

Town of Lisbon Recreation Committee

Rules and By-Laws

The following by-laws and rules are adopted by the Recreation Committee of the Town of Lisbon to facilitate the performance of its duties and the exercising of its powers pursuant to chapter 97-Section 7-130 a-w inclusive of a General Statutes of Connecticut.

1.0 OFFICERS

1.1 Selections - At the first meeting of each fiscal year; the committee shall elect from its membership a chairman and vice-chairman. The recording secretary is appointed by the board of Selectmen.

1.2 TENURE: The chairman and vice-chairman, shall take office immediately following their election and shall hold office for a term of one (1) year or until their successors are selected and assume office.

1.3 VACANCIES: In the event of a vacancy in any of the above offices, the committee shall appoint one of its members for the unexpired portion of the term.

2.0 DUTIES OF OFFICERS

2.1 THE CHAIRMAN: The chairman shall be the presiding officer at all meetings and be responsible for Sub-committee assignments, communications with the Selectmen, and other boards and commissions, and shall officially represent the committee at public hearings and other public meetings.

2.2 THE VICE CHAIRMAN: The vice chairman shall be the presiding officer in the absence of the chairman.

2.3 THE RECORDING SECRETARY: The recording secretary shall be responsible for minutes of all meetings and records of all official correspondence. All official records of Committee business shall be kept on file in the Recreation Committee office files at the Lisbon Town Hall. Minutes of meetings shall also be filed in the Town Clerk's Office.

2.4 SECRETARY: A secretary may be selected from among committee members as needs dictate from time to time. The secretary's duties may include assisting the recording secretary in the performance of his/her duties.

3.0 MEETINGS

3.1 The regular meetings of the Lisbon Recreation Committee shall be held a minimum of once each month at the Lisbon Town Hall. A documented list of Committee meeting dates and times for the calendar year shall be filed with the Town Clerk's Office, and a copy forwarded to the applicable State agencies.

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3.2 A Quorum for legal meeting attendance is considered (5) five voting members.

3.3 The Meeting Agenda Format Shall be as Follows:

- A) Call to order
- B) Roll Call
- C) Determination of Quorum
- D) Approval of minutes of preceeding meeting
- E) Communications
- F) Reports
- G) Unfinished Business
- H) New Business
- I) Scheduling of items for Public Hearing
- J) Adjournment

3.4 AGENDA ITEMS: Items may be placed on the agenda by the Recreation Committee, individual members, or through citizen request by contacting the Parks and Recreation Chairman before 4:30 p.m. the afternoon prior to the meeting night. Other items can be placed on the agenda under New Business at the meeting with a two-thirds vote of the Committee members present.

3.5 NOTIFICATION OF MEETINGS: The Recording Secretary will send out previous meeting minutes with an agenda a week prior to the next scheduled regular meeting. Each Committee member is expected to contact the chairman or secretary if they are unable to attend.

3.6 SPECIAL MEETINGS:

A) SPECIAL MEETINGS- Can be called by the Chairman at the request of any Committee member. However, a minimum of 48 hours notice will be required, with proper notification to the Town Clerk.

B) EMERGENCY MEETINGS: Can be called at any time providing that minutes of meeting are filed with the proper authority within 72 hours.

3.7 PUBLIC MEETINGS: All regular meetings, special meetings, and emergency meetings shall be open to the public except on those occasions a majority vote of the Committee should designate otherwise subject to provisions of Public Act 75-342 entitled "Freedom of Information" (Sunshine Law).

3.8 REPORTS: Reports by individual Committee members must be in writing if they desire that said report be included in the official minutes. Recreation Committee members may be requested to submit written reports on programs, special projects, finances, etc. whenever applicable, or upon request of the Chairman.

3.9 MINUTES OF MEETINGS: Minutes of each regular, special, or emergency meeting shall be kept by the duly appointed secretary and transcribed to type written form. Official minutes and reports of Committee transactions shall be kept on file in the Town Clerk's Office for public review. Minutes of meetings will also be filed with the Town Clerk's Office within 7 days.

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3.10 ATTENDANCE OF COMMITTEE MEMBERS: All members of the Recreation Committee are expected to attend all duly called meetings, joint meetings scheduled with other Boards and Commissions, the Selectmens meetings, and Representative Town Meeting from time to time. In the event Committee members have been absent for an excessive amount of scheduled meetings it is mutually agreed that the following action shall be taken:

A) After two successive absences, personal contact will be made by the Chairman.

B) After three consecutive absences, an official letter acknowledging the absences will be sent to the individual with a copy recorded and filed with the minutes.

C) After four consecutive absences, the individual will be requested to resign. (It should be acknowledged that the Committee has no official authority by local or state statute to have a member removed, and this regulation is intended to be a guideline for conduct).

3.11 OFFICIAL CORRESPONDENCE: All correspondence on behalf of the Recreation Committee shall be over the signature of the chairman or his officially designated representative.

3.12 PRESS RELEASES: All official press notices approved by the Committee shall be released by the Chairman or by the authority of the Chairman. Individual Committee members in contact with the media do so on their own behalf.

3.13 CONDUCT OF MEETINGS: Whenever a question regarding the conduct of official business occurs, Roberts Revised Rules of Order shall prevail.

3.14 FREEDOM OF INFORMATION RESPONSIBILITY: The Chairman of the Recreation Committee shall be responsible for observance of Freedom of Information regulations.

4.0 PLANNING:

4.1 All plans for development which falls within the Statutes adopted by the town, must be submitted to the Town Planning and Zoning Commission as a report, and will be subject to any ordinances, State or Local, which apply.

5.0 AMENDMENTS/SUSPENSIONS:

5.1 AMENDMENTS: These By-Laws may be amended at any regular or special meeting by a minimum of a 2/3rds majority vote provided that the amendment was introduced at a regular meeting at least thirty (30) days prior to the meeting at which action to amend is made.

5.2 SUSPENSION: The committee may temporarily suspend any of these By-Laws by a unanimous vote of the members present.

6.0 ADOPTION:

6.1 These rules and by-Laws shall become effective fifteen (15) days after a majority vote of no less than 2/3rds of Recreation Committee members which are present during the meeting in which action is taken on these rules and by-laws.

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