

Readington Township
Recreation Committee “RC” Bylaws

A. Responsibilities of Committee and Committee Members

The RC shall have the responsibility to:

1. Meet at least ten (10) times per year.
2. The RC shall establish goals and benchmarks, as appropriate. The RC shall review its goals and benchmarks by the second meeting of each year and revise them as necessary.
3. The RC shall review Recreation programs and events on an ongoing basis. The RC shall develop and make recommendations to the Township Committee regarding programs and events run by the Township Recreation Department, for approval by the Township Committee.
4. Annually or as needed, the RC shall develop and make recommendations to the Township Committee for establishing policies and procedures for implementing the programs and events run by the Township Recreation Department, for approval by the Township Committee.
5. Provide information to maintain a current Recreation Department webpage, where information can be found by the public describing how the RC and Department work, all programs and events being run by the Recreation Department and what policies and procedures exist for their implementation.
6. Oversee the implementation of approved programs, policies, and procedures and carry out such other advisory, educational and information functions as will promote recreation in the Township.
7. Keep records of its meetings and activities and make an annual report to the Township Committee. The RC may select a Secretary for this purpose, who may or may not be a member of the RC or the Recreation Department staff.
8. Develop a process for nominating prospective RC members for consideration by the Mayor and the Township Committee. Nominations must be submitted to the Township Committee by first week of December.
9. Develop and approve bylaws for its governance.
10. RC members may be asked to serve on special projects teams or sub-committees as determined by the Chairperson and/or the Vice-Chairperson and/or the Recreation Director.
11. RC members may be asked to attend and/or volunteer to assist with Department-sponsored programs or events throughout the year.

B. Conduct at Meeting

1. The Chairperson when present shall conduct all meetings.
2. The Vice-Chairperson shall conduct the meeting when the Chairperson is absent.
3. If the Chairperson and Vice-Chairperson are both absent, a member from the RC shall be nominated and elected to the “Chairperson for the day.”
4. A majority of the whole number of regular members of the RC shall constitute a quorum. Without a quorum, the meeting will be held, but for informational purposes only with no action to be taken.
5. Following the Township Committee’s reorganization meeting, the RC meeting schedule will be set for the year. Meetings shall be held the 4th Wednesday of every month in an appropriately-sized meeting room, as determined by presiding member of the RC, at the Readington Municipal Building. Exceptions: there will be no meeting in August or

December unless the November meeting date falls on the Wednesday before Thanksgiving, in which case there will be no meeting in November and the meeting will be the first Wednesday in December.

6. Meetings shall be conducted in accordance with these bylaws.
7. An executive session, for regular members only, may be held thirty to sixty minutes prior to any scheduled meeting, at the discretion of the Chairperson and/or the Vice-Chairperson.
8. Special meetings may be called if needed by the Chairperson and/or the Vice-Chairperson. All special meetings must be advertised as required.
9. It is understood that on occasion a RC member or the Township Committee liaison may need to attend a meeting virtually. In the event that a RC member or Township Committee liaison requests to attend a meeting virtually, the Recreation Director shall make arrangements for such virtual attendance.

C. Agenda

1. The proposed agenda for each meeting shall be completed by the Chairperson and/or the Vice-Chairperson with the assistance of the Recreation Director. At least two (2) business days in advance of the meeting, the Recreation Director shall: (1) circulate the proposed agenda to the Recreation Committee members, and (2) make the proposed agenda available to the public by posting the agenda on the Readington Township website.
2. The RC may amend the agenda as the first item of business at the meeting upon determination that a need to amend the agenda exists. A majority of RC members present must agree that a need exists in order to add or remove an item for discussion.
3. The agenda for the regular meetings shall be as follows:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Minutes
 - d. Community Communications & Other Correspondence
 - e. Old Business
 - i. Ongoing Recreation Programs
 - ii. Responsibilities/Goals
 - f. New Business
 - i. January or February of each year- Recreation Director to present Annual Report
 - g. Public Comment
 - h. RC and Recreation Staff Comments
 - i. Adjournment

D. Addressing the Committee

1. The public comment section of each meeting shall begin with the Chairperson and/or the Vice-Chairperson reading the following statement:

“The Recreation [Advisory] Committee welcomes public input on Recreation issues and policies. The Committee takes this time to listen and consider, but the Committee may determine not to comment on specific public input. This is not an appropriate forum for negative comments or criticisms or individual Recreation staff or Committee members. Concerns about individual Recreation staff or Committee members that cannot be resolved at the level closest to the situation should be directed to the Township Committee. Public comment is limited to three minutes per speaker and speakers may not yield their time to someone else.”
2. Any person desiring to address the RC during public comment shall first seek recognition from the Chairperson and shall proceed to give their name for the record. Public comment is limited to [three] minutes per person and one comment per person. If more

presentation time is needed, the RC will decide upon a time the topic can be added as an agenda item.

E. Minutes

1. Approved minutes, with all corrections and additions made, shall be made available to the public by the Recreation Director on the Township website no later than five (5) business days following approval.

F. Amendments

1. Amendments to these by-laws may be proposed by regular members of the RC. They shall be read and discussed at the next scheduled meeting. Voting shall be the following month at the next scheduled meeting following final discussion. A majority vote of the regular membership present is necessary to pass an amendment.

Dated: March 25, 2024

Ref:

- Recreation Committee Ordinance (Chapter 46) - <https://ecode360.com/8745815>