

**TOWN OF MEXICO, MAINE
CONSTITUTION AND BY-LAWS
OF THE
MEXICO PARKS AND RECREATION DEPARTMENT**

**ADOPTED BY THE BOARD OF SELECTMEN
MARCH 21, 1994**

ARTICLE (I) ESTABLISHMENT

Pursuant to 30 M.R.S.A. Section 3552, the Town of Mexico hereby establishes the Mexico Parks and Recreation Department. This document provides for an updated structure for the Department as authorized at the Annual Town Meeting of Mexico, Maine in 1973.

ARTICLE (II) PURPOSE

The object of this Department is (1) to plan a year-round recreation program for citizens of all ages; (2) to correlate and assist the recreational activities provided by other local civic organizations into a unified recreation program; (3) to assume the responsibility of the functioning of a balanced recreation program; (4) the development, operation and maintenance of present and future buildings, parks, playgrounds and areas; (5) to develop resources to provide and encourage recreation activities within the Town of Mexico; and (6) to promote and provide opportunities for recreation and leisure services to the community.

ARTICLE (III) APPOINTMENT

A. DEPARTMENT COMPOSITION

Appointments to the Parks and Recreation Department shall be made by the Board of Selectmen.

B. DEPARTMENT SIZE

~~The membership of the Department shall be five (5) members plus (*) one (1) alternate. These members shall be residents of the Town of Mexico.~~

The membership of the department shall be seven voting members from the Town of Mexico. There will be up to two alternate members which will be able to vote in the absence of a regular voting member.

C. TERM LENGTH

The term of each member shall be ~~one (1) year~~ three (3) years. Members shall be eligible for reappointment at the discretion of the Board of Selectmen.

D. TIME OF APPOINTMENT

Prior to July 1, 2012, the Board of Selectmen shall appoint 3 members to serve 3 year terms, 2 members to serve 2 year terms and 2 members to serve 1 year terms. After the initial term is completed, the term of each member shall be three (3) years.

E. DIRECTOR OF PARKS AND RECREATION

The Director of Parks and Recreation shall be an ex-officio member. The Director shall be appointed by the Department and Town Manager, subject to the confirmation by the Board of Selectmen, and shall report to the Department and Town Manager.

F. TOWN MANAGER

The Town Manager shall be an ex-officio member.

G. ELECTED OFFICERS

One elected municipal officer may serve as a member with a voting alternate.

H. VACANCIES

In the event of the resignation of any member by death, inability to serve, or absence without acceptable reasons from three regular consecutive meetings, the Board of Selectmen shall, within sixty (60) days of the permanent vacancy, appoint a person to fill the vacancy until the following annual appointment, to finish any un-expired term that might remain.

ARTICLE (IV) MEETINGS

A. SCHEDULE

Regular meetings shall be called monthly by the Chairperson and published, on the third Monday of each month during the year, unless otherwise ordered by the Department.

B. AUTHORIZATION

Special meetings shall be called by the Chairperson, or upon the written request of at least two members.

C. LOCATION

All regular meetings are to be held at the Mexico Recreation Center or Park

D. TIME

Meetings shall convene at 7:00 p.m. unless otherwise authorized by the Board of Selectmen

E. ORGANIZATIONAL MEETING

The regular meeting held in July of each year shall be known as the "organizational meeting." The purpose of this meeting shall be the election of officers, namely the Chairperson, Vice-Chairperson and Secretary; the presentation of the annual report by the Director of Parks and Recreation; the presentation of the inventory report by the Director of Parks and Recreation; and such other business that may need to come before such meeting. The term of all officers shall be one year with eligibility for re-election, or until a successor shall be elected and qualified.

F. BUDGET MEETING

The meeting held in February of each year shall be for the submission of the budget for the coming fiscal year as presented by the Director of Parks and Recreation and for other business that may need to come before such a meeting. The final budget shall be approved and submitted to, and at a time determined by, the Town Manager, as part of the Town-wide budget preparations.

G. QUORUM REQUIREMENTS

Four members constitute a quorum at any regular or special meeting. No meeting of the Department shall be held without a quorum present.

H. PUBLIC INVITED

All meetings are open to the public.

ARTICLE (V) ORGANIZATION AND RULES

A. Conflict of Interest

Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members, except the member who is being challenged.

B. RULES OF PROCEDURE

The Department shall adopt rules for transaction of business and the Secretary shall keep a record of its regulations, transactions, correspondence, findings and

determinations. All records shall be deemed public and may be open for inspection at reasonable time.

ARTICLE (VI) DUTIES AND POWERS OF DEPARTMENT

A. POLICY DETERMINATION

The Department shall submit recommendations for policy determination and the administration of recreation within the Town of Mexico to the Board of Selectmen for approval.

B. FINANACES

The department shall submit function financially through Town appropriation and fund-raising campaigns. All funds will be expended in the same manner as other municipal departments.

C. PROGRAM RECOMMENDATIONS

The department shall investigate the need and feasibility of existing and proposed recreation activities, programs and buildings and shall submit its findings to the Board of Selectmen for approval.

D. DEPARTMENT MEMEBERS

Section 1. Members shall, as an ongoing process, develop, maintain and upgrade the goals and objectives of the Department.

Section 2. Members shall, so far as possible, be dynamic and progressive in strategic planning for the Department within the constraints of available resources.

Section 3. Members shall work with the professional staff as partners, enabling the Director to recommend plans of operation, financing, supervision and control, and making determinations on these proposals.

Section 4. All members shall be active participants in the meetings of the Department.

Section 5. All members shall promote the ideals and work of the Department with the public, and shall solicit suggestions, cooperation and reactions from both citizens and community groups.

Section 6. Members shall have a working knowledge of the tax resources and budget process of the community.

Section 7. Members shall become acquainted with the social resources in the community.

Section 8. Members shall set aside time to visit, with the Director or other members of the Department, and observe some of the activities conducted by the Department.

Section 9. Members shall work with the Director in the preparation of the Department budget.

Section 10. Members shall be familiar with the recommended standards for a public recreation program, leadership and facilities management.

Section 11. Members shall determine the operating procedures of the Department subject to approval by the Board of Selectmen.

Section 12. It shall be the duty of each member of the Department to take an active part in the direction of the Department's programs and to act in whatever related capacity to which he or she may be called.

Section 13. The Chairperson or Vice-Chairperson shall preside at all meetings of the Department; appoint all committees; and represent the Department at public affairs.

Section 14. The Department, Board of Selectmen, or their designee, shall have the authority to conduct an inspection of recreation equipment, activities or functions at any time and to make a report to the Department, or directly to the Director of Parks and Recreation, to get action on any areas in need of attention.

Section 15. The Secretary shall keep a record of all proceedings of the Department in a book provided by the Department and as provided in Article V. Paragraph B above. All records shall be deemed public and may be opened for inspection according to law.

ARTICLE (VII) FINANCIAL OPERATIONS

A. GIFTS AND DONATIONS

The Department, with the approval of the Board of Selectmen, shall have the authority to accept gifts and donations on behalf of the Town of Mexico. All monies so donated shall be entrusted to the Parks and Recreation Department to be placed in the recreation funds of the Town budget, except as otherwise provided in the gift.

B. FISCAL YEAR

The fiscal year of the Department shall extend from July 1 to June 30, so as to be kept in relation to the overall Town budget process.

C. EXPENDITURES

Section 1. The director of Parks and Recreation shall have the authority to contract for unbudgeted supplies, equipment and the like up to One Hundred Dollars (\$100.00) per month without the approval of the Department. However, s/he shall be held accountable to the Department for such actions and purchases.

Section 2. All expenditures shall be made through the use of purchase orders.

Section 3. The Parks and Recreation funds can only be expended for lawful purposes.

ARTICLE (VIII) DUTIES AND RESPONSIBILITIES - DIRECTOR OF PARKS AND RECREATION

A. STAFF APPOINTMENTS

It shall be the duty of the Director of Parks and Recreation to make recommendations to the Department and Board of Selectmen for the position of full-time assistance or assistant.

B. BUDGET ADMINISTRATION

The Director shall prepare a tentative budget for each fiscal year to be presented to the Department. S/He shall periodically account for expenditures to the Department.

C. TEMPORARY HELP

The Director shall arrange temporary help as approved program requires. The Director shall recruit, supervise, train, motivate and evaluate all volunteer and paid personnel.

D. PURCHASING

The Director shall make recommendations regarding the purchase or construction of new or additional recreation equipment and facilities.

E. PROGRAMS

The Director shall recommend new activities that should be sponsored.

F. IMPROVEMENTS

The Director shall recommend and to strive always to improve the recreation program.

G. ANNUAL REPORT

The Director shall present a written annual report

H. INVENTORY

The Directory shall present an annual inventory and condition assessment of equipment and facilities.

I. ATTENDANCE

The Director shall attend all meetings of the Department as an ex-officio member and be prepared to give a verbal or written report on activities of the Parks and Recreation Department.

J. PROGRAM AUDIT

The Director shall conduct a program audit either upon the seasonal completion of a program, or periodically throughout a program, to determine actual costs versus revenues, participation activity levels, assessment of effectiveness of the program, and recommendations for either the continuance, discontinuance or modification of the program in the future.

K. SELF-SUPPORTING PROGRAMS

The Director shall, whenever possible, charge participation fees in such amounts as to enable all programs to be self-funded. Exceptions would be permitted when such costs would make the program unavailable to its target group and/or if determined to be in the best interest of the community by the Board of Selectmen and Department that it be funded in some other manner.

L. ACCOUNTS PAYABLE

The Director shall affix his/her signature on all bills prior to presenting them to the Department for approval of payment.

M. PROMOTION

The Director shall conduct himself/herself at all times in a manner befitting the position of the Director of Parks and Recreation. The Director shall ensure that the

citizens of the Town of Mexico are aware of available programs and activities through promotional activities and through the media.

N. FACILITIES AND EQUIPMENT MAINTENANCE

The Director shall schedule and ensure periodic maintenance of Department facilities and equipment.

O. OTHER

The Director shall perform all other such duties as shall be required by the Department, Board of Selectmen or Town Manager for the successful operations of the Parks and Recreation Department.

P. GRANT ADMINISTRATION

The Director shall seek out, prepare applications under the director of the Department and Board of Selectmen, and administer any successful grant projects.

ARTICLE (IX) AD HOC COMMITTEES

A. AUTHORIZED

Special ad hoc committees shall be appointed by order of the Department as needs may arise. Such committees shall not be restricted to members of the Department. The Chairperson of any such committee shall be a member of the Department.

B. DIRECTOR OF PARKS AND RECREATION

The Director of Parks and Recreation shall be an active of ex officio member of all committees.

ARTICLE (X) AMENDMENTS

A. AUTHORIZED

This Constitution and By-laws may be amended at any regular or special meeting by a majority vote of those present and voting, provided notice of the proposed amendment has been given in writing to all Department members an Board of Selectmen at least seven (7) days prior to said meeting.

Final approval for any proposed changes or amendment rests with the Board of Selectmen.

APPROVED THIS 28TH DAY OF MARCH, 1994 BY THE MEXICO BOARD OF SELECTMEN.

****9/27/06 - Selectmen voted to change the wording in Article III, Section B, to include one alternate. ATTEST: Penny S. Duguay, Town Clerk**

- **5/22/12 - Selectmen voted to amend Article III, Section B.**
- **5/22/12 - Selectmen voted to amend Article III, Section C.**
- **5/22/12 - Selectmen voted to amend Article III, Section D.**
- **5/22/12 - Selectmen voted to amend Article IV, Section F.**
- **5/22/12 - Selectmen voted to amend Article IV, Section G.**

ATTEST: Penny S. Duguay, Town Clerk

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