

RECREATION COMMITTEE RULES:

SECTION I. Authority:

The Windham Recreation Committee ("Committee") was established in 1980 by the Board of Selectmen. These Rules of Procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 35-B:5.

SECTION II. Purposes of the Organization:

The general purposes of the Committee are to provide support to the Parks & Recreation Director ("Director") and the Board of Selectmen for the long term strategic plans of Windham's recreation facilities and programs; to support the Director as needed with the planning, implementation, and development of recreation programs; and to carry out any other necessary duties and functions requested by the Board of Selectmen.

SECTION III. Committee Functions:

The Committee will be charged with the following functions:

- A) Provide input to the Director regarding special projects proposed for the annual budget, or proposed expenditures over \$5,000 which are not directly planned for within the approved budget.
- B) Provide input to the Director to develop, expand and implement recreational programs.
- C) Have an open line of communication with the Director to exchange noteworthy information regarding the activities, programs, facilities, or special projects within the Recreation Department. The Committee should review program updates from the Director, typically during monthly meetings or more frequently as determined by the Director, and provide feedback and input when available.
- D) Provide input to the Director regarding potential development of new recreational facilities and programs, and redevelopment of existing recreational facilities and programs as part of new subdivision proposals, in order to more effectively serve the residents of Windham.
- E) Assist the Director in sourcing funding for recreation.
- F) To have the Director advise the Committee of any donations on a periodic basis, but not more than once a quarter. The list of donations would be those that require acceptance by the Board of Selectmen.
- G) Assist the Director as requested in decisions regarding short-term fields and facilities maintenance issues.
- H) Provide input and assistance to the Director for developing and updating a Master Plan chapter for Recreation.

SECTION IV. Membership:

- A) The Committee shall consist of five (5) regular members and two (2) alternate members, each a resident of Windham NH. The five (5) will consist of a Chairman Vice-Chairman, and three (3) regular members. The Committee may establish subcommittees for special events, new projects, and other activities when it deems it necessary. A subcommittee shall have at least one (1) member of the Committee.

- B) A term on the Committee shall be for three (3) years. All appointments to the Committee shall be made in accordance with the provisions of the Board of Selectmen's Appointment Policy
- C) Duties of a member shall include:
1. Attending all meetings;
 2. Sitting on at least one (1) sub-committee, as needed, to fulfill requirement of at least one (1) Recreation Committee member on each sub-committee;
 3. Representing fairly and honestly the interests of the Committee;
 4. Committing time and effort to further the interests of the Committee; and,
 5. Attending and assisting with the running of Recreation programs throughout the year.
- D) The Committee has the option to recommend to the Selectmen the removal of any member who has missed three (3) unexcused consecutive meetings, or five (5) in one year. Members must inform the Committee Chairman prior to a meeting that they will not be attending in order to be excused, otherwise they will be considered absent.
- E) The Committee shall ensure that the Town Administration is advised of any mid-term vacancies that may occur on the Committee. Any such vacancies shall be filled in accordance with the Board of Selectmen's Appointment Policies
- F) Any Committee member who believes he or she may be involved in a conflict of interest situation shall immediately notify the Committee that such a conflict exists and shall recuse himself / herself from the conflicting issue. If the member does not, then the Committee can vote to determine if said committee member should be recused from the conflicting issue; the vote's result shall be binding on the member in question.
- G) Any member negligent or delinquent in the duties set forth by the Committee and these Rules, or acting in a manner detrimental to the operation of the Committee may be recommended to the Board of Selectmen for removal from the Committee, but only after given their due process. Said negligence or detrimental act shall be known as an infraction. Due process shall include:
1. The member shall receive notification of the infraction at least two weeks before the Committee discusses the matter;
 2. The Committee shall listen to the member and rule on the infraction; and
 3. The Committee shall vote on a recommendation based on the information presented and if the Committee feels that an infraction has in fact taken place, they shall recommend to the Board of Selectmen that said member be removed.

SECTION V. Officers:

- A) Annually in June, the members of the Committee shall elect from its membership a Chairman and Vice Chairman,. The Term of office will be for one (1) year. In no case shall an officer hold that office for more than two (2) consecutive terms.
1. Duties of the Chairman: The Chairman shall preside over all meetings, appoint committees as directed by the Committee and sign official documents on behalf of the Committee.

2. Duties of the Vice-Chairman: The Vice-Chairman shall preside in the absence of Chairman and shall have the full powers of the Chairman on matters which come before the Committee in the absence of the Chairman.

SECTION VI. Meetings:

- A) All meetings shall require a quorum.
- B) Regular Meetings: The Committee shall conduct at least one meeting every month on the third (3rd) Thursday of the month at the Community Development Department, or at such other properly noticed location if the Community Development Department is not available. Any changes in the meeting schedule must be approved by the Committee.
- C) Special Meetings: Special meetings may be called by the Chairman at any time deemed necessary or desirable, provided public notice and notice to each member is given at least 24 hours prior to said special meeting, excluding Saturdays, Sundays and legal holidays.
- D) Quorum: A quorum shall be three (3) members.
- E) Notice: Public notice shall be provided per RSA 91-A:2. Membership notice shall be emailed to each member of the Committee in the same time designated for Public Notice.
- F) The Director shall assist the Committee with issuance of all notices of regular and special meetings of the Committee.
- G) All motions shall pass by a simple majority vote.
- H) Rules of order: General parliamentary rules, such as described in Robert's Rules of Order, shall be a guide for conducting meetings.
- I) Order of Business:
 1. Call to order
 2. Roll call
 3. Consideration of minutes of previous meetings
 4. Report of Officers
 5. Report of Sub-Committees
 6. Report of Director
 7. Correspondence
 8. Old Business
 9. New Business
 10. Adjournment
- J) The Committee may move to suspend the rules of order, change the order of business, or postpone any matters to be considered.

SECTION VII. Amendments:

These Rules may be amended from time to time by the Board of Selectmen.

SECTION VIII. Records:

The Committee shall maintain minutes and make them available for public inspection at the Office of the Town Clerk and on-line at the Town of Windham Official Website in accordance with RSA 91-A:4.

Adopted by the Recreation Committee: June, 1990

Re-codified and affirmed by the Board of Selectmen: May 11, 1998

Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns

Board of Selectmen

Amended by the Board of Selectmen: March 27, 2006.

Amended by the Board of Selectmen: July 20, 2013.

Phil LoChiatto
Kathleen DiFruscia
Roger Hohenberger
Ross McLeod
Al Letizio

Board of Selectmen

Amended by the Board of Selectmen: November 6, 2017

Ross McLeod
Jennifer Simmons
Bruce Breton
Joel Desilets
Roger Hohenberger
Board of Selectmen