

Heidelberg Township Park and Recreation Board Bylaws

Name:

This board known as the Heidelberg Township parks and recreation board (referred to as Rec. Board) was organized by the Heidelberg township Board of Supervisors (referred to as BOS) and exists as a parks and recreation board pursuant to section 2204 of the second-class township code.

Purpose:

Advise the board of supervisors on matters pertaining to parks, open space, and recreation lands, programs and events and the operation and maintenance of such lands in Heidelberg township.

Advise the BOS in order to foster a meaningful and satisfying program of leisure and recreational activities and events for the residence of Heidelberg Township in a fiscally responsible manner that will preserve the townships natural historic resources for the enjoyment of future generations.

Rec. Board Membership:

The Rec. Board shall have five voting members, appointed by the BOS, who shall be residents of Heidelberg Township. Each member shall have one vote.

The Rec. Board may also have one alternate member, appointed by the BOS, who shall be a resident of Heidelberg Township. Such alternate member shall have the right to participate in all meetings of the rec. board, but may not vote unless by reason of absence or disqualification of any other member, a quorum is not reached and the alternate member is designated as a voting member by the chair person for that meeting.

The Rec. Board may recommend individuals for appointment. The Rec. board secretary shall submit appointment recommendations to the appointing authority after the Rec. Board has approved them at a meeting. (Normally it is good practice to make Several recommendations for any opening) Individuals may be selected for appointment from the Rec. Board's recommendations or other sources. Listed below are some qualities that individuals should possess to be considered for membership:

- (A) strong sense of commitment to helping the township
- (B) sensitivity to residence of the community and their needs
- (C) Good judgment, intelligence, and ability to work well and get along with others
- (D) The ability to inspire the confidence, respect and support of the community
- (E) Time available to be an active partner helping the staff with planning and assignments, attending meetings, and helping with programs and activities.
- (F) possessed some special skill or knowledge and recreation, event planning, the arts or another area which would be beneficial to fulfill the board's purpose.

Members serve five-year terms, which shall conclude on December 31 of the fifth year. Terms of office shall be staggered, when possible, in such a manner that at least one but no more than two expire annually.

Members should serve their full term unless they voluntarily resigned or are removed by the BOS for disqualification, malfeasance or nonfeasance of duty.

Vacancies shall be filled in the same manner as original appointments except the term of membership may be to the unexpired term of the member being replaced.

Board members are volunteers who serve without monetary compensation. Members may be reimbursed for expenses incurred because of participation in conferences, workshops and other activities approved by the township manager or BOS in accordance with Township policies.

Rec. Board Officers:

The officers of this board shall be Chairman, Vice Chairman and Secretary. The officers shall be elected at the organizational meeting in January to serve for one year or until a successor shall be elected. Vacancies in office should be filled at the next meeting by special election.

- (A) Chairman The chairman shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, represent the board of public affairs, and perform all such duties as usually handled by a chairman, except when such duties are properly delegated. The chairman may succeed him/herself and shall be elected from among members who have served for at least two meetings.
- (B) Vice Chairman The vice chairman shall perform all the duties of the chairman in their absence. The vice chairman should help see that all committees function as directed by the board chairman.
- (C) Secretary The secretary shall perform the usual duties pertaining to the office the secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Rec. Board at both regular and special meetings. The secretary shall also attend to correspondence as may be required by the board.

Meetings:

Regular meetings are held on the third Tuesday of each month, unless otherwise agreed-upon by the board.

Special meetings may be called by the board chairman, manager or on the written request of at least two board members. The manager will provide a minimum of five days notice to members.

All regular meetings are held at the Heidelberg Township municipal office, 6424 York Rd., Spring Grove, PA. 17362 unless otherwise agreed-upon by the Rec. Board.

Meetings will convene at 6 PM unless otherwise agreed upon by the Rec. Board.

The first regular meeting in January of each year includes the organizational meeting. This meeting should include electing officers and reviewing the annual report.

Three voting members constitute a quorum at any regular or special meeting.

The board is not required to take action on any matter that was not specifically listed on the agenda.

All meetings are open to the public and shall be held and conducted in accordance with provisions of the Pennsylvania sunshine act. The schedule of the boards regularly monthly meeting shall be advertised each year in a local newspaper or other such public notice advertisement. Notice for all special meeting shall be published once as required by the sunshine act.

The following should be the order of business of the Rec. Board. The rules of order may be suspended and any matters considered or postpone by Rec. Board action.

- (A) Call to order
- (B) Public comment
- (C) Prior meeting minutes
- (D) Committee reports
- (E) Old business
- (F) New business
- (G) Board member comments
- (H) Adjournment

The manager shall prepare, distribute and post an agenda for all meetings. Any member or other person may request that the manager include an item on the agenda. Request shall be submitted to the manager at least five calendar days prior to the meeting date.

Duties and Responsibilities:

Planning/Advising: the Rec. Board should serve as a forum to discuss new ideas, programs, policies and procedures. The board should periodically recommend and assist with a variety of short and long range planning activities and define specific strategies to fulfill its purpose. This may include updating the parks and open space plan, land acquisition and development plans; special purpose studies, and recommendations to modify and/or amend the parks and recreation ordinance.

Promotion and publicity:

Members promote township programs and services to the community by distributing materials (flyers, posters, etc.) interacting with people at activities or other special events assisting staff to produce materials by writing, providing photos, artwork, etc.

Finances: The Rec. Board should work to ensure that adequate funds are available to meet program requirements. The Rec. Board should work with the manager and the BOS to help budget for the next year. The rec board should actively work with 501C3's, charities and donors to supplement the budget through a variety of methods including conducting joint fundraising events, soliciting sponsorship, grants, donations, etc.

Conduct Activities: Board members should assist volunteers to conduct activities which may involve a range of responsibilities from running an entire program to helping volunteers where assigned. Members are encouraged to be involved in as many programs as possible and assist with fundraising and special events.

Evaluation: The Rec. Board should provide feedback concerning how the township programs have met established objectives both from their personal observation and from interaction and feedback both verbal and written from Township residence.

Compliance: Rec. Board activities should comply with all local laws, ordinance 2023-03 and the Sunshine Act.

Committees:

The Rec Board may create sub-committees to research and conduct business as needed. Those committees should include no more than two Rec Board members and may consist of other volunteers. Sub-committees may be dissolved when issues are resolved or there is no progress.

Amendments:

The Rec. Board may amend, revise or replace these bylaws at any time as deemed advisable with the approval of the BOS.