



**BYLAWS  
CECIL COUNTY DEPARTMENT  
OF PARKS AND RECREATION**

**ARTICLE I  
INTRODUCTION**

**Mission Statement:** We believe that recreation has a place of importance in a wholesome life and is significant in broadening the quality of life.

With this in mind, the purpose of the Cecil County Department of Recreation is to establish, improve, develop, administer, operate and maintain a County Public Parks and Recreation system which provide participation opportunities for all Cecil County citizens.

It is the Purpose of this Board to:

- 1) Plan for the present & future recreation needs for Cecil County citizens.
- 2) Cooperate & coordinate with other county groups & businesses to provide for recreational needs in programming facility use.
- 3) Promote a wide range of programs that will contribute to the meaningful use of leisure time.
- 4) Develop and seek funding for indoor & outdoor recreation facilities on the community, countywide, and regional levels.
- 5) Provide leadership & administer to the special developmental needs of the children through summer playground programs, sport leagues, and instructional programs.
- 6) Seek funding for acquisition and development of county park land.

**ARTICLE II  
MEMBERSHIP AND OFFICERS**

- A. The Cecil County Department of Parks and Recreation shall be composed of members appointed by the Cecil County Commissioners in accordance with General Code; "Chapter 57: Parks and Recreation, Board of "
- B. The Board shall annually select a chairperson and a vice chairperson from its membership, and it shall also select a secretary and a treasurer, who may not be a member thereof.
  - 1) The chairperson shall preside at all regular and special meetings of the Board and shall decide all points of procedure.
  - 2) The vice chairperson shall assume the Duties and Responsibilities of the chairperson in the chairperson's absence.

- 3) The secretary shall keep, or cause to be kept, all records of the Board, and shall transmit all appropriate records to the Department of Parks and Recreation to become available for public review.
- C. The Board of Parks and Recreation shall consist of eight (8) members and serve three (3) year staggered terms as outlined in General Code-57-2.

### **ARTICLE III MEETINGS**

- A. Regular Meetings: Regular meetings shall be held monthly on a day, time, and place to be determined by the Board, except that during the months of August and December, no regular meetings shall be held.
- B. Meeting Attendance: Absences from three (3) consecutive regular meetings of the Board, unless excused by vote of the Board shall automatically drop the member and another shall be appointed to fill the unexpired term.
- C. The chairperson shall prepare, or cause to be prepared, an agenda for every regular or special meeting of the Board.
- D. Special meetings may be called by the chairperson at the request of two (2) members, provided that notice of same, including a listing of all items to be considered (agenda), is delivered to each member of the Board or to his or her residence at least forty-eight (48) hours prior to the time set for such meeting, and further provided that announcement of a special meeting, or any other meeting at which all members of the Board are present, shall be sufficient notice of such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.
- E. All meetings of the Board shall be open to the public.
- F. Before official and formal action can be taken on any matter at any meeting of the Board, a quorum shall be present and in session. A *quorum* is defined for purposes of these Bylaws as any four (4) members. The vice chairman shall preside in the absence of the chairman. Where both the chairman and vice chairman are absent, members present shall by majority vote select a member to preside over the meeting. The board will, if needed, make use of electronic mail in order to communicate information quickly and if necessary for getting a consensus or a vote on items that can not wait until the next scheduled board meeting. Voting by e-mail will follow the same policies as if were voting in person at a board meeting with the minimum amount of board members participating. At the next scheduled meeting those actions must be recorded in the meeting minutes.
- G. The order of business for all meetings shall be the order as it appears on the agenda except that the chairman may, under special circumstance, rearrange the order of business unless otherwise directed by a majority of the members there present and in session.
- H. The secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all important facts pertaining to each meeting and hearing, the vote of each regular member upon each matter, or those absent or failing to vote, and such other details as the Board or its chairman shall direct. The minutes of each meeting shall be approved by the Board at its next meeting.

**ARTICLE IV  
COMMITTEES**

- A. There shall be no standing committees of the Board.
- B. With the consent of the Board, the chairperson may appoint committees of the Board for study or review.

**ARTICLE V  
AMENDMENTS**

These bylaws may be amended by majority vote of a quorum of members present and in session at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read at the last regular meeting of the Board.

The within Bylaws were appropriately adopted by the Cecil County Department of Parks and Recreation by majority vote on the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
**Chairperson**

Attest:

\_\_\_\_\_  
**Secretary**