

RESOLUTION FOR THE ESTABLISHMENT OF THE
BALDWIN TOWNSHIP PARK AND RECREATION COMMITTEE

WHEREAS, The Town of Baldwin is desirous of establishing a quality park system and recreation program consistent with the financial resources of the community; and,

WHEREAS, an advisory Park and Recreation Committee will render valuable assistance to the Town Board in establishing its park system and recreation program.

NOW THEREFORE, the Town of Baldwin does receive as follows:

ESTABLISHMENT OF COMMITTEE

The Town of Baldwin does hereby establish the Baldwin Park and Recreation Advisory Committee.

PRIMARY DUTIES

It shall be the primary responsibility of this committee to advise the Town Board regarding the systematic, comprehensive and effective development of parklands, park facilities, and recreational programs necessary for the physical, mental, and emotional health and well being of the residents.

ADDITIONAL DUTIES

The Park and Recreation Committee shall also have the following additional duties:

1. To aid in the development of a Comprehensive Park plan and recreation plan for the Township.
2. To advise the Town Board relating to the dedication of parklands, or payment therefore, after reviewing new platted subdivisions that are under construction.
3. To receive citizen's comments and suggestions relating to the park and recreation systems.
4. To work with other local area governmental agencies to establish and manage park and recreation systems in the community.

COMMITTEE MEMBERSHIP

The Park and Recreation Committee shall consist of five members and one non-voting Town Board member. Non-residents of Baldwin Township may be accepted with town board approval. A quorum shall be at least three voting members present at meeting. Individuals will be chosen via application for the parks and recreation committee. The length of their term will be three years with no more than two new members in any one year, one shall be appointed for a term of one year, two shall be appointed to a term of two years and two shall be appointed for three years. There will be public notice for vacancies in the committee 60 days prior to said vacancies. New members will be nominated by majority vote of the existing members after review of applications and interviews of interested parties. The Town Board shall appoint all members to the committee. If a vacancy should occur prior to the expiration of said term, an interested individual shall be nominated by the park committee and approved by the

Town Board to serve out the remainder of the vacating member's term. Board members may resign voluntarily. Three consecutive unexcused absences from duly called board meetings may constitute automatic resignation from office.

ELECTION OF OFFICERS

At its first meeting in January of each year, the committee members shall elect a chairperson, vice-chairperson and recording secretary from its members. The chairperson and/or the vice-chairperson shall preside over all meetings of the committee, and will be held responsible for the following duties:

1. Appear as necessary, before the Baldwin Town Board, to present the viewpoint or recommendations of the park committee pertaining to the park and recreational needs of our community.
2. Provide liaison with other governmental and volunteer organizations in matters related to the park and recreational function.
3. Establish time, date of next meeting, and set next agenda.
4. The vice-chairperson will assume the responsibilities set forth in this document of the chairperson in his/her absence.

The secretary will be held responsible for the following:

1. Keeping the records and minutes of the committee as well as necessary all correspondence.
2. Present all members with meeting agendas one week prior to said meeting.

COMMITTEE PROCEDURE

The committee shall operate under Roberts Rule of Order. The committee shall Endeavor to hold regular meetings monthly. All meetings shall be open to the public.

COMPENSATION

With prior Town Board approval, committee members shall be reimbursed for actual expenses incurred in the administration of their duties.

AMENDMENTS

These by-laws may be amended by a majority vote recommendation by the Park Committee membership to the Board of Supervisors followed by Board approval.

Adopted November 1, 1999

Revised December 6, 1999

Revised April 9, 2001

Revised February 18, 2014