

Groton Parks and Recreation
Boating Advisory Board Bylaws

Name of Board

The Board shall be called the Town of Groton Boating Advisory Board, hereafter to be referred to as “Board”.

Mission Statement

It is the purpose of the Board to provide input from residents who have boating experience in order to enhance boating activities and facilities provided by Groton Parks and Recreation.

Membership

- The Board Membership shall consist of a minimum of nine (9) Members.
 - A member of the Parks and Recreation Commission (hereafter the “Commission”) shall be a non-voting Member.
 - The Manager of Recreation Services (hereafter the “Manager”) or his/her designee shall be a non-voting Member.
 - A minimum of seven (7) members from the community at-large, and who have experience and knowledge in boating, shall be voting Members.
 - Pursuant to 8.1.1 of the Charter, members of this advisory board need not be resident electors of the Town.
 - The Board may invite others to attend Meetings as non-voting liaisons, for example, inviting a Town Councilor to attend.
- It is desirable that the Members represent diverse segments of the boating community such as rowing (scull and sweep), canoeing, kayaking, and sailing.
- The Commission shall appoint Members, other than the Manager or his/her designee, from a list of candidates provided by the Board.
- Members serve at the pleasure of the Commission.
- Members shall serve a three-year term. Initially, a system will be devised so all members will not begin their terms on the same date.
- Terms shall begin at the September Meeting.
- Inactive Members may be referred to the Commission for possible replacement.

Officers

- The Officers of the Board are the Chairperson, Vice-Chairperson and Secretary who are elected by the Board from among its voting Members.
- The Chairperson shall:
 - Prepare agendas for all meetings with input from Manager or his/her designee.
 - Preside over all meetings.
 - Act as spokesperson for Board.
 - Establish special committees or task forces for special purposes.
 - In conjunction with Manager or designee shall prepare agendas for all meetings.
- The Vice-chairperson shall perform the duties of the Chairperson in his/her absence.
- The Secretary or designee shall record minutes for all meetings.

- In the event of a vacancy of one of the Officers, the Members shall elect a voting Member to fill the vacancy in a timely manner until the Annual Meeting is held.

Meetings

- The Annual Meeting of the Board shall be the January meeting or the first meeting of the year where a quorum is present.
- At the Annual Meeting, the Membership shall elect a Chairperson, Vice-chairperson and Secretary who shall serve one-year terms.
- The Board shall meet monthly on a day, time and in a public meeting place designated by the Board.
- The Manager or his/her designee shall attend all Board meetings.
- The Parks and Recreation Department shall provide a meeting place and distribute necessary meeting materials.
- Special Meetings may be called by the Chairperson, Manager or Chairperson of the Commission.
- A quorum of 4 voting Members is required for any Meeting.
- Unless otherwise noted in this document, Meetings shall be conducted by using Robert's Rules of Order with the order of business at regular Meetings shall be as follows:
 - Call to Order
 - Roll Call
 - Approval of Minutes
 - Correspondence/Communications
 - Reports
 - Old Business
 - New Business
 - Next Meeting Date
 - Adjournment

Responsibilities of Board Members

- Attend Board Meetings on regular basis.
- Vote on issues and recommendations brought before the Board.
 - A majority vote of the voting Members present at a Meeting is required to approve any Board action.
- Help define the mission of the boating activities and facilities provided by Groton Parks and Recreation.
- Provide advice to the Commission and Staff.
- Share boating knowledge and experience to enhance boating activities and facilities.
- Advocate for Board-endorsed items and issues related to boating activities and facilities.
- Assist with seeking financial and volunteer resources to enhance the boating activities and facilities.
- Assist in writing grants and conducting fund raising activities.
- Advise the Commission and staff on boating policies, regulations and fees.
- Assist in promoting and marketing boating activities and facilities in order to increase participation.
- Participate on special committees or task forces if so designated by the Chairperson.
- Communicate Board-related information only through organizational structure of the Board.

- All proposals, ideas and recommendations shall receive formal support from the Board before being shared with those outside the Board.

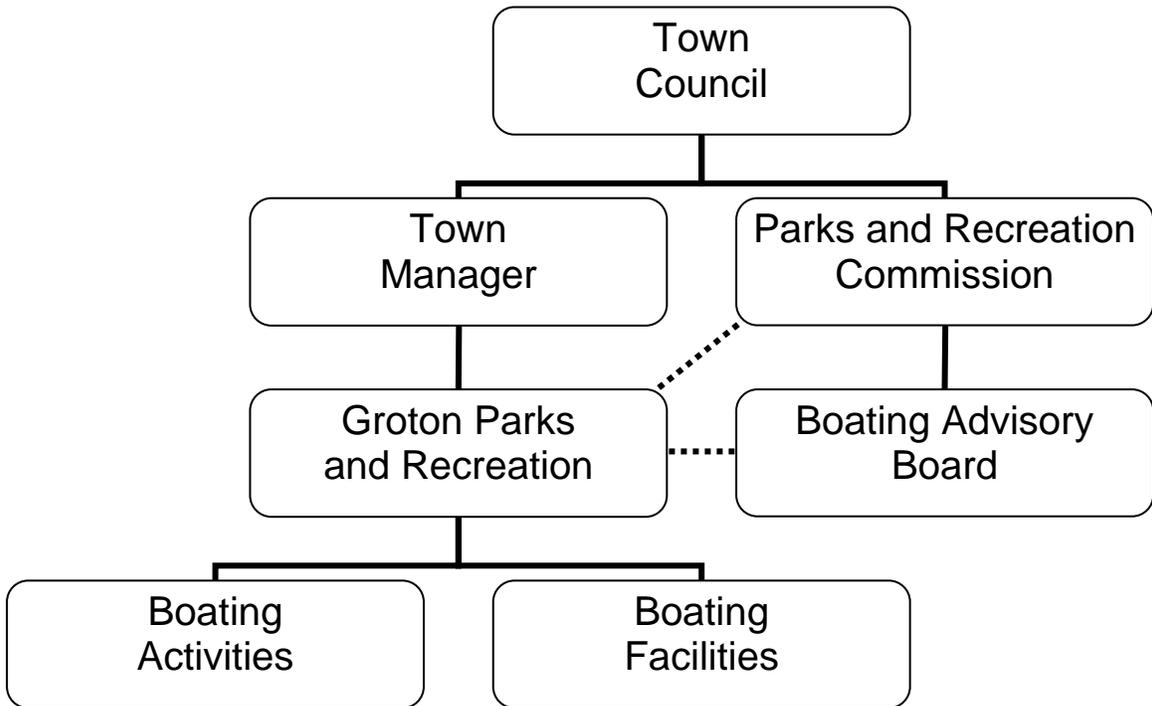
Responsibilities of Groton Parks and Recreation

- Provide the best possible boating programs and facilities possible using the information and resources provided by the Board.
- Distribute Update the Commission on Board progress.
- Promote and market all boating activities and facilities.
- Implement all boating policies, regulations and fees.
- Attend all Board Meetings.
- Provide administrative support.
- Provide timely updates on program participation and financial status.
- Prepare the boating program budget for the department.
- Provide evidence of protection from legal liability to Board Members for their participation in Board-related activities.

Communications

- The Chairperson shall be the Spokesperson for the Board.
- The Chairperson or his/her designee shall update the Commission on a monthly basis.
- Board Members shall communicate on ongoing basis with the Manager or his/her designee.
- All communications follow the organization chart.

Organizational Chart



Conflict Resolution

If a conflict arises between the Board and any of its Members, the Chairperson shall meet with the Chairperson of the Commission and Parks and Recreation Director as the Conflict Resolution Board to resolve it. If the question of conflict involves the Chairperson of the Boating Advisory Board, the meeting will take place with the Chairperson of the Commission, the Parks and Recreation Director and the Commission Member who serves on the Board. The decision of the Conflict Resolution Board shall be adhered to by Board Members.

Conflict of Interest

The purpose of The Boating Advisory Board's Conflict of Interest policy is to prevent the financial or personal interests of Members from interfering with the performance of their duties to the Board, and to ensure that there is no personal, professional or political gain at the expense of the Town of Groton or its boating programs or facilities. This policy is intended not to eliminate activities that create a conflict, but rather to require the disclosure of actual or potential conflicts of interest and the removal of any conflicted party in any formal actions including motions, discussion and voting relating thereto. These steps will promote both the reality and the perception of integrity in the Board by preventing conflicts of interest before they occur.

- Financial and personal interests may include, among other things, an ownership, investment or compensation interest in any entity with which the Board and Groton Parks and Recreation has a transaction or contractual arrangement related to the issue being considered.
- In connection with any actual or possible conflict of interest, an interested Board Member must disclose the existence of the financial or personal interest and be given the opportunity to disclose all facts.
- After disclosure of the interest and all facts, and after any discussion with the interested person, the Board will decide whether a conflict exists.
- If a conflict of interest has been determined to exist, the Member must excuse himself/herself from discussions and voting after formal motions have been made.
- All Board decisions about conflicts of interest are subject to review by the Chairperson of the Commission and the Parks and Recreation Director.