

CLIFFORD TOWNSHIP PARKS AND RECREATION BOARD BY-LAWS

ARTICLE I – NAME AND AUTHORIZATION

A. NAME

The name of the Board shall be known as the Clifford Township Parks and Recreation Board referred to as “Board”.

B. AUTHORIZATION

The Board exists by the authority of the Clifford Township Supervisors Referred to as “Supervisors” and may be modified or abolished by action of the Supervisors.

ARTICLE II – PURPOSE AND FUNCTION

A. PURPOSE

The Board shall serve as advisors to the Supervisors on issues presented to the Board related to the parks, trails and recreation of Clifford Township.

B. BOARD FUNCTION & POWERS

The functions and powers of the Board shall be:

- (1) To review current parks and recreation programs and facilities in the Township to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities, or user fees, if any, to the Supervisors;
- (2) Provide and gather public input on parks and recreation-related long-range plans;
- (3) Serve in an advisory capacity to the Supervisors for the location, construction, maintenance and funding of parks and recreation facilities;
- (4) Review all parks and recreation-related matters submitted to the Board by the Supervisors.

- (5) Within the current Supervisors goals, objectives, and budget, perform the above-mentioned duties using the following criteria:
 - a. Promote maximum utilization of parks, recreation facilities and programs;
 - b. Enhance the quality of the leisure life of all township residents through parks and recreation programs and services;
 - c. Provide to township residents as wide a variety of recreational opportunities as possible.

ARTICLE III – BOARD COMPOSITION

A. VOTING MEMBERS

There shall be seven (7) voting Board members. All members shall be appointed by the Supervisors and shall be subject to the Board's by-laws.

B. TERMS

Terms of the members shall be five (5) years. The members' terms shall begin on January 1st.

C. STAGGERED TERMS

Terms shall be staggered in such a manner that at least one but no more than two expire annually.

D. SALARY AND COMPENSATION

Board members shall serve without salary or compensation but may be entitled to documented expenses for mileage, per diem and expenses incurred because of participation in conferences and workshops as approved by the Supervisors.

E. RESIDENCY

Board members shall be residents of Clifford Township.

F. APPOINTMENTS AND VACANCIES

The Supervisors shall make all appointments and fill all vacancies on the Board after recommendations are received from the Board. The Supervisors shall advertise in the local newspaper and post open member positions and vacancies at the Township complex and website at least one (1) month prior to filling vacancies.

G. REMOVAL OF BOARD MEMBERS

Board members may be removed by the Supervisors for disqualification, malfeasance or malfeasance of duty or for three (3) unexcused absences during a calendar year.

ARTICLE IV – OFFICERS

A. OFFICERS

The elective officers of the Board include a Chair, a Vice-Chair, and a Secretary.

B. NOMINATION AND ELECTION OF OFFICERS

Nomination of elective officers will be made from the Board members at the annual election meeting which will be held on the first regular meeting of each year. The election will follow immediately thereafter. Officers may be nominated from among the Supervisor-appointed Board members only. A nominee receiving a majority vote of those present at the election will be deemed elected.

C. TERMS OF OFFICERS

The elective officers take office at the first regular meeting of the year, usually January and serve for a term of one (1) year.

D. VACANCIES IN OFFICE

Vacancies in elective offices will be filled immediately at a regular meeting by regular election for the unexpired portion of the term.

E. DUTIES OF OFFICERS

(1) CHAIR

The Chair will preside at all meetings and the public hearings of the Board and will call special meetings when he/she deems them necessary or is required to do so. The Chair shall sign minutes of the Board meeting and all official papers and plans involving the authority of the Board which are transmitted to the Supervisors. The Chair will

discuss all matters before the Board and make motions on all voting thereon. He/she will perform all the duties normally conferred by the parliamentary usage on such officers and will perform such other duties as may be ordered by the Board except as otherwise provided in these by-laws, in other Board resolutions, in Township ordinances, or state law.

(2) VICE CHAIR

The Vice Chair will assume the duties and the powers of the Chair in his/her absence. If the Chair and Vice Chair are both absent, the remaining Board members may elect a temporary chair by a majority vote of those present at a regular or special meeting. This person will assume the duties and powers of the Chair and the Vice Chair for that meeting.

ARTICLE V – BOARD OPERATIONS

- A. The Board shall have no authority other than as stipulated in the By-laws and approved by the Supervisors.
- B. All meetings will be open to the public. For advertising purposes, the Board will provide to the Township Secretary a schedule of their meetings and will insure agendas and minutes are available to the public in accordance with applicable State Laws.
- C. Regular meetings are held the fourth Wednesday of each month at 7:00pm unless otherwise agreed upon by the Board.
- D. The first regular meeting in January of each year is the organizational meeting. The purpose of this meeting is to elect officers, review the annual report and all other business.
- E. Four (4) voting members constitute a quorum at any regular or special meeting.

- F. Board action requires the concurrence of the majority of voting members present at a properly convened meeting with a quorum in attendance. The Board is not required to take action on any matter that was not specifically listed on the agenda.
- G. All meetings shall be conducted in accordance with Robert's Rules of Order.
- H. The following shall be the order of business of the Board. These rules of order may be suspended and any matters considered or postponed by Board action.
 - 1. Call to order
 - 2. Review of prior meeting minutes
 - 3. Motion to approve/disapprove
 - 4. Old business
 - 5. New business
 - 6. Open Discussion
 - 7. Committee Reports
 - 8. Set date/time for next meeting
 - 9. Motion to adjourn
- I. Special meeting of the Board may be called by the Chair on the written request of at least three (3) Board members with the purpose of the meeting stated. Except in cases of emergency, at least three (3) days notice shall be given to each member of a special meeting.
- J. The Board shall be notified three (3) days in advance of a meeting. Copies of the minutes shall be distributed to the Board as well as Supervisors.

ARTICLE VI – BOARD MEMBERS' CONDUCT AT MEETINGS

A. STANDARDS OF CONDUCT

- 1. Board members will treat other Board members and others with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability or religion.

2. Board members will respect the opinions of, and the differences among, individuals.
3. Board members will expect fairness in their decisions and actions internally and externally and be mindful of their impact on other groups and people.
4. Board members expect their actions to demonstrate care for their Commission, their constituency, themselves and others, as well as for the community as a whole.
5. Even in the face of disagreement or differences of opinion, Board members will demonstrate esteem and deference for the colleagues and the public.
6. Under no circumstances during a meeting, function, or events will Board members engage in, or threaten to engage in, any verbal or physical attack on any individual.
7. Board members will commit to communicate ideas and points of view clearly, and allow others to do the same without interruption.
8. Board members will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.
9. Derogatory language about an individual's ethnicity, race, Sexuality, age, disability, or religion is not acceptable.

B. SANCTIONS FOR VIOLATING STANDARDS OF CONDUCT

1. With a quorum, the Board may formally recommend to the Supervisors that a Board member be removed for either of the following reasons:
 - a. Upon the third absence from regular meetings that occurs without prior notification to the Chair.
 - b. Acts which are, in the opinion of the Board, a material violation of the by-laws or detrimental to the best interest of the Board or the community.

2. Any Board member so charged must be heard in a session at which a quorum is present. The charges and minutes of the meeting must be forwarded to the Supervisors within five (5) days. At the request of the charged board member, the session may be closed to the public.
3. The Supervisors may, with or without the recommendation of the Board, remove a Board member for misconduct, activities detrimental to the best interest of the Township, or neglect of duty.

ARTICLE VII – BY-LAWS AND EFFECTIVE DATES

- A. Any changes to the By-laws will be reviewed and approved by the Board and the Township Supervisors.
- B. These By-laws shall become effective upon adoption by the Board and the Supervisors.
- C. These By-laws may be amended at any regular meeting by a majority vote of the Board provided that the amendment(s) has(have) been submitted in writing at the previous regular meeting.