

Town of Patten
Parks and Recreation Advisory Committee Policy

Section I: Authority

This policy is created according to the authority given to a municipality under 30-A MRSA Section 3001 given to the municipality of the Town of Patten.

Section II: Purpose

The purpose of this policy is to direct the Parks and Recreation Advisory Committee in the planning and implementation of recreational activities and programs for the residents of the Town of Patten.

Section III: Appointment

1. The Committee shall consist of nine (9) members who are appointed by the Patten Select Board.
2. All members will be sworn to serve by the Town of Patten Town Clerk, or other designed authorized individual to administer the oath.
3. Committee members shall serve for a two-year term but initial service terms shall be staggered so that an equal, or nearly equal, number of terms shall expire annually.
4. When a member fails to attend three (3) consecutive meetings, or fails to attend 75% of all meetings in a 12-month period, that will constitute a member's termination from the Committee and a Committee seat vacancy will occur. The Chairman of the Committee will inform the Committee member in writing of termination from the Committee. The Chairman will inform the Select Board of the seat vacancy. The Select Board will have 30 days to appoint a new member to be seated and fill the remainder of the term of office for that seat.
5. Committee vacancies will be filled as soon as possible and the seat's unexpired term will commence.
6. An extended Committee member's absence may be waived by a unanimous Committee vote from the remaining Committee members.
7. One of the nine (9) Committee members, who may also duly serve as a member of the Patten Select Board, will fill an advisory role for the Parks and Recreation Advisory Committee and have the same voting privileges as the other eight (8) Committee members.

Parks and Recreation Advisory Committee Policy (Continued)

Section III: Appointment (Continued)

8. Committee agendas will be posted specifying the date, time and location of the meeting in advance of the Committee meeting. The location of all meetings will be held at Town of Patten owned buildings.
9. Attendance at Committee meetings by electronic remote participation is allowed under the following circumstances:
 - a. When a medical condition of the Committee member or close family member makes attendance impractical;
 - b. When traveling; and,
 - c. When outside the municipality.
10. Prior notice of remote participation intention is desirable at least three (3) days prior to the scheduled meeting through communication with the Chairman in order to plan for remote equipment availability. Electronic remote participation is defined as attendance by telephone or video technology or other necessary means of information reception specifically designed for disabled persons.

Section IV: Committee Rules

1. The Chairman shall call the meeting to order with at least one Committee meeting every month. The Chairman will prepare a meeting agenda and follow the agenda at all meetings. The Chairman shall conduct all meetings according to Roberts Rules of Order. The Vice-Chairman shall preside at all meetings in the absence of the Chairman.
2. The date, time and location of all Committee meetings shall be determined by a majority of the Committee members. The location of all meetings will be held at Town of Patten owned buildings.
3. All Committee meetings will be held with a quorum consisting of at least five (5) Committee members.
4. Election of officers shall be by nomination and election by Committee members. A majority of Committee member vote shall constitute an election.
5. Nomination and election of Committee officers of Chairman, Vice-Chairman and Secretary shall occur annually. The term of all officers shall be one (1) year with eligibility for re-election without limit in number of times an office is held by the same Committee member.
6. The Secretary shall record all Committee meetings and present Committee meeting minutes to Committee members for approval and signature.
7. Special Committee meetings shall be called by the Chairman, or upon request of at least five (5) Committee members.

Parks and Recreation Advisory Committee Policy (Continued)

Section IV: Committee Rules (Continued)

8. Committee meetings are open to the public and public comments will be allowed. All public participants are non-voting guests of the Committee.
9. The Chairman shall communicate with the Town Manager regarding insurance coverage for all participants in recreational events.

Section V: Duties

1. The Committee members will plan, organize and carry out the overall responsibility of the Committee by the development and implantation of all Town of Patten recreational activities and programs that benefit the residents of the Town of Patten.
2. The Committee members will participate and solicit volunteers from the community to assist with all activity functions.
3. The Committee members will plan, organize and advertise all fundraising activities.
4. It shall be the duty of all Committee members to actively participate in Committee activities and functions.
5. The Committee will contribute information to the Town Manager in the preparation of the annual Parks and Recreation budget and meet with the Town Manager to forecast the annual budget.
6. The Committee will be responsible for setting fees for participation in recreational programs and events. All monies collected will be delivered to the Town Manager for recreation bank account deposits.
7. The Committee shall perform all other duties pertaining to parks and recreation as directed by the Patten Select Board.

Disclaimer: All Town of Patten policies are written in compliance with state laws at the time they are approved by the Select Board. State laws will supersede or replace the Town of Patten policies. State of Maine Legislative Statutes are a permanent part of the existing Town of Patten policy.

Parks and Recreation Advisory Committee Policy (Continued)

Approved by the Patten Select Board on 5/14/24.

Gregg Smallwood
Gregg Smallwood, Chairman

Dennis Kelly
Dennis Kelly, Vice-Chairman

ABSENT
Rae Bates

Janice Dancer
Janice Dancer

Theresa Schmidt
Theresa Schmidt

4
Changed to a Policy: ~~5~~/25/2024 Town Meeting
Updated: 03/19/2024
Adopted: 03/14/2000 (Ordinance)