

Town of Lisbon Recreation Commission Bylaws

Recreation Commission:

The Town of Lisbon shall have a Recreation Commission which shall be constituted and empowered as a Recreation Commission pursuant to General Municipal Law, Article 13. The Commission shall consist of no less than five and no more than seven members, and four alternate members who are residents of the Town of Lisbon, to be appointed by the Supervisor and Town Board. The members shall serve for terms of office as provided in §243 of the General Municipal Law. The Recreation Commission shall act in an advisory capacity to the Town Supervisor and the Town Board.

The members of the commission term will be for seven years in accordance with subsection 243 of General Municipal Law, with the first appointed for terms so that the term of two commissioner's shall expire annually thereafter, and their successors will be appointed to serve terms of years which will ensure continuity and experience on the Commission.

To develop a process for terms and membership, two members shall serve four year terms, two shall serve five year terms, and three shall serve seven year terms. Alternate members will be appointed to four year terms and the names will be submitted to the Supervisor and Town Board to fill any vacancy on the Commission. This permanent appointment will be based on the number of the Alternate, 1, 2, 3 or 4. All members are allowed to be reappointed and when reappointed, all terms will be for a full four year term with the staggering of appointment years. In the event of resignation of any Commission member or his/her inability to serve, the Town Board shall fill the vacancy until the unexpired term ends from the alternate membership. The Recreation Committee advise the Town Board of any members missing two or more regular consecutive meetings without an acceptable reason to be excused. The Recreation Commission will contact the member before this action is taken.

Vacancies in the commission occurring otherwise than by expiration of a term shall be for the unexpired term and will be filled in the same manner as original appointments. Members of the commission shall serve without pay.

Alternate members are encouraged to attend the Commission meetings and give input into matters being discussed. In the event a Commission member is absent, the alternate members can vote on matters at hand.

The members of the Recreation Commission shall elect from their own members a Chairperson, a Vice Chairperson, and a Secretary to serve for a two year term. A majority vote of those present shall constitute an election.

Duties of officers:

- The Chairperson will preside at all meetings of the Commission, appoint all committees, and represent the Commission at public events.
- The Vice-Chairperson conduct's business in the absence of the Chairperson.
- The Secretary will keep the minutes of all meetings in accordance with the Open Public Meetings Law, as well as including supporting and additional documentation presented during meetings. All minutes and/or documentation will be considered official Town records and filed with the Town Clerk He/she shall read all official communications to the Commission, write correspondence as directed, and file all communications. Meeting

minutes and activity reports are to be submitted to the Supervisor to be reported to the Town Board.

Recreation Commissioners:

- Recreation Commissioners will attend Commission meetings and volunteer to lead recreational programs.
- The Commissioners shall take an active part in the direction of the Recreation Dept.'s annual activities, and act in whatever capacity he or she may be called upon to do.
- Any member is authorized to make an inspection of recreation programs, equipment, or facilities at any time and to immediately report any safety issues to either the program coordinator, Town Supervisor or Town Board Liaison. The safety of our equipment and facilities for our children is of the utmost importance.
- With the assistance of the Program Coordinators, will be responsible for developing new programs as well as working to better existing programs. The Recreation Commission, by majority vote will have the authority to add or cancel a program. The goal of all Recreation sports/programs is that they be self-sustaining.
- The Commissioners will uphold these Bylaws and the rules and policies of the Town of Lisbon pertaining to any and all actions related to Recreation.
- A Commissioner must attend a minimum number of meetings in a rolling twelve month period to maintain membership on the Commission.

Town Board Liaison, Ex Officio Member:

There will be at minimum one and maximum two Town Board members who will act as Liaison's to the Commission, appointed by the Town Board, and will attend Commission meetings as an ex-officio member, in an advisory capacity only. The Town Liaison will act as a liaison to the Town Board so that the line of communications with the Town Board is strong. The Liaison will not have a vote.

Notice of Meeting

In all cases the Commission shall follow the notice procedure outlined in the Open Meetings Law, and all meeting are to be held in a public location and advertised in accordance with Law. Regular and special meeting notices shall be posted on the Town Website and shall be posted on the Town Hall Bulletin Board located in the entrance to the Town Hall, as well as sent to all members of the Commission.

The order of business at all regular meetings shall be as follows:

1. Roll Call
2. Approval of Minutes of preceding meeting
3. Communications (either written or oral)
4. Reports of activities/programs as applicable
6. Old/Unfinished business
7. New business
8. Commissioner Comments/Remarks
9. Adjournment

Meetings:

- A. Regular meetings shall be held the first Wednesday of each month during the year.
- B. Special meetings shall be called by the Chairman or upon request of at least two members.
- C. Meetings shall convene at 6:00 p.m. unless otherwise ordered.

D. The regular meeting held in January of each year shall be known as the "organizational meeting." The purpose of this meeting shall be the election and installation of officers, namely the Chairman, the Vice Chairman, and the Secretary, and all other business that may need to come before such meeting.

E. The meetings held in January of each year shall be for the review of the approved budget for the coming fiscal year and to organize activities to be held throughout the year.

F. 50% of the members plus one of the Commission members constitutes a quorum at any regular or special meetings.

Voting:

A majority vote of the Commissioners rules in all decisions and motions. All Commissioners have the authority to vote at any meeting of the Commission. Alternate members will only have the ability to vote when an absence of a regular Commission member(s) occurs. Alternates will be designated Alternate #1, Alternate #2, Alternate #3, and Alternate #4, In the event one voting member is absent, Alternate #1 will vote in his/her place. In the event that two voting members are absent, both Alternate #1 and Alternate #2 will vote, and in the event of three members being absent, all three Alternate Members may vote and so on.

Communications:

Email - Use of email is for informational purposes only. No formal decisions of any kind can be made via email. All decisions are required to be in person at a Commission meeting.

Meeting Cancellation:

If a regularly scheduled meeting cannot be held because of lack of quorum or inclement weather, adequate notice is to be given to the Town Clerk so she can notify the public of the meeting cancellation. The meeting may be cancelled at the permission of the Chairperson

Equipment maintenance and use policy:

All Town recreation equipment is restricted to use by Town employees and volunteers ONLY. Equipment cannot be loaned for use to private individuals and remains as an asset and is owned and controlled by the Town of Lisbon. Any Volunteer using Town equipment may be required to attend a training session on that piece of equipment. Equipment will not be able to be used until the training has been completed.

Equipment affected by this policy is included but not limited to:

A. Park and Playground Equipment:

B. All sports league equipment

C; Snack bar equipment

D: All other Town owned equipment used by the Recreation Commission

Annual maintenance of equipment requiring a safety inspection and preventative maintenance will be coordinated with and performed by the Town Highway Dept. The annual review of the equipment will be performed by the Town Highway Dept to provide safety and proper utilization programs for all employees and volunteers authorized to use this equipment.

Annual maintenance of snack bar equipment will be performed by snack bar volunteers at the end of the season before closing the snack bar for the winter. All equipment must be empty and cleaned to be "ready to go" for the next season. Any repairs or replacements required will be reported to the Supervisor to ensure it is included in the next fiscal year budget.

Background Checks

The Town Board mandates that any Town Sponsored sport, event, activity, or program must provide a background check for anyone 18 years or older that is a coach or assistant coach for that sport, event, program or activity. Any person(s) that is in an officiating capacity for any Town sponsored sport, event, activity or program will be exempt from this provision, as long as the coach/assistant coach is present while the person is officiating. Checks on returning coaches/assistants will be conducted every 2 years.

Program support, Donations, Grants, and Gifts to Recreation Commission

Private or non-profit organizations may regularly support various programs and events related to the Recreation Department, which may include programs, events and/or facility maintenance/upgrades. The Recreation Commission is guided by General Municipal Law and Municipal Finance Law. There is a process whereby the Commission can apply for and accept grants, and gifts or bequests of money or other personal property, or any donation to be applied directly to use for playground or recreation purposes and programs. The final approval and use of the funds will be approved by the Town Board and must be for the benefit of the Town, and will be subject to the Town tracking and approval process, and be in accordance with the Town Procurement Policy. The expense for improvement, maintenance, uses of any grant or donated funds must be approved by the Town Board. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited with the Town Clerk, credited to the account of the Recreation Commission. The funds may be withdrawn and paid out in the same manner as money appropriated for recreation purposes through the voucher, requisition, and approval process.

Rev 7.2021

