

**COOLBAUGH TOWNSHIP  
PARKS AND RECREATION COMMISSION  
BYLAWS**

**Article I Name of Commission**

The name of this organization shall be the Coolbaugh Township Parks and Recreation Commission.

**Article II Authorization**

The Coolbaugh Township Parks and Recreation Commission was created and delegated powers and duties by the Coolbaugh Township Board of Supervisors by Ordinance No. 66 dated June 19, 1989 in accordance with the provisions of the Second Class Township Code, 1933, May 1, P.L. 103; 1947, July 10, P.L. 1481 as amended, Article, XIX, 53 P.S. Section 66901-66917, as amended.

**Article III Membership**

Section 1: Membership shall consist of five (5) members to be appointed by the Board of Supervisors. Each member shall be entitled to one vote.

Section 2: Terms of current appointments shall continue until their expiration date. Current appointments are five year terms. Any appointment to fill a vacancy shall only be for the unexpired portion of the term.

Section 3: Any member of the Commission once qualified and appointed may be removed from office for malfeasance, misfeasance or nonfeasance in office, unexcused and repeated absenteeism (missing four (4) or more Parks and Recreation Commission meetings in any calendar year), participating in unethical activities, conducting oneself in an unprofessional manner at Parks and Recreation Commission meetings or other forms of dereliction or neglect of duty as determined by the Board of Supervisors.

**Article IV Officers**

Section 1: The officers of the Commission shall consist of a Chairman, Vice-Chairman and Secretary.

Section 2: The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers **and/or as otherwise set forth in the Pennsylvania Second Class Township Code.**

Section 3: The Vice-Chairman shall act as the Chairman in his/her absence.

Section 4: The Secretary shall keep an original set of minutes of each meeting and all records of the Commission and shall report to the Commission.

## Article V Election of Officers

**Section 1:** Annual election of officers shall be held at the regular January meeting of the Commission.

**Section 2:** Nominations shall be made from the floor and election of the officers specified in Section I of Article IV shall follow immediately after.

**Section 3:** A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until his/her successor shall take office.

**Section 4:** Vacancies in office shall be filled at the next Commission meeting following such vacancy.

## Article VI Meetings

**Section 1:** Meetings will be held each month on a regular publicized date and time at the Municipal Center. In the event of a conflict with holidays or other events, a majority vote at any duly held meeting may change the date of said meeting.

**Section 2:** A quorum shall consist of three members of the Commission. The minimum number of favoring votes necessary to transact business shall be a majority of the members present.

**Section 3:** Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call a special meeting when requested to do so by a majority of the members of the Commission. The Secretary shall notify all members of the Commission not less than five days in advance of such special meeting, designating the purpose, time and the place of the meeting. Such meetings are to be appropriately advertised.

**Section 4:** All meetings shall be open to the general public.

**Section 5:** Unless otherwise specified, Robert's Rules of Orders shall be used as a guide at the meetings of this Commission.

## Article VII Order of Business

**Section 1:** The order of business at regular meetings shall be:

- A: Roll Call
- B: Action of minutes of previous meeting
- C: Report of officers and committees
- D: Old Business
- E: New Business
- F: Adjournment

**Article VIII Hearings**

**Section 1:** In addition to those required by law, the Commission may hold public hearings when authorized by the Board of Supervisors.

**Section 2:** Notice of the time and place of such hearing shall be provided pursuant to applicable law.

**Section 3:** The matter before the Commission shall be presented in summary by a member of the Commission designated by the Chairman and parties in interest shall have the privilege of the floor.

**Section 4:** A record shall be kept of those speaking before the Commission at such hearing in accordance with applicable law.

**Article IX: Amendments**

These bylaws may be amended by a majority of the entire membership of the Commission.

By their signatures hereto affixed, the members of the Parks and Recreation Commission agree to each and every provision of these bylaws.

Adopted by the Coolbaugh Township Parks and Recreation Commission this 22nd day of January, 2019.

  
Chairman

  
Vice-Chairman

  
Secretary

  
Member

  
Member

Attest:

  
Erin Masker, Township Secretary