

Fracestown Recreation Commission Charter and Rules of Procedure

I. NAME

The name of this organization shall be the Fracestown Recreation Commission (hereafter referred to as the "FRC").

II. AUTHORITY

These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 35-B: 5.

III. PURPOSES OF THE ORGANIZATION

1. To formulate policies, advise, recommend, promote, and maintain public recreation in the Town of Fracestown in accordance with the laws governing public recreation in the State of New Hampshire.
2. To provide oversight and coordination of recreational activities in the community to provide maximum benefit for the citizens.
3. To conduct a public recreation program utilizing the local resources available in Fracestown and our greater community.
4. To provide an adequate and balanced recreation program which meets the various needs and interests of every citizen.
5. To solicit the aid of existing organizations to accomplish these purposes.
6. To identify, develop and/or acquire additional programs or facilities that enhance the recreational offerings of the Town.
7. Other purposes consistent with RSA 35-B.

IV. MEMBERSHIP

The FRC shall consist of no less than seven (7) and no more than nine (9) residents of Fracestown who shall be appointed by the Fracestown Select Board. Seven members shall be voting members, there are up to two alternate positions on the FRC. Alternate members shall have voting privileges when a member of the voting body is not present. Members shall be appointed for three-year terms. Vacancies shall be filled by the appointing authority for the un-expired term. All members of the FRC shall serve without pay; however, they shall be reimbursed for approved out-of-pocket expenses.

V. OFFICERS

1. Members
Annually the members of the FRC shall elect from its membership a Chair and Secretary to serve one year or until their successors are elected.

2. Replacing Members

Any officer may be replaced at any time by a majority vote of the FRC members at an FRC meeting. Alternates may be utilized to replace members who are unable to attend meetings on a regular schedule.

3. Chair Responsibilities

The Chair shall officiate and preside over the FRC during its deliberations and shall see that the By-laws are properly enforced, and that the purposes of the Commission are accomplished. In addition, the Chair shall appoint committees as directed by the Commission and sign official documents on behalf of the Commission. The Chair shall assume the duties of the Recreation Director whenever the position of the Recreation Director is unfilled.

4. Secretary Responsibilities

The Secretary shall maintain a record of all meetings and decisions of the FRC and shall issue all notices of regular meetings of the Commission and special meetings called by the Chair. This position and these duties can be delegated by the Chair of the FRC to the staff of the Francetown Recreation Department.

5. Recreation Director (RD)

The Recreation Director will attend all FRC meetings. The Recreation Director shall act as an advisor to the FRC and not be a voting member.

6. Financial Responsibility

The Francetown Recreation Commission shall maintain oversight of all financial matters related to the programs and events of the Francetown Recreation Department.

VI. MEETINGS

1. Schedule

The FRC shall meet at a minimum of once every two months. The regular meetings shall be held at the Francetown Town Hall at a day and time to be announced. Notice of all regular meetings shall be provided to each member at least 24 hours prior to each meeting. Public notice shall be provided per RSA 91-A:2.

2. Special Meetings

Special meetings may be called by the Chair or two members of the FRC at any time deemed necessary or desirable, provided public notice and notice to each member is given at least twenty-four (24) hours, excluding Sundays and legal holidays, prior to the meetings.

3. Quorum necessary

At all meetings of the FRC, the presence of a majority of the Commission members shall be necessary to constitute a quorum. The action of a majority of the Commission members present at any meeting at which a quorum is present shall be the official act of the Commission.

4. Meeting Format

General parliamentary rules, as given in Robert's Rules of Order, and as modified by the rules and regulations adopted by the Commission, shall be observed in conducting meetings.

The order of business for regular and special meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Consideration of minutes of previous meeting
- d. Budget Report
- e. Report of Francestown Recreation Director
- f. Miscellaneous
- g. Old Business
- h. New Business
- i. Adjournment

The Rules of Order may be suspended, and any matters considered or postponed, by action of the Francestown Recreation Commission.

VII. COMMITTEES

The FRC may appoint standing and/or special committees as necessary or required.

VIII. AMENDMENTS

These rules of procedure may be amended by the Francestown Select Board at any regular meeting upon the recommendation of the FRC. Proposed amendments shall be submitted in writing and read into the record by the Francestown Select Board at a regular meeting before being voted upon at the next regular meeting. Any amendment shall take effect immediately following enactment unless otherwise specified in the amendment.

IX. RECORDS

The records of the Commission shall be kept by the Town Clerk or their designee and made available for public inspection in accordance with RSA 91-A:4. Minutes of the meeting shall be posted on the Town of Francestown website. Minutes in draft form or an outline of the meeting discussion points shall be posted within 5 business days of meeting.

X. FINANCE AND BUDGET

1. Annual Budget

The operating costs of programs sponsored by the FRC shall be met primarily through annual contributions from the Town of Francestown, and may be supplemented by participant fees and fundraising. Funds raised through program fees and charges will be deposited into the General Fund. Funds raised through donations and fundraising will be deposited into the Recreation Expendable Private Trust Fund.

2. Town Budget

The RD Director may be designated by the Commission to present to the Francestown Select and Planning Boards, the FRC operating budget request for the coming year as well as the Capital Improvement Budget in accordance with the guidelines of the respective Boards.

Adopted this 8th day of April, 2024.

Scot D Heath

Charles M Pyle, III

Karen Fitzgerald