

MUNICIPAL PARKS AND RECREATION ADVISORY COMMITTEE ORDINANCE

Section 1. Establishment.

Pursuant to 30-A M.R.S.A. Section 3001, a Parks and Recreation Advisory Committee is hereby established for the Town of Patten, Maine.

Section 2. Purpose.

The purpose of this ordinance is to re-organize the Parks and Recreation Advisory Committee to work in cooperation with the Parks and Recreation Department, the Director, Board of Selectmen and citizens of Patten in order to plan, and implement programs and facilities for the residents of Patten.

Section 3. Composition; appointment; qualifications; terms; vacancies.

The committee will consist of nine members who shall be appointed by the Board of Selectmen. Members shall serve for terms of two years. (For transition purposes, the initial terms shall be staggered so that as nearly an equal number of terms shall expire annually.) Vacancies shall be filled with-in thirty days by appointment of the municipal officers for the unexpired term. Absence from 3 regular consecutive meetings shall constitute a permanent vacancy. The attendance provision may be waived by a unanimous vote from the remaining committee members. Employees may attend and participate in the meetings, but are non-voting members. One of the nine members on the Committee may also duly serve as a member of the Board of Selectmen and will have the same voting privileges as the other eight members.

Section 4. Powers and duties; authority.

The committee shall have the following powers and duties:

1. It shall be the duty of each member of the Committee to take an active part in the direction of the Committee's activities and to act in whatever capacity he or she may for the best interest of the recreation program.
2. The Committee shall have overall responsibility for the development and implementation of all recreational programs initiated by the municipality.
3. The Committee shall be responsible for preparing a plan for the maintenance, repair and improvement of recreational facilities within the Municipality.
4. The Committee shall be responsible for establishing the annual municipal Parks and Recreation budget and setting the fees for recreational programs within the Parks and Recreation department.
5. The Committee shall perform all other duties pertaining to recreation in an advisory capacity to the Board of Selectmen and citizens of Patten.

Last updated 2008

Section 5. Meetings and officers.

1. Regular meetings shall be held on the fourth Tuesday of each month during the year. Meetings shall be held at the Patten Parks and Recreation Building, unless otherwise noted.
2. Special meetings shall be called by the Chairman or upon request of at least five appointed Committee members.
3. Meetings shall convene at 6:30 p.m., unless otherwise noted.
4. Five (5) appointed members shall constitute a quorum at any regular or special meeting.
5. All meetings shall be open to the public
6. Annually, at it's March meeting, the Committee shall elect from among its members a chairman and secretary and may create and fill the office, as it may determine.
7. The term of all officers shall be one (1) year with eligibility for re-election, without limit.
8. The Chairman shall preside at meetings of the Committee, represent the Committee at public affairs, and shall maintain the dignity and efficiency of the Committee in all possible ways.
9. The secretary shall keep a record of all proceedings of the Committee including recording minutes for every meeting of the committee. He or she shall convey all official communications to the committee; write correspondence as directed; provide public notice of meetings or hearings; as necessary; and keep on file any important letters and replies.
10. All officers shall be elected by nominations having been made from the floor. A majority vote of those committee members present shall constitute an election.
11. The Chairman shall conduct all meetings by Robert's Rules of Order.

Section 6. Severability.

Section 1. If any portion of this ordinance shall be declared invalid, it shall not affect any other portion of this ordinance.

Section 7. Amendments.

Section 1. This Ordinance may be amended by a majority vote at a Town meeting.

Section 2. Amendments may be initiated by a majority vote of the Committee, by request of the Board of Selectmen, or by petition of a number of voters of the Town equal to at least 10 percent of the number of votes cast in the Municipality in the Gubernatorial Election most recently preceding such a petition.

Section 8. Effective Date.

This Ordinance shall become effective upon the date of adoption by the Town of Patten.

Adopted by Town Meeting vote March 14, 2000
RJJH