

# MUNICIPALITY OF MONROEVILLE

## Recreation and Parks Advisory Board

### Rules of Procedure

#### ARTICLE I – NAME

The name of this organization shall be the Recreation and Parks Advisory Board.

#### ARTICLE II – PURPOSES

The Recreation and Parks Advisory Board shall:

1. Advise Municipal Council in all matters relating to recreation and parks, and all other activities appropriately identified by Council.
2. Prepare with the administrative appointee of the Manager, and submit to Council, the proposed budget for recreation and parks.
3. Report quarterly to Council as a whole at a public meeting, regarding the budget and activities of recreation and parks.
4. Advise the administrative appointee of the Manager for recreation and parks with regard to the recreation programs and the allotment of funds for such programs.
5. Make policy recommendations directly to the Municipal Council concerning capital expenditures, staff and programming related to the recreational requirements of the community (see Appendix A).

#### ARTICLE III – MEMBERSHIP

SECTION 1 – Recreation and Parks Advisory Board Membership: The Recreation and Parks Advisory Board shall consist of twelve (12) members qualified as follows: One (1) member residing in each of the seven (7) Wards; one (1) member of Municipal Council; one (1) member of Gateway Board of School Directors and a resident of Monroeville; one (1) member of the Senior Citizen Center and a resident of Monroeville; two (2) members who are public or private high school students appointed by the ten (10) members aforesaid. Those members appointed from the Municipal Council, Gateway Board of School Directors, Senior Citizen Center, and the high school students, shall have their term as members of the Board terminate should they for any reason cease to be members of the bodies they represent. The Municipal Manager shall appoint an administrator or administrators involved in recreation and parks as an ex officio member or members of the Board.

SECTION 2 – Nonvoting Members: The one (1) member of Municipal Council; one (1) member of Gateway Board of School Directors and a resident of Monroeville; one (1) member of the

Senior Citizen Center and a resident of Monroeville; two (2) members who are public or private high school students and administrator or administrators involved in recreation and parks as an ex officio member or members of the Board shall not be entitled to vote.

SECTION 3 – Voting Members: Each of the seven (7) Ward Representatives shall be entitled to one (1) vote.

SECTION 4 – Members Attendance: Ward Representatives shall be present at all regular and/or special meetings. Liaisons shall be present at all regular meetings. It shall be the responsibility of the Chair to contact any member or report to the appropriate governing body any member who fails to comply with the Board attendance policy (see Appendix B).

SECTION 5 – Vacancies: Vacancies created by removal, resignation or otherwise, shall be reported to Council, Municipal Manager, or the appropriate governing body, and shall be filled in like manner as original appointments.

#### **ARTICLE IV – OFFICERS**

SECTION 1 – Officers: Officers of the Board shall be Chair, Vice-Chair and Secretary.

SECTION 2 – Qualifications of Officers: The Chair, Vice-Chair, and Secretary shall be Ward Representatives.

SECTION 3 – Nominations, Time, Elections and Appointments of Officers: The Chair shall call for Chair and Vice-Chair nominations from the floor at the January monthly meeting. After the closing of nominations for the Chair and Vice-Chair from the floor, a viva voce (voice) vote shall be taken to elect the officers. The newly elected officers shall begin their respective terms immediately. The Secretary/ies shall be appointed by the newly elected Chair and approved by the Board.

SECTION 4 – Term of Officers: The Chair and Vice-Chair shall hold office for a term of one (1) year or until her or his refusal or inability to serve, death, resignation or removal. The Secretary/ies shall serve at the pleasure of the Board.

#### **ARTICLE V – DUTY OF OFFICERS**

SECTION 1 – Duties of Chair: The Chair at the stated hour, shall call the meeting to order. He or she shall preserve order and decorum, decide all questions of order, and conduct meetings in accordance with the parliamentary rules contained in Robert Rules of Order, Newly Revised. Any member shall have the right to appeal from a decision of the presiding officer or to request information or question the order of business. No appeal shall be debatable, and the appeal may be sustained by a majority of Ward Representatives present. In the event of conflict between Robert Rules of Order, Newly Revised and the Advisory Board rules of procedure and deliberations, the Advisory Board rules of procedure and deliberations shall prevail (see Appendix C and D).

SECTION 2 – Vice Chair: If the Chair is absent at the designated time for any meeting, the duly elected Board Vice-Chair shall assume all duties of the Chair. If both Chair and Vice-Chair are absent, the Ward Representative with the most seniority of the Advisory Board (by rotating ascending ward number if two or more members are of equal seniority) shall serve as Chair pro tempore and have the same authority as is vested in the Chair and shall serve in such capacity only for such time as the Chair or Vice Chair is absent.

SECTION 3 – Secretary: The Secretary shall keep a record of all proceedings of Board meetings, usually called minutes. He or she shall ensure minutes are distributed to Ward Representatives and that bullet points minutes are distributed to members of Council and Municipal Manager.

## ARTICLE VI – MEETINGS

SECTION 1 – Day, Time and Location of Regular Monthly Meetings: Regular meetings shall be held on the second Wednesday of each calendar month at 7:30 p.m. at a place designated by the Ward Representatives. Any regular meeting falling upon a legal holiday shall be held upon the third Wednesday evening of the calendar month at a time and place designated by the Ward Representatives. The Board shall meet no less than six (6) times annually.

SECTION 2 – Special Meetings: Special meetings may be called by the Chair, or upon written request of three (3) Ward Representatives to the Chair. Adequate notice must be given to all Ward Representatives and the purpose of the meeting shall be included in the notice. No other business shall be transacted at the meeting.

SECTION 3 – Action by Written Consent: Any action which may be taken at a meeting of the Board may be taken without a meeting, if a consent or consents in writing setting forth the action so taken shall be signed by all of the Ward Representatives in office and shall be filed with the Director of Recreation, Parks and Human Services (see Appendix D).

SECTION 4 – Vote by Proxy: No vote by proxy will be legitimate at any meeting of the Recreation and Parks Advisory Board.

SECTION 5 – Vote by Email: Except as otherwise provided by these rules of procedure, if time is of the essence which prohibits discussion and resolution of an issue at a regular or special meeting, a vote by email shall be legitimate provided a consent or dissent in writing setting forth the action so taken shall be forwarded to each Ward Representative in office and the Director of Recreation, Parks and Human Services.

SECTION 6 – Use of Conference Telephone and Similar Equipment: If extenuating circumstances prevent one or more persons from physically attending a meeting of the board, then he, she or they may participate in a meeting of the Board by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting (see Appendix D).

SECTION 7 – Quorum: A majority Ward Representatives in office shall be necessary to

constitute a quorum for the transaction of business.

SECTION 8 – Action by Ward Representatives: The acts of a majority of Ward Representatives present at a meeting at which a quorum is present shall be the acts of the Board.

SECTION 9 – Conflict of Interest: No Ward Representative shall vote on a question in which he or she has a direct personal or pecuniary interest not common to other Ward Representatives.

SECTION 10 – Participation of the Public: The public shall have the opportunity to address the Board, as established by the agenda. Persons wishing to address the Board shall inform the Chair and will be placed on the agenda with the topic of discussion. The presiding officer or a majority of Ward Representatives may limit discussion within a reasonable time frame. Minutes will be kept on the names, addresses, nature of problems, important items of discussion and final disposition of matters brought before the Board (see Appendix D).

SECTION 11 – Agenda: The business of the Board shall be conducted according to an agenda prepared by the Chair and/or Vice-Chair and Director of Recreation, Parks and Human Services.

SECTION 12 – Amending the Agenda: The agenda and order of business may be amended prior to or during the regularly scheduled Board meeting.

SECTION 13 – Records: The Board shall make and preserve minutes of all business and committee meetings of the Board. All records, documents and papers of the Municipality shall be available to the public in accordance with the provisions of general law (see Appendix D).

SECTION 14 – Manner of Voting: The vote on all motions on matters before the Board shall be by simple yea-nay, unless a roll call is requested by a Ward Representative or the Chair. A unanimous vote shall be recorded as unanimous.

SECTION 15 – Order of Business: The order of business at all regular meetings of the Board shall be as follows:

- Call to Order.
- Roll Call.
- Reading of the Minutes of last Meeting.
- Reports of Ward Representatives.
- Reports of Liaisons.
- Reports of Director.
- Old Business.
- New Business.
- Adjournment.

## ARTICLE VII – COMMITTEES

SECTION 1 – Ad hoc Committees and Chairs: Ad hoc committees and ad hoc committee chairs shall be appointed by the Advisory Board Chair when authorized by a majority of Ward

Representatives. Ad hoc committee chairs must be a Ward Representative.

SECTION 2 – Recommendations: Each ad hoc committee shall gather relative information concerning its operation and shall submit recommendations to the Board for approval or disapproval.

SECTION 3 – Reports: Written or verbal reports of each standing committee or ad hoc committee shall be submitted to the Secretary.

SECTION 4 – Standing Committees: The Ward Representatives may establish one (1) or more standing committees to consist of one (1) or more members. The Chair shall appoint each Advisory Board member on at least one (1) committee.

SECTION 5 – Term: Each committee and subcommittee shall serve at the pleasure of the Board.

## **ARTICLE VIII – AMENDMENTS**

These rules of procedure may be amended at any regular meeting of the Board by a two-thirds of Ward representatives in office and present, provided the amendments proposed shall have been read and recorded at the previous meeting. Such amendment shall not be in violation of the Home Rule Charter, ordinance, resolution, or law.

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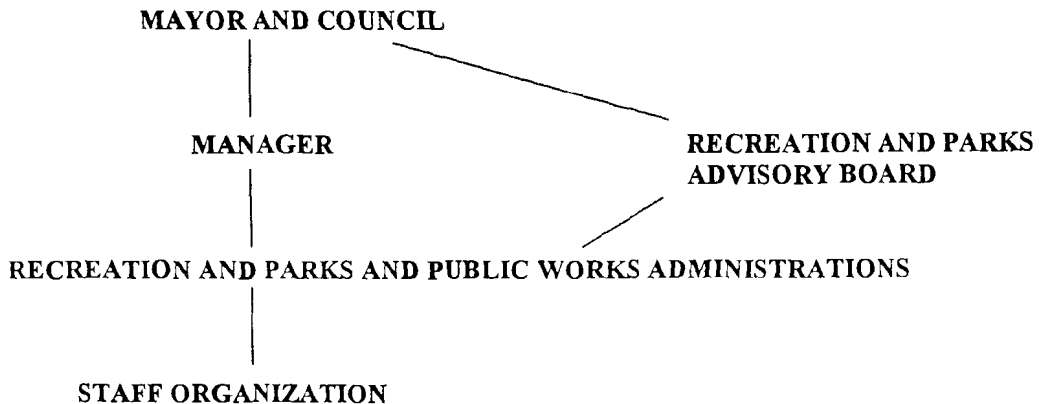
## Recreation and Parks Advisory Board

### Powers and Duties

The Recreation and Parks Advisory Board is frequently used in Monroeville. It has no legal authority or responsibility for policy making or administrative control unless established through local ordinances and resolutions. As the name implies, the Advisory Board acts only in an advisory manner to Mayor, Council, Department of Recreation, Parks, and Human Services and Department of Public Works. It serves important functions in the interpretation of programs, facilities, in studies and advocacy that help promote and advance park and recreational services.

The Advisory Board is most useful when their function and responsibility is clearly understood and practiced. The board should understand that they are vitally important as liaison for improving the quality of life and leisure opportunities for citizens of Monroeville.

### Organizational Chart



# MUNICIPALITY OF MONROEVILLE

## Monroeville Recreation and Parks Advisory Board

### Attendance Policy

In conjunction with the Monroeville Home Rule Charter section 2103 governing vacancies for elected officials, the Recreation and Parks Advisory Board institutes the following attendance policy for all members of this board. Members of this board represent some facet of the community. If a member is unable to fulfill their commitment, their resignation shall be requested such that representation to the board is consistent with the provisions described in the Home Rule Charter section 1809.

Any member who is absent from three meetings in any six-month period, unless there are extenuating circumstances, shall be considered unable to fulfill their commitment to this board. After two absences within a six-month period, a letter from the chairperson shall be sent to that member asking them to contact the chairperson regarding their intentions to remain on the board. If there is no response, or if they are absent from a third meeting within the same six-month period, a letter will be sent to the appropriate party requesting a replacement. In case of the ward representatives, a letter will be sent to the Municipal Manager for this request. For the liaison, a letter will be sent to the appropriate party.

Board members are welcome and encouraged to attend recreation and parks related seminars, workshops, and/or conferences to better prepare themselves for service to this board. The Municipality will pay for reasonable attendance at such educational opportunities, provided the board member has attended at least 75% of the board meetings in the previous twelve-month period.

# MUNICIPALITY OF MONROEVILLE

## Monroeville Recreation and Parks Advisory Board

### Deliberations

RULE 1: The deliberations of the Advisory Board shall be conducted in the following manner:

- a. No Advisory Board member shall address the Advisory Board until he or she has been recognized by the presiding officer. He or she shall thereupon address her/himself to the Chair and confine her or his remarks to the question under discussion and avoid all personalities.
- b. When two (2) or more members simultaneously seek recognition, the presiding officer shall name the member who is to speak first.
- c. No person other than a member of the Advisory Board or other Municipal official shall address the Advisory Board unless he or she has first to the Chair notice of her or his intention to address the Advisory Board and the exact nature of the matter he or she wishes to address.
- d. When a question is under discussion, no action shall be in order except (1) lay on the table, (2) move the previous question, (3) to postpone to a certain day, (4) to refer to a committee, (5) to amend, (6) to postpone indefinitely. These motions shall have precedence in the order listed.
- e. Any Ward Representative desirous of terminating the debate may move the previous question, in which event the presiding officer shall announce the question as "shall the main question now be put?" If a two-thirds majority of the Ward Representatives present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Ward Representatives to a direct vote, first upon any pending amendments, and then upon the main question.
- f. The presiding officer shall have the right to limit debate in any uniform and fair manner, which limitation may be altered by a two-thirds vote of Ward Representatives, but in no event shall any member who is in order and speaking on the particular agenda item be limited to less than fifteen (15) minutes on each subject of debate if the Ward Representative so desires.
- g. Any Ward Representative may request a roll call vote at any time. A majority vote of any quorum present in favor of a proposed motion, resolution or appointment shall be necessary for passage or approval, unless a larger number is required by statute.
- h. A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and call for the previous question shall be decided without debate.
- i. A quorum shall consist of a majority of Ward Representatives. A majority shall consist of one



more than half of those voting. Abstention shall be considered a non-vote. Actions of the Board shall be effective and binding by the affirmative vote of a majority of the vote cast.

Rule 2. Reconsideration of Vote: It shall be in order for any member voting in the majority to move for a reconsideration of the vote of any question at that meeting. A motion to reconsider, being put and lost, shall not be renewed at that meeting.

RULE 3. Suspension of Rules: These rules or any part thereof may be suspended temporarily in connection with any matter under consideration by a recorded two-thirds of the Ward Representatives present and all motions for the suspension shall be without debate.

Adopted 00/00/00

# MUNICIPALITY OF MONROEVILLE

## Monroeville Recreation and Parks Advisory Board

### References to and/or Adopted from General Law

Article	Section	
V	1	----- Municipality of Monroeville, Ordinance 1802.
VI	3	----- Title 15, Pennsylvania Consolidated Statutes, Section 5727 (b).
VI	6	----- Title 15, Pennsylvania Consolidated Statutes, Section 5708.
VI	10, 13	----- Sunshine Act, Act of 1986, P.L. 388, No. 84.