

HEIDELBERG TOWNSHIP

PARK AND RECREATION BOARD BYLAWS

Board Procedures and Member Guide

Article I. NAME

Section 1.01 This Board is known as the Heidelberg Township Parks and Recreation Board (referred to as “Board”). The Board was organized by the Heidelberg Township Board of Supervisors (referred to as “Supervisors”) and exists as a parks and recreation board pursuant to Section 2204 of the Second Class Township Code.

Article II. PURPOSE

Section 2.01 Advise the Board of Supervisors on all matters pertaining to parks, open space, and recreation lands and programs and the operation and maintenance of such lands in Heidelberg Township (collectively, the “Park”), and

Section 2.02 Advise the Board of Supervisors in order to foster a meaningful and satisfying program of leisure and recreational activities and events for the residents of Heidelberg Township in a manner that will preserve the Township’s natural and historic resources for the enjoyment of future generations.

Article III. MEMBERSHIP

Section 3.01 The Board shall have five voting members, appointed by the Supervisors, who shall be residents of Heidelberg Township. Each member shall have one vote.

Section 3.02 The Board may also have one alternate member, appointed by the Supervisors, who shall be a resident of Heidelberg Township. Such alternate member shall have the right to participate in all meetings of the Board, but may not vote unless, by reason of absence or disqualification of any other member, a quorum is not reached, and the alternate member is designated as voting alternate member by the chairperson.

Section 3.03 The Board may recommend individuals for appointments. The Board Secretary shall submit appointment recommendations to the appointing authority after the Board has approved them at a meeting. Normally it is good practice to make several recommendations for any opening. Member appointments are the sole prerogative of the appointing authority and individuals may be selected for appointment from the Board’s recommendations or other sources.

Section 3.04 Members serve five (5) year terms, which shall conclude on December 31 of their fifth year. Terms of office shall be staggered in such a manner that at least one but no more than two expire annually.

Section 3.05 All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Supervisors.

Section 3.06 Vacancies shall be filled in the same manner as original appointments except the term of membership is restricted to the unexpired term of the member being replaced.

Section 3.07 Board members are volunteers who serve without monetary compensation. Members may be reimbursed for expenses incurred because of participation in conferences and workshops as approved by the Township Manager (“Manager”) in accordance with current Township policies.

Article IV. OFFICERS

Section 4.01 The officers of this Board shall be Chairman, Vice Chairman and Secretary. The Officers shall be elected at the organization meeting in January to serve for one year or until a successor shall be elected. Vacancies in office shall be filled at the next meeting by special election.

- (a) Chairman. The Chairman shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, represent the Board at public affairs, and perform all such duties as usually handled by a Chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.
- (b) Vice Chairman. The Vice-Chairman of the Board performs all duties of the chairman in their absence. The Vice-Chairman is responsible to see that all committees function as directed by the Board Chairman.
- (c) Secretary. The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Board at both regular and special meetings. The Secretary shall also attend to all correspondence as may be required by the Board.

Section 5.01 Regular meetings are held the third Tuesday of each month, unless otherwise agreed upon by the Board.

Section 5.02 Special meetings may be called by the Board Chairman or on the written request of at least two (2) Board members. The Manager will provide a minimum of five (5) days' notice to members.

Section 5.03 All regular meetings are held at the Heidelberg Township Municipal Office, 6424 York Road, Spring Grove, PA 17362.

Section 5.04 Meetings will convene at 6:00 p.m. unless otherwise agreed by the Board.

Section 5.05 The first regular meeting in January of each year is the organizational meeting. The purpose of this meeting is to elect officers, review the annual report and all other business.

Section 5.06 Three (3) voting members constitute a quorum at any regular or special meeting.

Section 5.07 Board action requires the concurrence of a majority of voting members present at a properly convened meeting with a quorum in attendance.

Section 5.08 All meetings are open to the public and shall be held and conducted in accordance with provisions of the Pennsylvania Sunshine Act. The schedule of the Board's regular monthly meetings shall be advertised one time each year in the Evening Sun or other such public notice advertisement. Notice for all special meetings shall be published once as required by the Sunshine Act.

Section 5.09 The following shall be the order of business of the Board. These rules of order may be suspended, and any matters considered or postponed by Board action.

- (a) Call to Order
- (b) Public Portion
- (c) Prior Meeting Minutes
- (d) Committee Reports
- (e) Old Business
- (f) New Business
- (g) Board Member Comments
- (h) Adjournment

Section 5.10 The Manager shall prepare and distribute an agenda for all meetings. Any member or other person may request that the Manager include an item on the agenda. Requests shall be submitted to the Manager at least five (5) calendar days prior to the meeting date.

Article VI.

DUTIES AND RESPONSIBILITIES OF THE BOARD & MEMBERS

Section 6.01 Power and Duties: Members should refer to Section 4 of the Ordinance creating the Board for the list of Powers and Duties. (Ordinance 2023-03 as amended)

Section 6.02 Conduct Activities: Members may assist volunteers to conduct activities. This may involve a range of responsibilities from running an entire program to helping volunteers where assigned. Members are encouraged to be involved in as many programs as possible especially special events. Help with major fundraising events is expected.

Section 6.03 Meeting Attendance: Members are expected to attend and take an active role in all meetings.

Article VII.

COMMUNICATION GUIDELINES

Section 7.01 Listed below are guidelines to help Board members interact with each other and with Township staff. These guidelines are important to make the most out of the Board-Staff relationship. The guidelines are intended to create a professional atmosphere of mutual respect and cooperation.

Section 7.02 Share information openly and without judgement. When seeking expert advice and/or opinions, include all members. Remember that every member of the Board brings their own perspective, approach, and valuable input. All decisions are made by majority vote, and no individual member(s) has the right to make decisions for the group.

Section 7.03 Be open and honest while always remembering to respect other member, volunteer, community, and staff points of view even though it may be different than your own.

Section 7.04 Actively support Township programs and initiatives whenever possible.

Section 7.05 Board members are volunteers who accepted an appointment to assist the Township. This assistance is provided by the Board at its meetings, through Board committees or by individual members helping staff with defined tasks. Members are not authorized to issue orders or instructions to staff. The Manager is responsible for directing Township operations and staff.

Section 7.06 All Board or member contact with the staff should take place either at meetings or with knowledge and approval of the Manager. Following this channel of communication is very important because of the Manager's need to coordinate a large volume of work in the Township that originates from many sources in addition to the Board.

Section 7.07 No one should ever knowingly embarrass any volunteer, staff or board member nor put them “on the spot.” The Board should be protective of the Township, while remembering that they have an obligation to serve the public.

Section 7.08 Members must act in an ethical manner in their dealings with each other and staff. Please avoid gossiping, asking for special favors or consideration, etc.

Section 7.09 Members should always contact the Manager if they will not be able to attend a meeting or other event if they are expected. This notification is a courtesy both for staff and other Board members.

Article VIII. CONFORMANCE WITH LAWS, ORDINANCES,
RULES, AND REGULATIONS

Section 8.01 The Board shall at all times comply with all laws, ordinances, rules, policies and regulations as may be adopted from time to time governing the Township.

Article IX. NON-DISCRIMINATION

Section 9.01 The Board shall not discriminate in any manner against any person by reason of race, color, national origin, religious creed, ancestry, age, sex, handicap, or political affiliation.

Article X. AMENDMENTS

Section 10.01 The Board may amend, revise or replace these Bylaws at any time as deemed advisable, with the approval of the Supervisors.

Article XI. EFFECTIVE DATE

This policy was last reviewed and approved by the Board of Supervisors on the _____ day of _____, _____.

Chairman
Heidelberg Township Board of Supervisors