

## BEACHWOOD RECREATION COMMISSION BY-LAWS

The Beachwood Recreation Commission was established and constitute the Borough by Beachwood Mayor and Council and is authorized by N.J. State Statutes; N.J.S.A. 40:12-1 to 12-8.

The following shall constitute the By-Laws of the Beachwood Recreation Commission and shall establish Rules and Regulations governing this commission.

### SECTION 1. OFFICERS

- A. The commission shall consist of seven (7) commissioners and (2) alternates, all being residents of the Borough of Beachwood, who shall assume their respective seats with the Commission upon taking the official oath of office.
- B. The Commission shall be charged to conduct an annual Re-organizational meeting on the second Thursday in January, annually, immediately following (or as soon thereafter as possible), the annual Re-organizational meeting of the Governing Body of the Borough of Beachwood.
- C. At the Annual Re-organizational meeting (which must be publicly advertised), the Commission shall nominate from its membership a Chairperson who shall preside at all meetings of the Commission. The Commission shall also nominate a Vice Chairperson, who shall preside in absence of the Chairperson.
- D. The Chairperson shall serve a one (2) year term, at the end of the one (2) year term the Vice Chairperson shall be nominated for Chairperson for a one (2) year term. If the Vice Chairperson does not accept the nomination, the Chairperson, then the outgoing Chairperson shall nominate another Commission member. Transition should be completed within (10) business days following new appointments. Continuity of Recreation is established when in transition all records are turned over to the incoming chairman.
- E.
- F. Under State Statues, the Recreation Commission is empowered to appoint a Recording Secretary, who records and submits the minutes of the Commission, a Finance Secretary, who records and submits all commission spendings.

**SECTION 2: MEETING SCHEDULE**

- A. At the Annual Re-organizational meeting, the Commission shall approve the calendar of annual meetings, planned events and cause same to be posted on the official bulletin board at Borough Hall, as well as publicly advertised in the Asbury Park Press and same in the official Media of the municipality.
- B. All meetings shall be posted and advertised at least forty-eight (48) hours in advance of the scheduled meeting.
- C. The financials shall be presented at the first meeting of every month.

**SECTION 3: MEETING FORMAT**

- A. All meetings will follow the procedure set within these By-Laws

Call to Order  
Flag Salute

**Must on all agendas:**

Notice of this meeting and of all other regularly scheduled meetings has been given in accordance with the "Open Public Meetings Act of 1975" by the following methods:

- Notice has been posted on the bulletin board in Borough Hall.
- Notice has been filed in the office of the Borough Clerk.
- Notice has been forwarded to the Asbury Park Press.
- All interested individuals supplying a stamped, self-addressed envelope will be given notice

**ROLL CALL OF MEMBERS**

(Absence member shall be clearly noted for the record)

Approval of Minutes

**BUSINESS**

- A. Correspondence

1. All correspondence received by Commission shall be addressed, no matter its significance, at each meeting. Responses shall be directed by the Chairperson, following a discussion of members present.
2. Public discussion should be entertained at the end of each Regular meeting of the Commission.

B. Finances

C. Event reports

All events shall consist of at least three (3) or more Commission members.

#### **SECTION 4: GENERAL GUIDELINES AND REQUIREMENTS**

Whenever the Commission entertains an event that would be new to the Commission, formal action sanction of the Governing Body should be requested.

The Recreation Commission shall consist of Beachwood residents only. Volunteers do not have to meet this requirement.

The Recreation Commission will require various fees for these activities. These fees shall be recommended by the Commission and may be waived from time to time by the governing body for reasons of non-profit activity-oriented groups. Consistent with the Borough's Fee Ordinance.

The Recreation Commission shall consist of Seven (7) Commissioners and two (2) alternate Commissioners. In the event there is a tie with a vote an alternate can break tie. If no alternates are present the Council liaison will be the tie breaker.

A quorum consists of at least 4 Commissioners.

The Recreation Commission shall follow Roberts Rules.

#### **SECTION 5: OFFICIAL MINUTES**

Official minutes of all of the Recreation Commission meetings shall be sent to the Borough Clerk and have it Time Stamped.

**SECTION 6: COLLECTION OF FEES**

Collection of fees will be recorded in a ledger kept on an Excel Program, with appropriate copies of all receipts maintained on file with the Finance Secretary. All funds must be turned over to the Borough Treasurer within forty-eight (48) hours of receipt.

All books will be turned over to the Municipal Auditor upon request, for annual audit purposes or any other reason that may be required.

**SECTION 7: EXECUTIVE SESSIONS**

The Recreation Commission is empowered by State Statues, as a public body, to conduct executive sessions.

The Executive Committee shall consist of the Chairperson and Vice Chairperson.

**SECTION 8: NEW JERSEY OPEN PUBLIC MEETINGS ACT**

Whereas: New Jersey Open Public Meetings Act, N.J.S.A.10:4-12 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOVLVED, BY the Beachwood Recreation Commission, Ocean County, New Jersey, as follows:

1. The public shall be excluded from discussions of and actions upon the hereinafter specified subject matter.
2. The general nature of the subject matter to be discussed.
3. It is anticipated that the subject matter discussed may be made public in ninety (90) days.

Motion:

Second:

Approved:

**SECTION 9:                      REPORTS**

The Recreation Commission shall submit, on an annual basis, a report to the Mayor and Council of all activities undertaken to date.

**SECTION 10:                      BUDGET REQUISITIONS**

In October of each year, the Commission shall be required to submit to the Governing Body a proposed budget for the next year.

All items of expenditure of one penny or more must be approved by the Commission.