

By-Laws of the Merrimack Parks and Recreation Committee

Article I. Name, Purpose, Functions and Policy:

Section 1—Name

The name of this Committee shall be the Parks and Recreation Committee of Merrimack, New Hampshire, hereafter referred to as the Committee.

Section 2 –Purpose

The Committee shall function as a standing Committee, working in an advisory capacity to the Town Manager. The Committee shall study, advise and recommend to the Manager on matters of policy pertaining to the Parks and Recreation Department. The Committee shall report to the Town Council as a whole, either through themselves or the Manager, relative to any studies, with their recommendations as requested by the Town Council.

Section 3—Function

The Committee shall perform the following functions:

- A. Serve as the advisory board to the Manager and Town Council.
- B. Recommend the utilization of all town recreation property.
- C. Formulate or cause to be formulated a town recreation master plan.
- D. Assist in providing recreation programs for the citizens of Merrimack
- E. Review the annual budget and related programs to be submitted to the Town Manager at such time as may be required.
- F. Recommend the acquisition and development of recreation property.
- G. Post all meetings of the Committee and keep minutes in accordance with the state law.
- H. Cooperate with private groups and public officials in the development and promotion of recreation property.
- I. Perform all other related functions as required.

Section 4—Policy

The policy of the Committee shall be to cooperate with private groups and public officials in the development and promotion of recreation properties and programs.

Article II-- Membership

Section 1—Members and Terms

There shall be a Parks and Recreation Committee consisting of twelve (12) residents of The Town of Merrimack. The Town Council shall appoint seven (7) members of the Committee for three year terms and two (2) alternates who will serve for a period of three (3) years each. One (1) Town Council member shall be appointed annually to serve as an ex officio member. In addition, four (4) members shall be recommended from Merrimack organizations. There shall be one (1) voting member from each of the following organizations: the Merrimack Youth Association (MYA), the Senior Citizen Club, the School Board, and a representative from the Merrimack High School student body. Such organization members shall be recommended by their organization and, if approved by the Town Council, they shall be appointed for a one (1) year term. Vacancies of Town Council appointed members shall be filled by appointment of the Town Council for the unexpired term. Vacancies of the other members shall be filled by recommendation of their respective organizations and approved by the Town Council for the unexpired term. The Parks and Recreation Committee shall have all the powers granted to Parks and Recreation Committees by New Hampshire State Law.

Article III –Duties

Section 1—Election of Officers

The Officers of the Committee shall be a chairperson, vice-chairperson, and a secretary. These officials shall be elected by the Committee each year at the June meeting or as vacancies occur.

Section 2—Chairperson

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall be ex-officio, a member of all sub-committees. The chairperson shall perform such other duties as may be designated by the Committee and/or the Town Council.

Section 3—Vice-Chairperson

The vice-chairperson shall, in the event of absence, disability, or resignation of the Chairperson, possess all powers and perform all duties of that office.

Section 4—Secretary

The secretary shall keep the minutes of the Committee meetings, keep copies of all correspondence, and shall prepare the agenda in consultation with the Chairperson, and mail the agenda to each member one week preceding the regular monthly meeting.

Section 5—Members

A. Members and alternates shall be responsible for attending the Committee meetings and perform such duties as may be designated by the Committee.

- B. Members and alternates shall make recommendations regarding recreation programs most appropriate for all ages and interests of residents of Merrimack.
- C. Members and alternates shall deal officially with the recreation staff only through the Director.
- D. Members and alternates shall make periodic tours of the town facilities.
- E. Members and alternates are encouraged to attend activities and programs that the department is sponsoring.

Section 6—Sub-Committees

- A. The Chairperson may appoint such sub-committees as may be authorized. These sub-committees shall be appointed in accordance with the real need on a continuing basis.
- B. The Chairperson and the Director of Parks and Recreation Department shall be, ex-officio, members of all sub-committees, and as such, shall be notified of all meetings.

Article IV—Meetings

Section I—Meetings

- A. Regular meetings of the Committee shall be held the third Wednesday of each month unless otherwise ordered by the Chairperson
- B. Special meetings may be held at any time or place at the call of the Chairperson or upon the request of two members of the Committee.
- C. Two (2) unexcused absences of any member in the town's fiscal year will result in a membership review by the Committee. A determination will be made as to a recommendation for their resignation or termination. Notification will be given to the Town Council of the vacancy.
- D. Six (6) Committee members and alternates shall constitute a quorum at regular and special meetings.

Article V—Amendments

Section 1 – Amendments

These By-Laws may be amended at the June meeting by a majority vote, provided notice of all proposed amendments has been submitted in writing one month before the June meeting. Any changes to the By-Laws must be approved by the Town Council.

Adopted by Town Council on July 12, 2007