

Town of York

Parks and Recreation Ordinance

Establishment

There shall be a Parks and Recreation Board, which shall consist of members appointed by and responsible to the Board of Selectmen. The responsibility of the Parks and Recreation Board is to advise the Selectmen on public parks, beaches and recreation issues. The Board will serve in an advisory capacity and will have no supervisory authority over the Parks and Recreation Department. The Board will work with the Parks and Recreation Director to develop a master plan for open space, parks, recreation and beaches as well as discuss issues pertaining to recreation policies and park and beach operations. Recommendations from the Board will be brought to the Board of Selectmen for subsequent review.

Membership; Appointment; Term

The Parks and Recreation Board shall be composed of five (5) members, each of whom shall be appointed by the Board of Selectmen. Members shall be appointed for three year staggered terms or until their successor is appointed or qualified. The present Recreation and Parks Committees shall constitute the Parks and Recreation Board under this ordinance and each member thereof shall serve the remainder of his term. Both the current Recreation Committee and Parks Commission will be phased out with the members serving the remainder of their terms on the Park and Recreation Board.

Qualifications

Board members shall be registered voters of the Town of York.

Vacancies

If a seat on the Parks and Recreation Board becomes vacant, the vacancy shall be filled by appointment of the Board of Selectmen for the unexpired term, as soon as possible after the vacancy occurs.

Powers and Duties

The Parks and Recreation Board shall advise the Board of Selectmen on issues pertaining to public parks, beaches and recreation.

The Board of Selectmen will provide the Parks and Recreation Department with a list of all town owned buildings and properties for which they will be responsible. This list will be updated in writing as necessary.

Compensation

Park and Recreation Board members shall receive no compensation for their services.

Meetings

Induction of Board members into office: The Board shall first meet at the usual place for holding meetings at 7:00 P.M. on the first Wednesday of the month following the enactment of this ordinance. Members-elect shall be sworn to the faithful discharge of their duties by the Town Clerk.

Regular meetings: The Board may, at its first meeting or as soon thereafter as possible, establish by-laws or regulations, a regular place and time for holding its regular meeting and shall meet regularly at least once a month. It shall also provide a method for calling special meetings. Actions of the Board shall be recorded by the secretary of the Board, and a copy thereof shall be filed with the Board of Selectmen within a reasonable time after such action is taken.

As indicated by 1 M.R.S.A. 406, there shall be public notice of all Board meetings.

Attendance at Meetings

Board members shall not absent themselves from more than 3 consecutive meetings without obtaining an excuse from the Board. Failure to obtain such excuse shall create a presumption that the Board member has resigned his or her membership upon the Board and the Chairman of the Board shall thereupon promptly notify the Town Manager of such presumption and the Board of Selectmen shall promptly fill said vacancy after affording the unexcused member an opportunity to appear and be heard and show just cause for failure to obtain the required excuse.

Chairman: At its first meeting or as soon thereafter as practicable, the Board shall elect, by majority vote of the entire Board, one of its members to serve for the ensuing year as chairman, and the Board may fill, for an unexpired term, any vacancy in the office of chairman that may occur. The chairman shall preside at the meeting of the Parks and Recreation Board and shall be recognized as the head of the Board for all ceremonial purposes. In the temporary absence or disability of the chairman, the Board may elect a chairman Pro tempore from among its members. He or she shall have all the powers as chairman during such temporary absence or disability of the chairman.

Quorum: A simple majority of the Parks and Recreation Board members shall constitute a quorum for the transaction of business. If a quorum is not present and those who are present adjourn the meeting with the intent to reconvene when a quorum will be present, at least twenty-four (24) hours notice of the reconvening shall be given to all members who were not present at the meeting which was adjourned. Notice shall also be given in the same manner to media representatives.

Rules and Procedure: The Board shall provide for keeping a record of its proceedings and shall determine its own rules of procedure and make regulations for enforcing the same.

Director of Parks and Recreation

Appointment: The Town Manager, with confirmation by the Board of Selectmen, shall appoint a Parks and Recreation Director, who shall perform the duties provided in this ordinance. No member of the Parks and Recreation Board shall receive such appointment during the term of which he shall have been appointed nor within one (1) year after the expiration of his term, nor shall any member of the Board act in this capacity.

Qualifications: In appointing the Director, the Town Manager shall give special consideration to his executive or administrative qualifications and to his actual experience and knowledge of accepted practices with respect to duties of the office as set forth below and referred to in the approved job description.

Chief Administrator: The Director shall be the chief administrative officer of the Parks and Recreation Department and shall be responsible to the Town Manager for the proper administration of all departmental affairs. He shall be required to:

Perform the duties as described by the approved job description, in the best interest of the Parks and Recreation Program.

Prepare a budget annually, submit it to the Parks and Recreation Board, the Finance Committee, Town Manager and the Board of Selectmen for review and be responsible for its administration after adoption.

Prepare and submit to the Parks and Recreation Board, as of the end of the fiscal year, a complete report on the finances and administrative activities of the department for the preceding year. A copy of the said report shall be submitted to the Board of Selectmen through the Town Manager.

Attend all meetings of the Parks and Recreation Board, unless excused, and keep the Board advised of the financial condition and future needs of the department and make such recommendations as may be necessary for the successful operation of the department.

Adopted at Special Town Meeting, December 6, 1990.