

# **TOWNSHIP OF EGG HARBOR RECREATION COMMISSION**

5045 ENGLISH CREEK AVENUE  
EGG HARBOR TOWNSHIP, NJ 08234

## **BYLAWS**

### **COMMISSION NAME**

The official name of this body shall be the "EGG HARBOR TOWNSHIP BOARD OF RECREATION COMMISSIONERS", hereinafter the "Board."

### **ENABLING LEGISLATION AND AUTHORITY**

This Board is established pursuant to N.J.S.A. 40:12-1 et seq. and by Township Resolution 102-1988. Should any part of these bylaws unintentionally conflict with any related State Statute or Township Ordinance, the latter shall take precedent.

### **NON PARTISANSHIP**

The Board shall be nonpartisan and shall not endorse any political party or candidates, collectively as the Board, nor as an individual commissioner representing the Board.

### **PURPOSE AND OBJECTIVES**

The Board of Recreation Commissioners is a nine member board (seven regular members and two alternate members) appointed by the Mayor and Governing Body. The mission of the Board is to serve as a citizen board, as established by the Administrative Code of the Township of Egg Harbor, acting in an advisory capacity to the Township Committee, the Township Administrator, and the Director of Recreation, on various matters pertaining to the management and operation of park facilities within Egg Harbor Township.

The Board is responsible for the oversight of sponsored youth sports groups, development of policies and guidelines on use of parks facilities, making recommendations as to Parks and Recreation capital needs, and to carry out duties as may be assigned to them by the Township Committee. The Board is not authorized to oversee the day-to-day operation of the Department of Parks and Recreation or their annual operating budget, those responsibilities rest solely with the Director of Parks and Recreation.

The Board shall, with the Department of Parks and Recreation, coordinate control over all lands, playgrounds and recreation places and may adopt suitable rules, regulations and bylaws for the use thereof, and the conduct of all persons while on or using the same. The Board shall welcome public input.

The objectives of the Board are to initiate and supervise studies of local conditions and the recreational demand of the community regarding parks, open space and recreational activities in order to provide for active and passive recreation programming and recommend the acquisition of lands for parkland or open space and recreational development as may be necessary to meet such needs.

## **ARTICLE I**

### Definitions

The following definitions are used in these by-laws:

1. The Board: Shall mean the Board of Recreation Commissioners;
2. Commission: Shall mean the members of the Board of Egg Harbor Township Recreation Commissioners as appointed by the Mayor;
3. Members: Shall mean the members of the Board of Recreation Commissioners;
4. Committee: Shall mean a selection of members, not less than two, to fulfill a particular function of the Board;
5. Standing Committee: Shall be permanent Committees and will consist of Commission members only, unless approved by the Board;
6. Special Committee: Shall be temporary Committees, convened as necessary, and may contain non-Commission members.

## **ARTICLE II**

### Board Members

1. Any member of the Board shall be known as a "Commissioner."
2. Prospective members shall file a letter of interest in the office of the Mayor.
3. Membership, term of office and procedures for removal of members and the filling vacancies shall be established by the Egg Harbor Township Governing Body.
4. As established by resolution by the Egg Harbor Township Governing Body, the Board of Recreation Commissioners shall consist of NINE (9) members (7 Regular Members and 2 Alternate Members) who shall be citizens and residents of the Township of Egg Harbor. The Regular Members of the Board of Recreation Commissioners shall be appointed by the Mayor and Township Committee for a term of five (5) years. The Alternate Members of the Board of Recreation Commissioners shall be appointed by the Mayor and Township Committee for a term of two (2) years.
5. The Director of Recreation shall serve as an advisor. Additional advisors, if needed, may be appointed by the Board.
6. Regular Commissioners shall have voice and vote at all Board meetings. A majority of Commission constitutes a quorum for the transaction of business (4 of 7 members).
7. Per Article XXV of Chapter 6 Section 6-167 of the Township Code any member who accumulates more than three (3) unexcused absences within a six-month period of time or five unexcused absences within a twelve-month period of time, shall be construed to be a resignation by that member, thus creating a vacancy. Notification of such will then be forwarded in writing by the Chairperson to the Mayor and Township Committee for the purposes of appointing an additional person to fill the vacancy.
8. One Commissioner shall be appointed by the Chairperson to Chair each standing or special Committee as deemed necessary and created by the Board.
9. Each Commissioner shall be appointed by the Chairperson serve as a liaison to EHT recognized youth sports groups and Nature Reserve Board for the purposes of fostering communication and cooperation between the Board and youth group as well as adherence to established policies and procedures.

## **ARTICLE III**

### Powers and Responsibilities of the Board

1. Initiate and supervise studies of local conditions and needs affecting recreation;
2. Recommend the acquisition, design and improvement of additional areas and facilities for recreation;

3. Initiate and supervise the administration of a broad program of recreation activities and services to meet the needs and desires of the community in accordance with rules, regulations, and policies set out by agreement of the Board;
4. Establish and maintain cooperative relationships with the State and other local recreation agencies and officials;
5. Assist the Director of Parks and Recreation as necessary in recommending all permanent or temporary salaried and non-salaried personnel as per NJSA 40:12-6 and Section 2-7.7g. All voluntary personnel serve at the discretion of the Director;
6. Assist the Director of Recreation as necessary in recommending and determining all service, participation, and admission fees;
7. Adopt suitable rules of conduct for the use of all recreation facilities and the conduct of all persons while on or using same;
8. May recommend to the Governing Body appropriate disciplinary action against any person or organization which violates these rules of conduct while on or using same;
9. Adopt suitable rules of conduct, regulations, policies and procedures that guide the operations and use of Parks facilities by the EHT Recognized Youth Groups.

#### **ARTICLE IV**

##### **Conflict of Interest**

1. Pursuant to the Local Government Ethics Law, specifically, N.J.S.A. 40A:9-22.6, local government officers shall annually file a financial disclosure statement (FDS).
2. No member of a board shall participate in the discussion or vote on any item involving their own official conduct or financial interest.
3. It is the responsibility of an individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
4. It is up to the entire board to decide if a conflict exists and vote to excuse a member from considering a particular item.

#### **ARTICLE V**

##### **Meetings**

1. Regular meetings of the Board will be set in December for the upcoming year. All meetings will be held at the Egg Harbor Township Community Center, unless otherwise agreed upon by the Board and public notice has been given;
2. A majority of the members shall constitute a quorum;
3. The Annual Meeting shall be the January meeting, for the purpose of election of officers and voting for acceptance of the By-laws. A quorum is necessary; designation of Commission and Committee assignment will also be made;
4. A quorum being present, the order of business at the regular meetings of the Commission shall be as follows:
  - a. Pledge of Allegiance;
  - b. Roll call;
  - c. Approval of the minutes of the last meeting or special meeting;
  - d. Presentations/Public;
  - e. Old Business;
  - f. Use of Facility Requests;
  - g. Director's Report
  - h. New Business;
  - h. Communications to the Board;
  - i. Tabled Matters;
  - j. Open to the public;

k. Adjournment

The above order may be amended, changed or altered at the discretion of the Chair at the regularly scheduled meeting.

5. Special meetings may be called by the Chairperson or a majority of the members at any time deemed necessary or desirable. All Commissioners must be notified of the meeting seventy-two (72) hours in advance of said meeting and a public notice of the meeting shall be posted. A quorum is required. Any decision or action voted on at this meeting will be in effect until the next regular meeting, at which time it will be subject to review and final approval by the entire Board;

6. Workshop meetings can be convened at the discretion of the Board;

7. The Board shall operate under the precepts of Robert's Rules of Order Newly Revised;

8. Minutes and/or records of the business conducted at all meetings of the Board or any committee thereof shall be kept by the Department Director or designee and shall be open for public inspection. The minutes of each meeting shall be forwarded to each Commissioner prior to the regular meeting at which such minutes are subject to approval by the Commission.

**ARTICLE VI**

Election of Officers

1. Nominations. Members must be present at meeting and accept their nomination as an Officer.

2. The Commission will have a re-organization at the January meeting; the members of the Commission shall nominate from its membership a Chairperson, a Vice-Chairperson, and a Secretary;

3. Election will be by a majority vote of the Board; conducted during the same meeting.

4. Terms will be for one year;

5. In case of a vacancy during the year, an election to fill such vacancy shall be held at the next regular meeting following such vacancy, provided at least five (5) days written notice of such election shall have been sent to all Commissioners.

**ARTICLE VII**

Duties and Responsibilities of Officers

1. The Chairperson shall:

a. Preside at all meetings and shall have the general supervision, control and direction of the affairs of the Board;

b. The Chairperson shall be elected to such position by nomination and majority vote of all commissioners;

c. The Chairperson will serve for a term of one year;

d. The Chairperson shall have voice and vote on all Board matters;

e. Sign such official papers as are prepared or approved by the commission;

f. Call special meetings at the discretion of the Chair or upon the written request of a majority of the Board members;

g. Cause to be prepared and submitted an annual capital budget estimate with the advice and aid of the Finance Committee;

h. Appoint Chairs of all Standing and Special Committees;

i. If the Chairperson is unable to serve the full term of office, the Vice Chairperson will serve the remaining term of office of the Chairperson.

2. The Vice-Chairperson shall;
  - a. Possess such powers and shall perform such duties as may be assigned from time to time by the Chairperson, and in the absence of the Chairperson assume and perform all duties and powers of the Chairperson;
  - b. The Vice-Chairperson shall be elected to such position by nomination and majority vote of all commissioners;
  - c. The Vice-Chairperson will serve for a term of one year;
  - d. The Vice-Chairperson shall have voice and vote on all Board matters;
  
3. The Secretary
  - a. Shall notify the members of all meetings;
  - b. Keep a written record of all meetings;
  - c. Call special meetings upon request of the Chairperson;
  - d. Record all votes by member and attach to minutes;
  - e. Make a copy of the record of all meetings available to all Board members and the Township Committee Liaison to the Board.
  - f. The Secretary shall be elected to such position by nomination and majority vote of all commissioners;
  - g. The Secretary will serve for a term of one year;
  - h. The Secretary shall have voice and vote on all Board matters;

## **ARTICLE VIII**

### Committees

1. The Chairperson shall submit for approval, by a majority vote of the Board, any Committees deemed necessary;
2. The Chairperson shall be an ex-officio member of all committees, and as such, notified of all committee meetings.

## **ARTICLE IX**

### Amendments

1. The By-Laws may be amended at any Regular meeting of the Board.
2. A quorum is required.
3. Any amendment requires approval of at least two-thirds of the members in attendance.
4. Written notice of the proposed amendment shall be sent to the members by the Secretary at least ten (10) day prior to the meeting.
5. These By-Laws shall be reviewed at least every three (3) years and will be adopted annually.

## **ARTICLE X**

### Communication

All activities of the Board will be communicated to the Recreation Liaison through the Recreation Director or Recreation Commission Chairperson. Copies of all correspondence, minutes, agenda or other forms or written communication from the Board will be provided to the Township via the Clerk's Office with copy to the Recreation Liaison.

## **ARTICLE XI**

### Adoption of Bylaws

Immediately upon favorable vote of not less than four sevenths (4/7) of the full membership of the Parks and Recreation Commission of the Township of Egg Harbor and approval of the Township

Committee of the Township of Egg Harbor, these Bylaws shall be in full force and effect. Any and all previously adopted bylaws are hereby superseded.

These Bylaws shall not be considered or construed as superseding any ordinance or directive of the Governing Body of the Township of Egg Harbor, nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Advisory Body may direct its activities.

DATE: May 10, 2017

*Robert Fairfield*

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Robert Fairfield  
RECREATION COMMISSION CHAIRPERSON

*Toni-Lynn Rispoli*

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Toni-Lynn Rispoli  
RECREATION COMMISSION SECRETARY