory Board is to advise the Selectmen on public parks, beaches, and recreation issues. The Board will serve in an advisory capacity and will have no supervisory authority over the Parks and Recreation Department. The Board may work with the Parks and Recreation Director to develop a master plan for open space, parks, recreation, and beaches, or any policy, as may be requested by the Board of Selectmen or Town Manager. The Board will discuss issues pertaining to recreation policies and park and beach operations. Recommendations from the Board will be brought to the Board of Selectmen for subsequent review.

The Board will review the annual budget along with end of year fiscal and administrative reports, as prepared and presented by the Parks and Recreation Director.

#### **Membership:**

The Board shall be composed of 5 members, and 2 alternate members, each of whom shall be appointed by the Board of Selectmen. Members shall be appointed for a 3-year term. Members may be re-appointed. Members-elect shall be sworn to faithful discharge of their duties by the Town Clerk prior to attending their first meeting.

The Board shall elect, by majority vote, one of its members to serve for the ensuing year as Chair. The Chair shall preside over the meetings and be recognized as the head of the Board for all ceremonial purposes.

The Board shall elect, by majority vote, one of its members to serve for the ensuing year as Vice-Chair. The Vice-Chair shall have all of the powers as the Chair during such temporary absence or disability of the Chair. The Board shall elect, by majority vote, one of its members to serve for the ensuing year as Secretary. The Secretary's role will be to take attendance, record meeting minutes, and deliver approved meeting minutes to the Town Clerk for permanent archiving. The Board may, at its discretion, choose to elect more than one secretary to share responsibilities as determined by the Board.

**Quorum:**

A simple majority of the Board shall constitute a quorum for the transaction of business. If a quorum is not present and those who are present adjourn the meeting with the intent to reconvene when a quorum is present, at least twenty-four (24) hour notice of the reconvening shall be given to all members who were not present at the meeting which was adjourned. Public notice shall also be made.

**Qualifications:**

Board members shall be registered voters of the Town of York.

**Vacancies:**

If a seat on the Board becomes vacant, the vacancy shall be filled by appointment of the Board of Selectmen for the unexpired term, as soon as possible after the vacancy occurs.

**Compensation:**

There shall be no compensation for services.

**Meetings and Minutes:**

The Board shall meet monthly at a time and location determined by the Parks and Recreation Board. Meetings shall be posted publicly, and on the Town website, in advance of each meeting. Meetings shall be conducted in accordance with Robert's Rules of Order and in compliance with Title 1 M.R.S. §406. Minutes shall be taken, voted into the record, and provided to the Town Clerk for archiving. Meeting minutes, once approved, should be posted on the Town's website.

**Attendance at Meetings:**

Board members shall not be absent from more than 3 consecutive meetings without being excused in advance by the Chair. Failure to obtain such excuse shall create a presumption that the member has resigned his or her membership on the Committee and the Chair shall thereupon promptly notify the Town Manager of such presumption. The Board of Selectmen shall promptly fill said vacancy after affording the unexcused member an opportunity to appear and be heard and show just cause for failure to obtain the required excuse.

**Modification of this Charter:**

Any time after its adoption, charter modifications may be made, if it is believed necessary to enhance the Committee's ability to achieve its mission. The Board of Selectmen may accept, modify, or reject proposed changes.

