

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE
BYLAWS & RULES OF PROCEDURE

Article I – Name

Ferguson Township Parks and Recreation Committee

Article II – Purpose

As defined in Chapter One of the Ferguson Township Code of Ordinances, Administration and Government, Part G, Parks and Recreation Committee, the duties and responsibilities of the Ferguson Township Parks and Recreation Committee shall be as follows:

- The Committee shall advise the Township Manager and Board of Supervisors on matter pertaining to parks and recreation including, but not necessarily limited to land acquisition for the purposes of active or passive recreation including open space preservation, parkland development, and programming. Such advice and responsibilities shall include:
 - Alignment of local definitions of recreational amenities and services with regional definitions;
 - Assistance in development of Park Master Plans;
 - Periodic review of existing Park Master Plans as the needs of the community evolve;
 - Recommending parkland development in accordance with established Park Master Plans;
 - Facilitating community engagement on matters pertaining to parkland development, use/programming, and land acquisition for active or passive recreational purposes;
 - Connectivity of parkland to existing and proposed bike paths and shared use paths;
 - Reviewing programming needs for Township residents and recommending changes to programming through the liaison to the Centre Region Parks and Recreation Authority;
 - Assisting Township staff and the Board of Supervisors in amending and updating the Ferguson Township Recreation, Parks, and Open Space Plan;
 - Other duties relative to the betterment of active and passive recreational amenities and services in the Township.

Article III – Membership

The Committee shall consist of seven members appointed by the Board of Supervisors. Each of the three wards of the Township shall be represented. In addition to the seven “core” members, the Ferguson Township representative to the Centre Region Parks and Recreation Authority Board shall be a liaison to the Committee. The liaison to the Centre Region Parks and Recreation Authority shall not be entitled to vote on actions of the Committee and shall not count toward the number of representatives required to reach a quorum.

Each member of the Committee shall be appointed to four-year staggered terms. Vacancies occurring on the Committee will be filled by the Board of Supervisors for the remaining term of the vacancy. Members of the Committee may be removed by a majority vote of the Board of Supervisors. Members of the Committee shall not be entitled to compensation except for reimbursement from the Township

for fees associated with conferences and training seminars when preapproved by the Township. Travel to and from meetings of the Committee will not be reimbursed.

Article IV – Officers

- Selection. The reorganizational meeting of the Committee shall take place on the second Monday in January of each year at 4:00 p.m. in the Ferguson Township Municipal Building. The Committee shall elect from its voting members a Chairperson, Vice Chairperson, and Secretary. Officers of the Committee shall serve a term of one year. It shall be the responsibility of the Chairperson to consult with the Township Manager to establish the agenda for each meeting. Additionally, the Chairperson shall preside over each meeting. The Vice Chairperson shall fulfill all of the duties of the Chairperson in his/her absence. The Secretary shall be responsible for signing minutes once approved, as well as other relevant correspondence of the Committee.

Article V – Meetings

- Meetings. Meeting shall be advertised in accordance with the requirements of the Pennsylvania Sunshine Act. At the annual reorganizational meeting, the Committee shall establish regular meeting dates for the year. The Committee may schedule special meetings and worksessions as it deems necessary to conduct its business.
- Quorum. A quorum of the Committee shall be four (4) members. When a quorum is not present, no official action may be taken, nor may the present members deliberate on items that will require future action of the Committee.
- Voting. An affirmative vote of the majority of the members shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall not be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member shall be recorded in the minutes of the meeting.
- Agenda Order of Business. A written agenda for all meeting shall be prepared as follows. The agenda order of business shall be:
 - Call to Order
 - Approval of Minutes
 - Presentations and Special Reports
 - Unfinished Business
 - New Business
 - Staff and Liaison Reports
 - Open Discussion
 - Adjournment

- Rules of Order. All meetings of the Committee shall be conducted in an orderly fashion in accordance with Robert's Rules of Order – Newly Revised. The Committee may establish special rules of order by a majority vote of the Committee at the reorganizational meeting. Any issue of procedure relating to the conduct of a meeting or hearing may be determined by the Chairperson, subject to appeal of the full Committee, as specified in Robert's Rules of Order.

Article VI – Minutes

Committee minutes shall be prepared by the Recording Secretary. Generally, minutes shall contain a brief synopsis of the discussion, include a complete restatement of any motion made and record of votes; and record of attendance. The Secretary of the Committee shall sign the minutes once approved by the Committee.

Article VII – Open Meetings and Right to Know Provisions


- All Committee meetings shall be conducted in accordance with the applicable provisions of the Pennsylvania Sunshine Act, as may be amended.
- All business conducted by the Committee and any and all of its documents are subject to the provisions of the Pennsylvania Right to Know Law, as may be amended.
- The public shall have a right to be represented and speak at Committee meetings. Members of the public who wish to speak shall first be recognized by the Chairperson and shall be directed to provide their name and municipality of residence for recording in the minutes.

Article VIII – Amendments

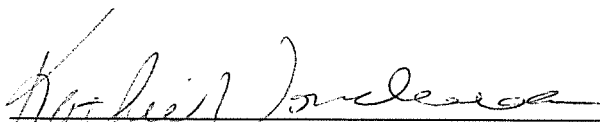
These bylaws may be amended from time to time by the Ferguson Township Parks and Recreation Committee, recognizing that no such amendment shall supersede the relevant provisions of the Ferguson Township Code of Ordinances.

THESE BYLAWS AND RULES OF PROCEDURE ARE HEREBY ADOPTED THIS 9TH DAY OF APRIL, 2018.

FERGUSON TOWNSHIP PARKS AND RECREATION COMMITTEE



Niki Tourscher, Chairwoman



Kathy Vondracek, Secretary