

SCOTCH PLAINS RECREATION COMMISSION  
TOWNSHIP OF SCOTCH PLAINS  
BY-LAWS

**ARTICLE I – MEMBERSHIP**

The Board of Recreation Commission, hereinafter referred to as the Board, shall be composed of (7) members appointed by the Township Manager pursuant to the N.J.S.A. 40:12:1. Current Commissioners can submit a list of candidates to the Township Manager for consideration. Commissioners shall serve a minimum of a 5 year term. Commissioners can serve more than one term. In the event that a Commissioner steps down during their term, a new Commissioner will be appointed to serve out the length of that term.

**ARTICLE II – ELECTION AND APPOINTMENT OF OFFICERS**

At the annual meeting, the Board shall elect from its members a Chairman. He shall serve for a period of one year or until his successor is elected by the majority of the total number of the members of the Board. The Chairman can serve multiple terms at the discretion of the board.

The majority of the members of the Board shall also elect a Vice-Chairman who shall be a member of the Board. In case of a vacancy in the Chairman's office during his term, an election to fill such vacancy shall be held at the next regular meeting following such vacancy, provided at least five days' written notice of such election shall have been sent to all the members. In case of the absence or disability of the Chairman, or if his office at any time becomes vacant, the Vice-Chairman shall be vested with the authority by the Board to have and exercise all the powers of the Chairman during such absence or disability or until the vacancy of the office of the Chairman shall be filled at a special election called solely for that purpose.

**ARTICLE III – DUTIES OF THE CHAIRMAN**

The Chairman shall:

- a. Preside at all meetings. In the event that the Chairman cannot attend at meeting, the Vice Chairman will preside.
- b. Sign such official papers as are prepared for or approved by the board.
- c. Call special meetings when necessary upon at least two days' written notice to the Board members.
- d. Sign all vouchers for payment of bills approved by the Board.
- e. Present annual budget to Town Council with Recreation Director.

f. Maintain relationship with Township Manager, Mayor and Town Council

**ARTICLE IV – DUTIES OF THE BOARD MEMBERS**

a. They shall initiate and supervise studies of local conditions and needs affecting recreation; initiate and supervise the conducting of a broad program of recreational activities and services to meet the needs and desires of the community.

b. They shall recommend the acquisition, design and improvements of additional recreational areas and facilities.

c. Establish and maintain cooperative relationships with the municipal governing body.

d. Develop and approve annual operating and capital budgets

e. Institute long term planning projects and objectives related to facility improvements, operation improvements, program developments.

f. Serve as advisory board to the Recreation Department. Commission is not directly involved in the day-to-day operations of the department

g. Provide proactive feedback to the Recreation Department regarding conditions of the parks and facilities.

h. Annual review of each Allied Association's compliance with the Allied Association agreement

**ARTICLE V – COMMITTEES**

a. The Chairman shall appoint all committees and will be voted on for approval by the board

b. Standing committees shall be the following:

(1) Golf

(2) Finance

(3) Programs

(4) Physical Facilities

(5) Personnel

c. The chairman shall be an ex-officio member of all committees and will only vote in the event of a tie. He shall be notified of all committee meetings.

d. In the event that a Recreation Director needs to be hired, a special Personnel sub- committee will be formed. This sub-committee will include the Chairman, Vice Chairman and one other Commissioner voted on at the time by the rest of the Commission. This sub-committee will conduct joint interviews of candidates with the Office of the Township Manager. The final 2 candidates decided upon by the sub-committee and the Office of the Township Manager will be present to the Commission for final consideration.

In the event that a Director needs to be terminated, proper actions shall be taken in conjunction with the Township Manager's office. A majority vote of the board is needed to dismiss the Director. Under no circumstance will a Director be dismissed without proper consultation and approval of the board.

- e. The Finance Committee shall help prepare the annual Budget and submit same to the Board in time for submission to the governing body.
- f. Special Committees shall be appointed for such purposes as the Commission may determine and may be appointed from within or outside the Commission, provided a member of the Commission shall be the Chairman.

#### **ARTICLE VI – QUORUM**

A majority of the whole Board shall constitute a quorum; presence in person shall be required to cast any vote. The act of the majority of the Board present at a meeting at which a quorum is present shall be the act of the Board. All questions shall be decided by vote of a majority of the Board present, and the ayes and nays shall be taken and recorded in the minutes.

#### **ARTICLE VII – MEETINGS**

- a. The annual reorganization meeting shall be the first meeting in January.
- b. Two meetings will take place during the following months: January, February, March, April, May, September, October and November. One meeting will take place during the following months: June, July, August and December. Meetings will occur on Monday evenings. Exact dates will be voted on at the annual reorganization meeting in January. Adequate notice of the exact meeting schedule will be provided to the public through the Township website and the office of the Township Clerk.

All meetings will take place in Scotch Plains Town Hall, Shady Rest at Scotch Hills and other Township venues as voted on by the Commission. Adequate notice of the meeting locations will be provided to the public through the Township website and the office of the Township Clerk.

- c. A quorum being present, the order of business of the meetings shall be as follows:

- (1) Pledge of Allegiance
- (2) Roll Call
- (3) Reading and acceptance of the minutes of the previous meeting.
- (4) Public Comment (Limited to 30 minutes; maximum of 5 minute per comment)
- (5) Communications
- (6) Report of Committees
- (7) Old Business
- (8) New Business
- (9) Adjournment

- d. Agenda items will be provided by Commissioners to the Recreation Director the Thursday before the meeting. The agenda will be made available to the public via the Township website. Only items on the agenda will be discussed at the meeting. Meeting minutes from prior

meeting will be sent to the commission the Friday before the next meeting for review and approval.

e. Attendance is required at two-thirds of the scheduled meetings within a calendar year. If any commissioner fails to meet that requirement, their status as a member of the commission will be taken under review by the other members of the commission. If any commissioner misses three consecutive meetings within a calendar, their status as a member of the commission will be taken under review by the other members of the commission. Commissioners can participate in meetings via conference call with advanced notice to the Recreation Director. Participation via conference call will qualify as meeting attendance however, Commissioners participating via conference call cannot vote.

#### **ARTICLE VII – GENERAL**

The Recreation Director shall attend all meetings and shall be prepared to render such reports of his activities to the Board as required by the Chairman.

The duties of all employees of the Board shall be determined by the Board.

All rules and regulations of the Board pertaining to the operation of playgrounds, athletic fields, community centers and all other recreational activities sponsored by the Board shall be approved by the Board.

In its discretion, the board may be a vote of the majority thereof, leave unfilled any office or committee except that of the Chairman and Vice-Chairman. All officers shall be subject to removal from office of the affirmative vote of the majority of the whole Board.

Upon the recommendation of the Personnel Committee, the board may appoint or employ all permanent or temporary personnel necessary to carry out an efficiently-operating recreation department.

Commissioners shall pass along all public feedback directly to the Recreation Director prior to the next meeting

Commissioners shall adhere to all standards of conduct relative to all members of the governing body including not responding to social media posts directly

In respect to things not herein provided for, the Board shall exercise the powers conferred on them by the provisions of N.J.S.A. 40:12:1 to 40:12:9, inclusive.

#### **ARTICLE IX – AMENDMENTS**

These by-laws may be amended at a regular meeting of the Board by a vote of approval of at least four members, provided said amendment is proposed in writing by a Board member

at the preceding regular meeting of the Board and distributed to the members three days prior to the meeting at which the vote will be taken.

**-DULY ADOPTED BY THE SCOTCH PLAINS RECREATION COMMISSION MEETING  
OF FEBRUARY 6, 1967**

**-AMENDED BY-LAWS ADOPTED BY THE SCOTCH PLAINS RECREATION COMMISSION MEETING  
OF JANUARY 28, 2019**