

# **Wallingford Parks and Recreation Commission By-Laws**

## **Article 1: Name and Authority**

The name of the Commission shall be known as "**The Wallingford Parks and Recreation Commission.**"

The Commission shall operate under the ordinances established by the authority of the Charter of the Town of Wallingford, Connecticut. Members of the Commission are appointed by the Mayor.

## **Article 2: Responsibilities**

The duty of the Commission is to act as an "advisory" group to the Director of the Parks and Recreation Department.

## **Article 3: Meetings**

Regular scheduled meetings will be normally held once per quarter on the second Wednesday at the Parks and Recreation Department, located at 6 Fairfield Blvd. in Wallingford Connecticut or, at a location to be determined by the Commission's Chairperson. Meetings will begin at 5:30 PM. The meeting schedule will be proposed and voted on at the last scheduled Commission meeting prior to the start of the next calendar year. Other meetings or changes in scheduled meetings may be called or changed. However, any changes will require no less than twenty-four (24) hour notice given to members of the Commission. The Chairperson has the authority to change the date and time of any meetings.

A ten (10) minute public comment period will be made available at all regular meetings. The Chairperson will have the authority to extend the public comment period at his/her discretion.

### **Article 3: Section 1 – Meeting Agenda**

Commission members will have the ability to add items to the meeting agenda. Any additions to the agenda must be received by the Commission Secretary no less than thirty-six (36) hours prior to the meeting and approved by the Chairperson

### **Article 3: Section 2 – Special Meetings**

A "Special Meeting" can be scheduled by the Chairperson.

### **Article 3 Section 3 – Meeting Procedures**

Roberts Rules of Order and the Commissions By-Laws shall govern all meetings of the Commission

## **Article 4: - Officers and Duties**

There shall be a Chairperson and a Vice-Chairperson of the Parks and Recreation Commission. These positions will be voted on by the Commission.

**Chairperson** – The Committee shall elect from its members a Chairperson who shall preside over all meetings. The term of the Chairperson shall be two (2) years. It shall be the duty of the Chairperson to coordinate and oversee the meetings. The Chairperson shall work with the Parks and Recreation Department Director and Commission to coordinate the agenda.

**Vice-Chairperson** – The Commission shall elect a Vice-Chairperson. The Vice-Chairperson shall assume all duties in the Chairperson’s absence. The term of the Vice-Chairperson shall be two (2) years.

**Secretary** – The Parks and Recreation Director shall provide a secretary for the purpose of taking minutes, distributing minutes and the timely filing of minutes as required by the Freedom of Information Act (FOIA)

## **Article 5 – By-Law Amendments**

The Commission may amend its By-laws at any regular meeting by a majority vote of those present provided such proposed amendments are circulated in writing to all Commissioners and placed on the meeting agenda. Once adopted, the Commissions By-Laws will remain in effect unless otherwise determined by the Commission.

**Proposed Date: January 11, 2023**

**Approved Date: April 5, 2023**