

Rules of Procedure for the Ledyard Parks and Recreation/Senior Citizens Commission

The Ledyard Commission for Parks and Recreation/Senior Citizens Commission adopts the following Rules of Procedure.

1. Membership on the Commission shall be nine (9) electors of the Town of Ledyard. Seven (7) regular members and two (2) alternate members as prescribed by applicable Ledyard Ordinances. The Mayor and The Director of Parks and Recreation/Senior Center shall be non-voting ex-officio members of the Commission.
2. Commission Members (Commissioners) are appointed by the Town Council to serve for a term of two (2) years continuing until replaced as prescribed by applicable Ledyard Ordinances. Commissioners may be removed from the Commission by the Town Council for cause. A Commissioner may resign from the Commission at any time by submitting a signed letter to the Town Council.
3. Any commissioner who is absent from three (3) consecutive meetings shall be considered to have resigned from the Commission, except that the Commission may vote to waive this in each case where illness or other extenuating circumstance make it impossible for the Commissioner to meet this requirement.
4. Regular Commission meetings shall be held at the Parks and Recreation/Senior Center at the date and time recorded with the Town Clerk as prescribed by Connecticut General Statutes (CGS) Section 1-225(b).
5. Special Commission meetings may be called by the Commission Chairperson, Parks and Recreation/Senior Citizen Director, or upon written request to the Chairperson by three (3) Commission members.
6. The Chairperson may, with the consensus of three (3) Commissioners, cancel any meeting. Under emergency conditions the Chairperson may cancel any meeting without the consensus of three (3) Commissioners.
7. All Commission meetings, except executive sessions, shall be open to the public and the votes recorded as prescribed by CGS Section 1-225(a).
8. All meeting agendas and minutes shall be available to the public as prescribed by CGS Section 1-225. Meeting agendas are to be available and filed with the Ledyard

Town Clerk at least twenty-four (24) hours before the meeting. Meeting minutes shall be available within seven (7) days after meeting.

9. Additional items of business may be added to the agenda of a regular meeting by a two-third ($\frac{2}{3}$) vote of the Commissioners present as prescribed by CGS Section 1-225(c). No items of business may be added to the agenda of a special meeting.

10. Four (4) Commissioners constitute a quorum. In the absence of a quorum, no business shall be transacted at the meeting but the following actions may be taken and will be binding:

- A. Fix the time at which to adjourn
- B. Recess to contact absent Commissioners
- C. Adjourn

11. No meeting vote, except a vote to adjourn, will be approved by less than four (4) affirmative votes.

12. The following officers shall be elected by a majority vote held in January of each year:

- A. Chairperson
- B. Vice-Chairperson
- C. Secretary

Each officer will also perform all the duties and accept all responsibilities of a Commissioner.

13. The Chairperson will preside at all meetings of the Commission. The Chairperson shall call the meeting to order at the stated hours and upon the appearance of a quorum. It will be the duty of the Chairperson to preserve order, to require the conducting of business in accordance with these rules, to recognize and grant the floor to Commissioners wishing to speak, and to declare all votes.

14. The Chairperson may speak on and will rule on questions of order including questions of parliamentary procedure and the Rules. The Chairperson's ruling is subject to appeal to the Commission by a motion duly seconded. Such appeals shall be entertained by the Chairperson and have precedence, provided they are made at the time of the Chairperson's ruling and no debate or business has intervened between the ruling and the motion to appeal.

15. The Chairperson will prepare the meeting agenda with the support of the Parks and Recreation/Senior Center Staff and make it available per Rule 8 above.

16. The Vice Chairperson will assume the duties and responsibilities of the Chairperson in the absence of the Chairperson.
17. The Secretary will ensure all papers, correspondence and records of the Commission shall be made available to the public at the Town Clerks office and at the Parks and Recreation/Senior Center.
18. The Secretary will prepare the meeting minutes and make them available per Rule 8 above. Votes are to be recorded in the meeting minutes. In the event the Secretary is not present at a meeting, the Chairperson will appoint a Secretary Pro Tem to prepare the minutes of that meeting.
19. The regular meeting agenda shall normally be ordered as follows:
 - I. CALL TO ORDER
 - II. ROLL CALL
 - III. RESIDENTS & PROPERTY OWNERS COMMENTS
 - IV. PRESENTATION/INFORMATIONAL ITEMS
 - V. MEMBER COMMENTS
 - VI. REPORTS
 1. Director's Report
 2. Committee Reports
 - VII. APPROVAL OF PREVIOUS MEETING MINUTES
 - VIII. OLD BUSINESS
 - IX. NEW BUSINESS
 - X. ADJOURNMENT
20. Sub-committees will be established by the commission as needed. The Sub-committees now formed are:
 - A. Facilities and Maintenance Committee - which oversees all requests for quotes, requests for qualifications and proposals, and contracts along with review of all maintenance procedures for all facilities assigned to the Commission.
 - B. Administrative Committee - Reviews all commission and Department policies, budgets, summer and quarterly reports, and assists with budget and other administrative functions.

The sub-committees meet when items are referred to either committee by the Commission, There is no training necessary.

21. The Chairperson will appoint members, potentially including non-Commissioner members to all sub-committees. The Chairperson will appoint sub-committee Chairpersons. The Chairperson will be a member ex-officio of all sub-committees.
22. The Chairperson, or any sub-committee Chairperson, may be removed from their position by an affirmative vote of four(4) Commissioners. Such removal shall in no way serve to restrict a Commissioner's duty, authority or responsibility as a Commissioner.
23. All Commission voting shall be by roll call by the Secretary.
24. All resolutions and motions shall be confined to one subject, which shall be clearly stated in the title.
25. By vote, the Commission may limit the discussion of Commissioners to a specified length of time in debating a particular matter.
26. Commissioners shall not speak until recognized by the Chairperson, shall confine their discussion to the pending matter and shall avoid personalities or improper motives.
27. The Chairperson may limit the discussion of petitioning citizens to specified length of time.
28. When an executive session is in order, the reason(s) for such a session, and all persons who will be invited to attend, shall be publicly stated as prescribed by CGS Section 1-231. A two-thirds ($\frac{2}{3}$) vote of the Commissioners present shall be necessary to enter into an executive session.
29. All matters that relate to the use and operation of the Ledyard Parks and Recreation/Senior Center or its staff brought to the attention of the Commission, or a Commissioner, should first be referred to the Parks and Recreation/Senior Center Director.
30. All requirements of applicable Ledyard Ordinances are to be strictly followed and no Rules shall be adopted by the Commission which will conflict with the ordinance.
31. All of these rules may be temporarily suspended for the proceedings of a meeting by a two-thirds ($\frac{2}{3}$) vote of the Commissioners present. A motion to temporarily suspend a Rule shall detail the specific Rule and the reason for suspension,

32. The Commission has the following powers and purpose:

1. To plan and control the use of parks, playground, swimming pools, gymnasiums, recreation places, and public gardens with the Town of Ledyard, as authorized.
2. To plan the development, improvement, and expansion of parks and recreation lands of the Town
3. To plan the acquisition, erection, installation, improvement, and replacement of park or recreation facilities and equipment.
4. To develop, establish, improve, and coordinate park and recreation/Senior Citizen programs.
5. To engage such employees as shall be necessary to carry out said purposes with the budgetary limits of said Commission.

33. By ordinance, the Commission also prepares and approves the budget.

34. The following items require Commission approval:

1. Annual Report
2. Capital Improvement Plans
3. Specific Maintenance Contracts
4. Quarterly Reports
5. RFQ's and RFP's
6. Large equipment purchases

35. If any item in the Rules is found to be contrary to federal, state, or local law, it shall be considered null and void and shall not affect the validity of any other items in these Rules.

Adopted by Ledyard Parks and Recreation/Senior Citizens Commission on:

Kenneth Dirico, Chairperson

