

**CITY OF NEWPORT**  
**Bylaws of the Newport City Recreation Committee**

**SUBJECT:** Duties of the Recreation Committee

**Adopted by the Newport City Council:** 9/17/18

**Effective Date:** 9/17/18

**PURPOSE:**

The Recreation Committee serves as an advisory board to the Newport City Council on issues pertaining to parks and recreation. The group assumes a role in developing sense of community and enhancing quality of life by influencing the recreational future of Newport. This committee shall act as liaison between the greater community and the municipality.

**OBJECTIVES:**

1. To bring citizens together to discuss recreational opportunities in Newport;
2. To advise the Newport City Council on current trends and activities in the community;
3. To share community desires on matters related to recreational needs;
4. To collaborate with elected officials and municipal staff to support recreational opportunities;
5. To assist with the implementation of activities, grants, projects and fundraisers;
6. To provide leadership and enthusiasm to foster community involvement.

**GENERAL PRINCIPLES:**

**Meetings** - The Recreation Committee shall operate as a public body of the City, in accordance with the provisions of 1 VSA 310 (open meeting law). The committee shall hold meetings as necessary, but not less than quarterly. All meetings shall be open to the public and appropriately warned in accordance with 1 VSA 310.

A majority of members must be present for an official meeting to be conducted. A majority of the appointed members shall constitute a quorum and be necessary to take any binding action for the committee.

**Membership** - The Committee shall consist of 5-9 members, of which the majority should be Newport City residents. Members are appointed by the Newport City Council and should be interested in impacting programs, activities, special events, sports and facilities to meet the needs of the City's residents and visitors.

Committee terms shall be for two years with appointments made on a staggered basis, expiring at the Committee's first meeting following the appointment of new members (Town Meeting Day). This is a volunteer group and as such, no members shall be compensated for their committee time. Upon appointment to the Committee, members will receive a copy of this governance document, the City's Conflict of Interest Policy and be required to sign an acknowledgement of receipt for both.

Members shall serve at the will and pleasure of the Newport City Council and may be removed at anytime upon written notice. The Committee may ask the City Council to terminate a member's term if a member misses three consecutive meetings without cause.

The Committee may include the Newport Parks & Recreation Director as a non-voting member, not included in the 9-member maximum. The Recreation Committee will advise (provide ideas, act as a sounding board) the Parks & Recreation Director on matters related to recreation. It shall be expressly understood that the Recreation Committee has no authority to spend City funds, manage municipal personnel, approve the budget, enforce rules or regulations, establish departmental policies, bind the City in any contractual relationship or oversee operations of Newport Parks & Recreation.

**Officers** - Each year, the Committee shall, at its first meeting following the appointment of new members, elect a chairperson, vice-chair and secretary. Officers may be elected to successive terms, however the Committee is encouraged to share leadership responsibilities among its members.

**Duties of the Chair:** Works with the Parks & Recreation Director to organize meetings, set agenda, send advance notice of meeting to the Town Clerk for posting; acts as a source for public communications regarding recreation issues after consulting with the Committee.

**Duties of the Vice-Chair:** Fills in for the Chair when absent, is successor to Chair. Takes minutes in the absence of the Secretary.

**Duties of the Secretary:** Takes minutes; is responsible for sending approved minutes to Town Clerk for posting per 1 VSA 310.

**Reporting** - The Committee shall provide for the taking of minutes at all regular and special meetings and submit a draft to the Town Clerk for posting within five calendar days of the meeting. The minutes must include; the names of all members present, and when possible, the names of any visitors or members of the public who attend; all motions made and the results of all votes taken.

A representative from the Committee shall be available to meet with the Newport City Council by request of the City Manager, Parks & Recreation Director or Council to discuss Committee activities, goals and progress. Representatives will also meet with municipal staff as needed.

**Funds & Donations** - The Committee may perform fundraising activities. Any funds raised by the committee become assets of the municipality, which may be deposited into the City's Recreation Trust Fund. Requests for expenditures from the Recreation Trust Fund to support Committee projects must be approved by both the Parks & Recreation Director and the Newport Recreation Committee before being sent to Council for final approval. Committee requests for large Recreation Trust Expenditures in excess of \$200.00 must include cost projections with items prioritized when applicable.

The Director of Parks & Recreation submits a proposed operating and capital budget to the City Manager annually, and may consider input from the Committee. When consistent with their goals, the Committee is encouraged to support Parks & Recreation funding requests as they pertain to annual operating budget appropriations and capital projects.

The Committee should also provide assistance in the pursuit of available grant funds when possible.

**Ad-Hoc Committees** - The Recreation Committee may form ad-hoc committees to assist in completing projects, recruiting volunteers to assist with events, and performing research as needed. Ad-hoc committees are usually temporary in nature. While the ad-hoc committee members are not members of the Recreation Committee and do not vote, they may attend meetings as needed.

From time to time, the Newport City Council may request the Recreation Committee to consider undertaking special projects.

**Special Programs and Events** - From time to time, a group of individuals or a community organization may propose a third-party program or event that, while not run by the municipality, receives permission from the Council to be held on city property with assistance from municipal staff. The Recreation Committee, in part or whole, may take part in planning, organizing and running the event.

The collection of revenue and all expenses related to such third-party programs or events shall be the responsibility of the group or organization that is sponsoring the event and shall not be the responsibility of the City or the Recreation Committee.

If a third-party program is intended to be a fundraising event to benefit a Committee or Municipal project, the Parks & Recreation Director shall be informed of the proposal before the program or event is planned and how funds or property will be donated to the City as a result.

**Communications** - No public communications regarding Committee activities should be made by individual members of the Committee without prior vetting by the Committee as a whole. No single member has authority to make decisions or representations without consent from the entire body.

**Changes to the Governance Document** - Amendments to these Bylaws must be approved by the Newport City Council after receiving input and having discussions with the Recreation Committee or the Newport Parks & Recreation Director.