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RECREATION COMMISSION BYLAWS

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[HISTORY: Approved by the Board of Trustees of the Village of Caledonia 9-7-1976 (Ch. A113 of the 1981 Code). Amendments noted where applicable.]

GENERAL REFERENCES

Joint Recreation Commission — See Ch. 12.

ARTICLE I
Establishment

§ A221-1. Title.

The Commission established by the Caledonia Town Board and the Village Board of Caledonia shall be known as the "Caledonia Recreation Commission."

ARTICLE II
Organization

§ A221-2. Objectives.

The objective of the Commission shall be to provide suitable recreational activities as desired by the residents of the Town and the Village of Caledonia. This Commission shall equip and operate playgrounds and recreation centers and other recreation areas and facilities as owned by or controlled by the village and/or the town. These activities may be conducted on properties under the Commission's control, on public property with the consent of the authorities thereof and on private property with the consent of the owners thereof.

§ A221-3. Authority.

The Commission shall have power to adopt rules of procedure for the conduct of all business within its jurisdiction. Such powers shall include those defined in Article 13, §§ 241, 242 and 243 of the New York State General Municipal Law.

§ A221-4. Budget.

The Commission shall operate within a fixed annual budget. The Commission will prepare and adopt, prior to March 1, a proposed budget to be submitted to the Boards of the Village and Town of Caledonia for approval.

§ A221-5. Expenditures.

The Commission will approve the expenditure of all funds. All vouchers will be submitted in duplicate to the Commission for approval, and before being sent to the Boards for payment by the Village Clerk, the number, date and amount and item shall be recorded in a ledger.

§ A221-6. Personnel.

The Commission shall create such positions as are deemed necessary to the successful conduct of the program.

§ A221-7. Director.

- A. The Commission may appoint a part-time Director of Recreation who will be responsible for planning, organizing and administering recreation activities for many age groups in the community. He will be expected to spend a percentage of his time giving direct leadership to particular programs and activities.
- B. He will be nominated at the May meeting for a one-year term.
- C. The part-time Director shall carry out the policies of the Recreation Commission and advise them on recreational needs. He shall assist in the preparation of the annual recreation budget and is responsible for operation within the framework of the budget.

**ARTICLE III
Membership****§ A221-8. Appointment.**

The Commission shall consist of seven (7) members, five (5) of which shall be residents of the village to be appointed by the Village Board and two (2) of which shall be residents of the town to be appointed by the Town Board. Each term will run five (5) years or until a successor is appointed who shall complete the term of office. A Commission member who is absent for three (3) consecutive meetings without explanation will receive a letter requesting his resignation.

§ A221-9. Expansion.

The Commission may expand town membership to five (5) upon recommendation at the Commission's discretion.

§ A221-10. Succession.

A Commission member may succeed himself.

**ARTICLE IV
Officers****§ A221-11. Officers; term; vacancies.**

The officers of this Commission shall consist of a Chairman, Vice Chairman, Secretary and a Treasurer who shall be chosen from the Commission members at the May meeting for a term of one (1) year. A vacancy occurring in an office will be filled by a vote of the members of the Commission at the next regular meeting.

ARTICLE V
Duties

§ A221-12. Chairman.

It shall be the duty of the Chairman to preside at all meetings and to appoint all committees. He shall approve all vouchers properly tendered as outlined in Article II, § A221-5.

§ A221-13. Vice Chairman.

The Vice Chairman shall preside at meetings in the absence of the Chairman and shall assume all responsibilities of the Chairman during periods of absence, including resignation, of the Chairman.

§ A221-14. Recording Secretary.

The Recording Secretary shall keep full and accurate minutes of all meetings of the Commission. He shall notify members of meetings and send an agenda with the notification. He shall handle the public relations of the Commission. He shall provide copies of the minutes to both Boards.

§ A221-15. Treasurer.

The Treasurer shall keep an accurate record of receipts and expenditures. He will present all bills to the Commission for approval and will present a statement of accounts at every meeting of the Commission. He will serve as Chairman of the Budget Committee.

ARTICLE VI
Meetings

§ A221-16. Special and regular meetings.

- A. A special meeting to plan agenda for the year will be held in November.
- B. Regular meetings shall be held as established at the agenda meeting and shall be open to the public.

§ A221-17. Annual report.

An annual report will be drawn up and submitted to the Town and Village Boards by December 1.

§ A221-18. Quorum.

A majority of Commission members shall constitute a quorum at all meetings.

§ A221-19. Calling special meetings.

Special meetings shall be called by the Chairman at the request of a majority of the members or at the discretion of the Chairman.

§ A221-20. Order of business.

The order of business at the regular meetings shall be as follows:

- A. Roll call.
- B. Reading of minutes for approval.
- C. Financial report.
- D. Communications.
- E. Old business.
- F. New business.
- G. Adjournment.

**ARTICLE VII
Amendments**

§ A221-21. Amendment procedure.

These regulations may be amended, provided that the proposed amendments have been submitted in writing at a regular or special meeting prior to taking action on such amendments. A two-thirds vote of the members shall be necessary for the adoption of amendments.

**ARTICLE VIII
Conduct of Meetings**

§ A221-22. Parliamentary authority.

Robert's Rules of Order shall govern the Commission in all cases.

**ARTICLE IX
Effect**

§ A221-23. When effective.

These bylaws shall go into effect upon approval by the Village and Town Boards.