

Town of Deerfield New Hampshire
Parks and Recreation Commission By-Laws
As adopted December 4, 2019

ARTICLE I - Name

- Section 1 The organization shall be known as the Deerfield [New Hampshire] Parks & Recreation Commission ("DPRC").
- Section 2 The location of the principal office of the DPRC shall be at the address of the Director of Deerfield [New Hampshire] Parks and Recreation Department ("DPRD").

ARTICLE II - Mission & Purpose

- Section 1 The mission of the DPRC shall be that of the DPRD. To address the needs of the community by offering a variety of programs and services that are healthy and enjoyable.
- Section 2 The purpose of the DRPC will be to act on the behalf of the Board of Selectmen in the management and planning of all parks and recreational areas and activities within the Town; except for Veasey Park which shall remain under the direct management and control of the Veasey Park Commission. The DPRC will assist and advise the DPRD Director and staff in the planning, execution and evaluation of projects and programs.

ARTICLE III - Membership

- Section 1 Members shall be selected and approved by the DPRC before being appointed by the Board of Selectmen to three-year terms with one-third of those expiring each year. The DPRC will consist of ten members, exclusive of the Select Board representative described below.
- With approval from the Board of Selectmen, the total number of members may be adjusted from time to time to correspond with the contemporary number of interested volunteers. A minimum of seven members is desired to allow reasonable representation of the community.
- A representative from the Board of Selectmen will also be a part of the membership. That individual will be appointed by the Select Board annually and may also hold any of the Chair positions.

ARTICLE IV – Officers

- Section 1 The DPRC shall have the following officers: Chair and a Vice Chair or Co-Chairs depending on the preference of the sitting DPRC Members.

- Section 2 Chair Duties/Responsibilities
1. Communicate with the DPRD Director, DPRD staff, Town Administrator, Commission members, Board of Selectmen, and stakeholders as necessary. Including, but not limited to:
 - a. Revolving Funds
 - b. Programming
 - c. Sub-Committee assignments
 - d. Commission meeting agendas
 - e. DPRD Policy & Procedures
 - f. Commission By-laws
 - g. Complaint resolution
 - h. Community feedback
 2. Run monthly meetings.

Section 3 Officers shall be elected to a one-year term. The Commission will be responsible for nomination and election of Officer positions, by majority vote, during the January DPRC meeting.

ARTICLE V - Meetings

Section 1 DPRC meetings shall be held at least once monthly on a regular recurring schedule whenever possible.

Section 2 All DPRC meetings will be conducted under a relaxed version of Robert's Rules of Order.

Sub-Committee reports will involve open discussion and respectful debate. When the DPRC wishes to formalize its support or dissent of a topic, motions are made, followed by a second and final opportunity to discuss the item before a vote is made. The chair will only vote to break a tie. The votes of the DPRC shall be advisory and the DPRD will retain sole authority for the planning, execution and evaluation of projects and programs.

Section 3 A majority of DPRC members (not including vacancies) shall constitute a quorum for commission meetings. Of the majority, at least one should be an officer. These members may be either physically present or in attendance by way of a telecommuting arrangement.

Section 4 Meetings will follow RSA 91-A:1 requirements including posting and the recording of minutes to be posted within five business days.

ARTICLE VI – Sub-Committees

Section 1 The DPRC will create and dissolve sub-committees as needed.

Section 2 The DPRC will delegate one or more of its members to each core area of DPRD activities that warrants its own subcommittee. Within that core area, it is the responsibility of the designated member(s) to act as liaison to the DPRD staff who

administer, develop and manage the assigned activity. Subcommittees are made up of DPRD administration and at least one DPRC member. Additionally, adult (Deerfield resident) volunteers should be engaged as partners to help facilitate appropriate programs, with DPRD administration lead and oversight. Subcommittees should meet periodically to discuss items and decisions that pertain to the program of interest and work together to create the best possible end result for each installment of the program or event.

Section 3 DPRC Member/Subcommittee Volunteer Responsibilities:

Each DPRC Member will be required to serve on a DPRC sub-committee. DPRC Members may serve on more than one sub-committee as interest and availability allows.

The purpose of this position is to offer suggestions and advice to the administration team from a non-administrator perspective. This person should be enthusiastic about the focus of their subcommittee and previous involvement or experience in corresponding programs is desirable. This person should also make their presence felt at programs and events that correspond while they are an active member of a subcommittee.

Planning and organizational assistance is needed from the DPRC and community volunteers to carry out day to day functions of running team or event activities, but neither shall ever carry out a task on behalf of the DPRD without prior discussion and approval by the administration.

Section 3 DPRD Administration Responsibilities:

As employees of the Town of Deerfield, DPRD administration is exclusively responsible for putting on effective recreation level sports, events, and programs. Administration listens and gives consideration to the thoughts and suggestions of those who make up the subcommittee and DPRC at large, but will make all plans and final decisions with the best interest of the programs in mind. DPRD administration is responsible for all communication in regard to involved parties such as parents, coaches, volunteers, vendors, etc. unless delegated out to another member of the subcommittee i.e.: ongoing communication to effectively coordinate day -to-day team/parent participation.

ARTICLE VII - Procedures

Section 1 The DPRC shall have power:

- (a) To make recommendations regarding the spending of DPRD funds, selection of vendors, setting of schedules, and determination of venues in support of events and programs run by the department.
- (b) To advise on the application for, and use grants, funds, services and products from public and private agencies and organizations.

- (c) To remove for cause any officer or member of the commission by a two-thirds vote of the full commission. A final vote on removal shall be taken at a subsequent meeting to be held at least thirty (30) days later with ten (10) days final notice given to the affected member.
- (d) To remove any officer or member who misses four (4) or more DPRC meetings in a row, or six (6) in a calendar year. Consideration will be given to members who show good cause for their absences and reasonable likeliness of attending future meetings.
- (e) To advise on the number and purpose of DPRD staff including the development of pay scales and other compensation for services performed.
- (f) To manage the Joe Stone Good Sport Scholarship Fund including fundraising, applicant review and making awards in agreement with the spirit and intent of the fund.

- Section 2 The regular order of business shall be:
- (1) Call to order
 - (2) Acceptance of minutes of previous meetings
 - (3) Review of financial statements
 - (4) Reports of subcommittees
 - (5) Old business
 - (6) New business
 - (7) Citizens comments * (Citizens comments may be heard at either the beginning and/or end of a meeting depending on relevance and convenience of citizens and commission)

ARTICLE VIII - Limited Liability of Volunteers

- Section 1 Officially recognized volunteers of the commission shall be immune from civil liability in accordance with New Hampshire law, RSA 508:17.

ARTICLE IX - Compensation

- Section 1 Officers and members of the commission shall not be compensated for their services as commission members.

ARTICLE X - Amendments

- Section 1 These by-laws may be amended by a two-thirds vote of the full (sitting) commission. Vacancies should not be included in the calculation of the two-thirds minimum. Written amendments shall be distributed to all members fourteen (14) days prior to any meeting which may take up the business of amending these by-laws.

All versions of these by-laws should be sent to the Town of Deerfield, NH, Board of Selectmen for final approval and filing.