



East Granby Parks and Recreation Commission

Commission By-Laws

UPDATED SEPTEMBER, 2024

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East Granby, Connecticut

East Granby Parks and Recreation Commission Bylaws

PREFACE:

The Recreation Commission was originally established October 7th, 1964. It was reestablished October 30th, 1970 as the Parks and Recreation Commission, under provisions of the ordinance, Chapter XVI.

ARTICLE I – NAME

The name of this policy advisory commission shall be called the East Granby Park and Recreation Commission.

ARTICLE II – PURPOSE

The Commission shall have charge of all Parks, Recreational Areas and Facilities, and of all Town sponsored recreational activities except as may be undertaken by the Board of Education. It shall be the duty of the Commission to plan, initiate or coordinate, and supervise all recreational activities at Town Parks, recreational areas and facilities of the Town not under the supervision or control of the Board of Education.

ARTICLE III – DUTIES AND RESPONSIBILITIES

Section 1. Parks and Recreation Commission

The powers and duties of the Parks and Recreation commission shall be as follows:

- a. Review existing programs operating on East Granby tax dollars and through self-support, evaluate their efficiency and recommend changes as necessary.

- b. Recommend and implement new programs in coordination with the Director of Parks and Recreation.
- c. Advise the Board of Selectmen on matters relating to the acquisition, development, maintenance and operation of Parks and recreational activities and areas.
- d. Review all requests for use of town properties under the jurisdiction of Parks and Recreation for recreational purposes. This use must be scheduled by the Director of Parks & Recreation.

Section 2: Commission Members

- a. To know why the Commission of Parks and Recreation exists and review the reasons.
- b. To keep ahead of the community; to be progressive, yet close enough to be practical.
- c. To work closely with the professional staff. Encourage the Director to recommend the plans of operation, financing, supervision and control.
- d. Participate actively in Commission meetings and Parks and Recreation community functions.
- e. Make it a point to discuss the work of the Commission with citizens and community groups. Get reactions from the public.
- f. Be acquainted with tax resources of the community.
- g. Be acquainted with the social resources of the community.
- h. Be familiar with the recommended standards for public recreational programs, leadership and facilities.

ARTICLE IV – MEMBERSHIP

Section 1. Number

The membership of this Commission shall consist of eleven (11) voting members, who shall serve without compensation. All members shall be residents of East Granby. (Reference: Ordinance, Chapter XVI).

Section 2. Appointment and Terms

- a. Eleven (11) voting members of the commission shall be appointed by the Board of Selectmen. Nine (9) adults will serve for terms of four (4) years. The two (2) student representatives will serve for a term of (1) year.
- b. Each year, those members whose terms expire will be notified by Mail or email by the East Granby Town Clerk advising them of their term expiration. If the member would like to stay on, they need to contact the Board of Selectmen. Those wishing not to serve for another term must notify in writing the Chairperson and/or the Director of the Commission. The Chairperson and/or Director will notify the Board of Selectmen and the Town Clerk.

Section 3. Student Representatives

The East Granby Parks & Recreation Commission may select by the process determined by the Commission two High School students to serve as active members of the Commission. Each student representative will participate in the meetings, serve on committees and serve as the liaison between the youth and the commission. Student representatives will have voting rights. Terms of service will be on a one year rolling basis with the option to reapply at the discretion of the Commission. In the event of a vacancy, the student representative sub-committee will coordinate with the High School administration to select a new student.

Section 4. Ethics – Conflict of Interest

By accepting appointment to the commission, each member agrees to comply with these bylaws to maintain fairness and integrity of the East Granby Parks and Recreation Commission. If a member of the Commission has a conflicting interest or affiliation or dual loyalty that may lead to or suggest influence in a decision by or on behalf of the commission, they shall abstain from voting. The member shall also inform the Commission of their conflict of interest.

ARTICLE V – MEETINGS

Section 1. Meetings

Regular meetings shall be held the first Thursday of each month to a time agreed upon by the members. (Reference meeting date schedule as agreed upon in the beginning of the year). There is no meeting in July.

All regular meetings are to be held at a place designated by the Chairperson. In the absence of the Chairperson, the Vice Chairperson will designate the location.

- a) Special meetings shall be called by the Chairperson upon request of at least six (6) members. Such notice shall specify the purpose or purposes for which such meeting is called, and the time and the place where the special meeting is to be held, during which no other business shall be conducted.
- b) Six (6) members constitute a quorum at any regular or special meeting.
- c) The Director of the Parks and Recreation shall be required to attend all regular meetings.
- d) All meetings are open to the public.
- e) All meetings shall be governed by *Robert's rules of Order*.

ARTICLE VI - VACANCIES

The Parks and Recreation Commission shall find that a vacancy exists upon:

- a. Receipt of a resignation in writing from one of its members or
- b. The third consecutive absence or
- c. The fourth absence in the 12 Month period of January through December of a member(s) from the Commission's regular meeting.

Section 1. Filling a Vacancy

Should openings exist, then the following procedures will be followed:

Commission members will solicit names from various sources such as persons who previously expressed interest, municipal contacts, colleagues, and friends. The applicant will be asked to submit an application with a brief explanation about their interest and reasons for joining the Commission. The Director will check with the town clerk regarding whether the applicant meets the Commission's party affiliation requirements. Their interest letter is provided to the members prior to a meeting where the applicant is discussed. If there is more than one applicant election shall be by ballot. The applicant will be contacted about the Commission's decision. The nominee's name is brought for approval to the Board of Selectman by the Chairperson and Director.

In the event of the resignation of any Commission member, his/her death or inability to serve, the Parks and Recreation Chairperson will notify the Board of Selectmen.

Section 2. Absence

Absence, without acceptable reason, will be handled in the following manner:

- a. Two (2) consecutive meetings will require the Parks and Recreation clerk to notify, in writing, the person who is in violation.
- b. Three (3) consecutive meetings (or 4 of the year's meetings) will require a written notice to be sent to the Board of Selectman.
- c. If, by the fourth consecutive meeting, no word has been received, then, the member will be dismissed from the Commission.
- d. If unable to attend the entire monthly meeting, the member will notify the Director or the Chairperson prior to the meeting.

ARTICLE VII – OFFICERS

The term of the Chairperson, Vice-Chairperson, and Treasurer will consist of one (1) year term.

During the meeting in January the election of new officers shall be held.

ARTICLE VIII – DUTIES OF OFFICERS

- a. The Chairperson shall preside at all meetings of the Commission, appoint all committees, represent the Commission at public affairs, and shall maintain the dignity and efficiency of the Commission in all possible ways.
- b. The Vice-Chairperson shall preside and act as a Chairperson at all meetings in the absence of the Chairperson.
- c. The Treasurer shall track actual expenses against planned expenses.
- d. The Commission will be responsible for updating officers' roles and responsibilities.
- e. Officers will provide consulting as needed to newly appointed officers.

ARTICLE IX – ELECTIONS

- a. A nominating committee two (2) members of the Commission will be appointed by the Chairperson at the November meeting. Their duties will be to submit a slate of officers to be voted upon at the January meeting.
- b. All officers shall be elected by majority vote.
- c. In case of more than one candidate for an office, election shall be by ballot.

ARTICLE X – COMMITTEES

Section 1. Special Committees

The Parks and Recreation Commission Chairperson shall appoint standing and ad-hoc committees concerned with specific areas of interest or problems of interest as needs arise. Such Committees shall not necessarily be restricted to members of the Commission; however, the Chairperson of each Special Committee must be a member of the Commission.

Section 2. Standing Subcommittees

Once a year the East Granby Parks and Recreation Commission will review current subcommittees to determine if they are still needed, assign current Commission members on them, and create new committees if required. A minimum two Commission members should be assigned to each Committee.

ARTICLE XI – OPERATING FUNDS

A budget of required operating funds for the coming fiscal year must be prepared by the Commission upon receipt of budget package from The Board of Selectmen. This budget covers all funds necessary to fulfill activities, functions and responsibilities of the Commission.

ARTICLE XII– FISCAL YEAR

The fiscal year of the Commission shall extend from July 1 to June 30, keeping with the fiscal year of the Town of East Granby.

ARTICLE XIV– AMENDMENT OF BYLAWS

The by-laws may be amended at any regular or special meeting by two-thirds of the quorum, provided a quorum is present and notice of the proposed amendment has been given, in writing, to all Commission members a full meeting prior to the said meeting.

ARTICLE XV – ADOPTION OF BYLAWS

Immediately upon favorable vote of at least two-thirds vote of full membership of the East Granby Parks and Recreation Commission, these Bylaws shall be in full force and effect.

VOTED ON BY COMMISSION on September 5, 2024