

OPERATING PROCEDURES
OF THE
GLEN ROCK RECREATION ADVISORY BOARD

Article I-Name

The name of the organization shall be: Glen Rock Recreation Advisory Board (“RAB”).

Article II-Authority

The Glen Rock Recreation Advisory Board operates pursuant to §4-30 of the Ordinances of the Borough of Glen Rock.

Article III-Mission

The Mission of the RAB is to advise and assist the Mayor and Council, and the Board of Education of Glen Rock, in their function of providing supervised recreational activities and programs, and safe and adequate fields, parks and other recreational facilities (“Facilities”) for the residents of Glen Rock and other permitted users, by:

Providing a forum for the exchange of information, ideas and recommendations to maintain and improve recreational activities and Facilities in the Borough and for the resolution of conflicts in the use of the Facilities;

Making recommendations regarding appropriate funding and allocation of resources to maintain and improve recreational activities and Facilities;

Approving new Sports Organizations, recreational programs and activities in the Borough;

Developing and assisting in the implementation of policies for the granting and revoking of privileges for the use of Facilities;

Advising the Mayor, Borough Council, Board of Education, Planning Board and Master Plan Committee about current and future recreational and facility needs and to assist in attaining the maximum use and cost effectiveness of Facilities;

Investigating alternative facilities for recreational activities;

Assisting and advising Borough officials in regulating the use of Facilities by non-Borough users;
and

Implementing the Borough’s Policies and Procedures on Field Usage and advising on said policies when appropriate.

Article IV-Members

Section 1. Membership. The Members shall consist of the following classes: Permanent Members, Recreation Organization Members; and At-Large Members;

Permanent Members: The Council Liaison to the RAB; a liaison selected by the Board of Education; the Director of Parks & Recreation; and a representative the Department of Public Works.

Parks & Recreation Organization Members: The highest officer or designee of all Parks & Recreation Organizations in the Borough of Glen Rock consisting of: Friends of the Glen Rock Arboretum, Glen Rock Dog Park, Glen Rock Junior Football, Glen Rock Lacrosse Association, Glen Rock Little League, Glen Rock Men's Softball, Glen Rock Men's Basketball, Glen Rock Senior Citizen's Advisory Committee, Glen Rock Shooting Stars, Glen Rock Soccer Club, Glen Rock Youth Basketball, and Glen Rock Youth Wrestling.

At-Large Members: Three (3) At-Large Members appointed by the Mayor with the approval of Board. The At-Large Members shall not currently be serving on the governing board of any of the Recreation Organizations. At-Large Members shall serve for terms of two (2) years, and until their successors are appointed. At-Large Members should have a beneficial perspective not yet represented on the RAB.

Ex Officio Members: The Borough Administrator shall be an ex officio member of the RAB.

All Permanent Members, Parks & Recreation Organization Members and At-Large Members shall be collectively referred to as "Members".

Section 2. Parks & Recreation Organizations. All bona fide recreation organizations, which provide recreational activities primarily to residents of the Borough, whose primary place of activities is Glen Rock, which provide documentation of adequate liability insurance, and which maintain safety of the participants as the highest priority, may be recognized by the RAB as Recreation Organizations. The following organizations are recognized as Parks & Recreation Organizations for the purpose of these procedures: Friends of the Glen Rock Arboretum, Glen Rock Dog Park, Glen Rock Junior Football, Glen Rock Lacrosse Association, Glen Rock Little League, Glen Rock Men's Softball, Glen Rock Men's Basketball, Glen Rock Senior Citizen's Advisory Committee, Glen Rock Shooting Stars, Glen Rock Soccer Club, Glen Rock Youth Basketball, and Glen Rock Youth Wrestling.

Section 3. Application for Membership. Organizations in existence for more than two (2) years, may become members of the RAB in three ways:

1. Apply directly to the Mayor and Council who will determine if the qualifications for membership have been met. The Mayor and Council will then refer qualified organizations to the RAB for review and feedback.

2. The RAB may recommend qualified organizations to the Mayor and Council for their approval.
3. The Mayor and Council may recommend qualified organizations to the RAB for review and feedback.

All organizations applying for membership to the RAB must provide the following when applying for membership: brief history of the organization including purpose of entity and population served, copy of organization's bylaws or operating agreement, list of officers, number of members, proof of insurance, financial records, potential need of borough facilities (e.g., facilities/fields) and a copy of the incorporation papers where applicable.

Section 4. Removal and Suspension. Any Organization may be suspended or removed from the RAB, and from privileges of utilizing the Facilities, at any time, only upon approval of two thirds (2/3) of the Members, for cause. For purposes of this section, "cause" shall mean any act or conduct of an Organization, or any of its members, which is an abuse of, and has a significant detrimental effect upon, the Facilities, or which is detrimental to the RAB itself or to another RAB Member. An Organization Member may also be removed if it ceases to be an Organization or does not have a representative present at more than half (1/2) plus one (1) of yearly meetings. Removal or suspension of an Organization Member shall occur at an appropriately noticed regular meeting of the Recreation Advisory Board or a special meeting called for that purpose, upon prior written notice of the proposal to remove or suspend such Member. Suspension shall be considered permanent until the organization applies for readmission.

Section 5. Readmission. A suspended or removed Organization Member may apply for readmission at the end of the suspension period determined by the Board by requesting reinstatement from the Recreation Advisory Board. The suspended Organization may be reinstated upon approval of two thirds (2/3) of the RAB conducted at a regular or a special meeting with a quorum of voting members in attendance.

Section 6. Vacancies. Any vacancy occurring in the At-Large RAB membership shall be filled by appointment by the Mayor with the approval of the RAB.

Section 7. Voting Rights. Voting rights are held by members of the following classes of the Recreation Advisory Board: Parks & Recreation Organization Members with each organization having one vote; At-Large Members.

Article V-Officers

Section 1. President. The President shall serve a term of three (3) years. No President shall serve in excess of 2 consecutive terms. The President shall be responsible for carrying out the purposes of the Recreation Advisory Board and the directives of the Board. The President shall be the public spokesperson for the Recreation Advisory Board and shall represent the RAB with any outside agencies, associations, etc. The President shall supervise and control all of the affairs of the Recreation Advisory Board and shall perform all duties incident to the office of the President and such other duties as may from time to time be assigned to the President by the Board. The President shall provide in advance an

Agenda for the conduct of each meeting including any agenda item requested by any Member of the Recreation Advisory Board and properly within the purpose of the Committee.

- a. Elections: Nominations for President shall be submitted to the Secretary at the November meeting. Candidates for President must have two (2) years experience as a member of RAB. Election shall occur at the December meeting, with a quorum of voting members in attendance, and the President selected from the submitted nominations by majority of the quorum.
- b. In the absence of the President, the Recreation Director shall assume the duties of the President.

Section 2. Secretary. The Secretary shall be duly nominated and voted in by a majority of the Recreation Advisory Board Members and shall serve a term of one (1) year. Should no candidate be nominated, an At-Large Member will be appointed to the position on a rotating basis. The Secretary shall perform all duties incident to the office of Secretary or which may be required by these procedures, or which may be assigned to the Secretary from time to time by the Board. The Secretary shall keep and maintain these procedures as amended or otherwise revised to date, record and distribute timely minutes, maintain a record of minutes of all meetings of the membership, recording therein the time and place of holding, whether annual, regular or special, how called, how notice thereof was given, the names of those members present, how called, how notice was given, the names of those present and the proceedings thereof. The Secretary shall see that all notices are duly given in accordance with the provisions of these procedures and be custodian of these records. The Secretary shall exhibit at all reasonable times to any officer or Member of the Recreation Board, the records of the Recreation Advisory Board.

Article VI-Meetings

Section 1. Regular Meetings. Regular public meetings of the Recreation Advisory Board shall be held the third Tuesday of each month in the Council Chambers of Borough Hall, Harding Plaza, Glen Rock, New Jersey. No meeting shall be conducted during the months of August and December. All meeting times are at 8pm, and are open to residents of Glen Rock. The President shall provide in advance an Agenda for the conduct of each meeting including any agenda item requested by any Member of the Recreation Advisory Board and properly within the purpose of the Board.

Section 2. Special Meetings. The President may at any time call a Special Meeting of the Recreation Board. A Special Meeting may also be called at the written request of a majority of the membership of the Recreation Advisory Board. Upon proper call for a Special Meeting, the meeting shall take place no less than seven (7) nor more than thirty (30) days thereafter.

Section 3. Quorum. A majority (half plus one) of the Recreation Advisory Board voting members shall constitute a quorum for the transaction of business at any meeting of the Advisory Board. If less than a majority of the voting members are present at such meeting, a majority of Recreation Advisory Board members may adjourn the meeting from time to time and without further notice.

Section 4. Voting. A majority vote of those Recreation Advisory Board members present at any duly called meeting shall govern, except when otherwise stated in the procedures.

Section 5. Conduct. The President shall preside at all meetings of the Recreation Advisory Board, or in the absence of the President, the Director of Parks & Recreation shall conduct the meeting.

Article VII-Conflicts of Interest

No Recreation Advisory Board Member shall be interested directly or indirectly in any contract relating to the operations of the Recreation Advisory Board, not in any contract for furnishing supplies to the Recreation Board or the Borough or any of its agencies, nor in any contract relating to investment, legal, accounting or banking services.

Article VIII-Compensation

No Member of the Recreation Advisory Board shall be compensated for their services on the Recreation Advisory Board.

Article IX- Office

The principal office of the Recreation Advisory Board shall be the Glen Rock Municipal Building, Harding Plaza, Glen Rock, New Jersey.

Article X-Amendment of the Operating Procedures

These procedures may be amended by a majority of all the Members of the Recreation Advisory Board.

Article XI-Parliamentary Authority

The rules contained in the current edition of the *Robert's Rules of Order Newly Revised* may be used as a professional reference during the meetings of the Recreation Advisory Board in all cases to which they are applicable and in which they are not inconsistent with these procedures.

, President

Dated:

Approved:

Borough Administrator

Council Liaison(s)

Director of Parks and Recreation

Director of Department of Public Works

Glen Rock Board of Education Liaison

Friends of the Glen Rock Arboretum

Glen Rock Dog Park

Glen Rock Junior Football

Glen Rock Lacrosse Association

Glen Rock Little League

Glen Rock Men's Softball

Glen Rock Men's Basketball

Glen Rock Senior Citizen's Advisory Committee

Glen Rock Shooting Stars, Glen Rock Soccer Club

Glen Rock Youth Basketball

Glen Rock Youth Wrestling