

RECREATION COMMISSION

TOWN OF HOLLIS

MEMBERSHIP BY-LAWS

Article 1. Membership:

Section 1. Membership and Terms

The Commission shall consist of five (5) volunteer residents of Hollis who shall be appointed by the Board of Selectmen for a term of three (3) years. These members shall have exhibited and demonstrated a desire to promote the purposes of the Commission.

Section 2. Additional Members

The Commission shall also include an ex-officio member from the Board of Selectmen and the Director, both of whom shall be voting members. In addition, the Board of Selectmen may appoint up to three (3) alternate members for staggered terms. These alternate members may be selected by the Commission Chairperson to fill the voting position of an absent member

Section 3. Vacancies

The appointing authority, the Board of Selectmen, when required for an unexpired term, shall fill vacancies. The chairperson shall notify the Board of Selectmen whenever a vacancy occurs.

Article 2. Duties:

Section 1. Election of Officers

The officers of the commission shall be a chairperson, vice-chairperson, and a secretary. These officers shall be elected by the voting membership for a period of one (1) year at the regular scheduled April meeting or when a vacancy occurs.

Note: The Director is not eligible for election to the position of chairperson.

Section 2. Chairperson

The chairperson shall preside at all meetings of the Commission and shall perform such duties as may be designated by the Commission and/or the Board of Selectmen.

Section 3. Vice-chairperson

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

Section 4. Secretary

The secretary shall write and keep the minutes of all Commission meetings, keep copies of all correspondence, and prepare the agenda in consultation with the chairperson, arrange for the mailing of this agenda to each member of the Commission one week in advance of the scheduled meeting and one copy to the Town Secretary to satisfy the legal posting requirements (RSA 91A).

Article 3. Meetings:

Section 1. Meetings

- a. Regular meetings of the Commission shall take place the second Tuesday of the month unless rescheduled by the chairperson.
- b. Special meetings may be held at any time or location accessible to public at the call of the chairperson or at the request of four (4) voting members.
- c. All meetings shall be open to the public and/or press (RSA 91-A:3.)
- d. Attendance of every member is very important in the Commission meeting of the goals and the assigned mission statement, therefore, a poor attendance record of unexcused

absences may result in the request for the resignation of that individual by the Board of Selectmen at the request of the Commission chairperson.

- e. Five (5) Commission members, including alternates appointed to fill absent positions, shall constitute a quorum to conduct of business.

Section 2. Minutes and Records

In accordance with RSA 91-A: 4, all minutes and records of Commission business shall be open for inspection during regular business hours of the town offices. Minutes of all meetings, including the names of members present, persons appearing before the Commission, a brief description of the subject matter discussed and final decisions with vote count, shall be available for public inspection within six (6) days of the meeting.

Article 4. Financial and Budgetary:

Section 1. Financial

Strict accounting procedures for all town expenses and revenues is a statutory requirement of the Board of Selectmen, and therefore, rigid adherence to these procedures is necessary to meet these requirements. To meet this responsibility, the Financial Officer for Hollis has instituted the necessary accounting procedures to monitor this cash flow. It is incumbent upon the Commission to work closely with the Financial Officer to ensure compliance. The Financial Officer is readily available to assist the Commission in meeting these goals. In addition, a Policy and Procedures Manual has been developed to assist all town boards with various questions as regarding town policy.

Section 2. Town Fees – Policy and Procedures #13

The Commission shall submit to the Board of Selectmen annually, for approval, a list of any fees imposed by the Commission.

Section 3. Budget

The Commission shall prepare and submit to the Board of Selectmen an annual budget that will be included in the selectmen's budget for approval by the town electorate at the Town Meeting in March. Meetings with all departments and boards are normally scheduled in the fall by the selectmen.

Article 5. Amendments

Section 1. Amendments

These By-Laws may be amended by a majority vote, provided notice of the proposed amendment has been submitted in writing one month before the date of the vote. The Board of Selectmen must approve any change to the By-Laws.