

# LAKWOOD COMMUNITY RECREATION AND EDUCATION COMMISSION BY-LAWS AND PROCEDURES

## **Mission Statement for All Commissions**

*As volunteer citizen commissions, we provide direction and innovative ideas to the Community Recreation and Education Department that will meet the needs of the youth and adult community and insure growth, access, continuous learning opportunities and safe enjoyment of the community recreation and education resources.*

## **Vision Statement for Recreation Department**

*To create an environment which will provide a well-rounded, positive experience for our youth and adult participants through education and recreation opportunities that will enhance the community at large.*

## **I. ORGANIZATION**

### **A. Membership**

The Lakewood Community Recreation and Education Commission shall consist of seven (7) Lakewood Resident members.

B.P. 9601

### **B. Terms of Office**

Members of the Lakewood Community Recreation and Education Commission are appointed by the Board of Education for three-year terms.

B.P. 9601

“The Lakewood Community Recreation and Education Commission shall consist of seven (7) Lakewood resident members to be appointed by the Board for terms of three years each.”

### **C. Election of Officers**

The Lakewood Community Recreation and Education Commission shall elect one (1) of its member’s president and another vice-president. They shall also appoint a recording secretary who will serve continuously until otherwise directed by the Commission. The recording secretary shall normally be the Director of the Lakewood Community Recreation and Education Department. The president and vice-president shall serve for one (1) year and until their successors are elected and qualified. Election of officers shall take place no later than the regular December meeting of the Lakewood Community Recreation and Education Commission each year.

### **D. Filling Vacancies**

The Board of Education shall appoint a member to fill any vacancy caused by death, non-residency, resignation, failure to meet attendance requirements, or otherwise.

B.P. 9601 “If any place on the Lakewood Community Recreation and Education Commission becomes vacant by reason of death, non-residency, resignation, or otherwise, it shall be filled by the Board of Education by appointment for the un-expired term.

E. Appointment of Commission

The Lakewood Community Recreation and Education Commission shall, by majority vote of those members present and voting, nominate a candidate for membership to the Lakewood Community Recreation and Education Commission. Said nomination shall be endorsed and forwarded by the Director of Recreation to the Superintendent of Schools for consideration by the Board of Education.

B.P. 9601 “All appointments shall be made by the Lakewood Board of Education upon recommendation by Lakewood Community Recreation and Education Commission and the Director of Lakewood Community Recreation and Education Department.”

F. Commission Committees

The Lakewood Community Recreation and Education Commission shall appoint all committees of the Lakewood Community Recreation and Education Commission as from time to time may be deemed necessary. The committees may include members of the Recreation Department administration as well as citizens of Lakewood. Each committee shall be chaired by a CREC member.

G. Sub-Commission Representatives

The Lakewood Community Recreation and Education Commission shall appoint representatives to the sub-commissions as may be deemed necessary. All Sub-Commission Members are responsible and must follow these By-laws of the Lakewood Community Recreation and Education Commission.

\*Sub-Commissions are as follows: Adult Athletic Commission – seven (7) members  
Youth Athletic Commission – seven (7) members

*\*During the implementation of the revised by-laws, sub-commission may have more members than as specified above. The sub-commissions will be permitted to have more members than listed above until which time they reach the desired number resulting by reason of death, resignation, non-residency, or otherwise.*

H. Attendance Requirements

Members of the Lakewood Community Recreation and Education Commission are expected to attend all meetings. Absences in excess of three (3) meetings in one calendar year, or three (3) unexcused absences in one calendar year, shall be deemed sufficient to terminate membership on the Lakewood Community Recreation and Education Commission. A Commissioner may, for good and just reason, request, in writing, a leave of absence not to exceed six months in duration during which time he or she shall have no vote. Said leave may be granted upon majority vote of the members present and voting. Should a Lakewood Community Recreation and Education Commission member fail to meet the attendance

requirements, a majority vote of the Lakewood Community Recreation and Education Commission members present and voting shall be sufficient to forward to the Board of Education notification that said member has been removed from the Commission due to failure to meet attendance requirements. This action shall take place only after proper notification is given to the affected member(s) in advance of said meeting. The Lakewood Community Recreation and Education Commission shall, at such time as may be deemed appropriate, nominate and recommend to the Board of Education a candidate to fill the unexpired term.

## II. SCOPE OF AUTHORITY

The Lakewood Community Recreation and Education Commission shall be the governing body of all athletic and education programs sponsored by the Community Recreation and Education Department of the Board of Education. The Lakewood Community Recreation and Education Commission shall work with the Director or designee of the Lakewood Community Recreation and Education Department in the formulation of rules, regulations, schedules, and such other matters as may be necessary to program operation.

The Lakewood Community Recreation and Education Commission shall act in a judicial manner regarding disputes, protests, and other matters, which may be brought to its attention and may appoint sub-commissions to assist in the operation of the various athletic and education programs. Any appeal lodged regarding a decision of a sub-commission will be heard and decided upon by the Lakewood Community Recreation and Education Commission.

The Lakewood Community Recreation and Education Commission may establish and collect such reasonable entrance and participation fees as may be necessary to help offset the costs of the various programs under its jurisdiction. The Lakewood Community Recreation and Education Commission may further help offset program costs through fund raising activities, securing of sponsorships, and by any other means which may meet with the approval of the Board of Education.

Reference  
B.P. 9601

## III. DUTIES OF MEMBERS

Members of the Lakewood Community Recreation and Education Commission shall have authority only when acting as a Commission legally in session. The Lakewood Community Recreation and Education Commission shall not be bound in any way by any statements or action on the part of an individual member except when such statement or action is in pursuance of specific instruction of the Lakewood Community Recreation and Education Commission.

In the absence of the president or vice-president the Commission shall appoint one of the members, president pro tem.

It is the duty of every member to vote on an issue, but a member may abstain when he or she has a direct personal or pecuniary interest not common to other members in the outcome of the vote. This rule does not mean that a member should not vote for himself or herself for an office or other position to which members generally are eligible.

On all matters brought before the Lakewood Community Recreation and Education Commission for its decision, a majority vote of the members present and voting shall be sufficient to enact or reject

any such matter. If a majority of all members present and voting vote “aye” the president shall declare the motion carried.

No Lakewood Community Recreation and Education Commission member shall leave a meeting unless excused by the chair. Failing to obtain such consent, that member may, nevertheless, be excused by a vote of the majority of the members present and voting.

Each Lakewood Community Recreation and Education Commission member shall consider the following criteria for fulfilling their individual obligations:

1. To familiarize themselves with all appropriate policies, rules and regulations of the Lakewood Community Recreation and Education Department and the Board of Education.
2. To have a general knowledge of recreational aims and objectives of the Lakewood Community Recreation and Education Department.
3. To vote and act in the Lakewood Community Recreation and Education Commission meetings impartially for the good of the community and the participants.
4. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy.
5. To represent the Lakewood Community Recreation and Education Commission and the Lakewood Community Recreation and Education Department to the public in such a way as to promote both interest and support.
6. To refer suggestions, complaints, or criticisms from participants or citizens to the Director of the Lakewood Community Recreation and Education Department or designated representative.

A. Duties of the President

The president of the Lakewood Community Recreation and Education Commission shall preside at Lakewood Community Recreation and Education Commission meetings, shall perform all duties imposed by the by-laws and shall perform such other duties prescribed by the Lakewood Community Recreation and Education Commission

B. Duties of the Vice-President

The vice-president shall, in the absence of the president, perform all duties of the Lakewood Community Recreation and Education Commission as prescribed by the by-laws and such others duties as may be delegated functions of the president.

C. Duties of the Recording Secretary

1. The Director of the Lakewood Community Recreation and Education Department shall be designated as the recording secretary for the Lakewood Community Recreation and Education Commission. The recording secretary shall attend all meetings of the Lakewood Community Recreation and Education Commission and shall keep accurate records of the proceedings, recording the minutes in a prescribed manner. In the absence

of the recording secretary at a meeting of the Lakewood Community Recreation and Education Commission, the Lakewood Community Recreation and Education Commission shall name one of its members, or another member of the Recreation Department staff, to act as recording secretary pro tem.

2. Communications, papers, and documents relating to the business of the Lakewood Community Recreation and Education Commission or belonging to it will be kept on file in the Director's office at the Lakewood Community Recreation and Education Department.
3. Send to the members of the Lakewood Community Recreation and Education Commission notices of all regular and special meetings.
4. Act as the corresponding agent of the Lakewood Community Recreation and Education Commission, preserving copies of all correspondence.
5. Transmit copies of all votes, orders, resolutions and documents which are to be sent to members of the Lakewood Community Recreation and Education Commission, governmental agencies, and others as by custom or required by law or the by-laws.
6. At least monthly, the recording secretary shall submit to the Lakewood Community Recreation and Education Commission a financial statement covering the financial transactions of all funds.
7. Work with other members of the Recreation Department staff, as needed to prepare the Lakewood Community Recreation and Education Commission agendas.
8. Perform all other duties that by custom, by-laws, or by direction of the Lakewood Community Recreation and Education Commission usually devolve upon the recording secretary of the Lakewood Community Recreation and Education Commission.

#### IV. OPERATION

##### A. Meetings

The recording secretary shall send to all members of the Lakewood Community Recreation and Education Commission advance notices of all meetings – regular and special. The use of electronic transmissions for the purpose of providing notice of Board Meetings is permitted. Meetings of the Lakewood Community Recreation and Education Commission may be open to the public except Executive Sessions. The Lakewood Community Recreation and Education Commission reserves the right to meet in an Executive Session. The public may be invited to attend Lakewood Community Recreation and Education Commission meetings and will be given limited time to speak.

##### 1. Regular

The regular meeting of the Lakewood Community Recreation and Education Commission shall, unless otherwise ordered, be held at 6:00 PM on the last Tuesday of each month. A meeting of the Lakewood Community Recreation and Education Commission may be held by any method of communication, including electronic or telephonic communication provided that each member of the Lakewood Community Recreation and Education Commission can

hear (in the case of telephonic) or view (in the case of other electronic methods), participate and respond to every other member of the Board.

## 2. Special Meetings

The president, recording secretary, Director of the Lakewood Community Recreation and Education Department or by any three members, may call a special meeting of the Commission by serving a written, electronic mail, or verbal notice of the time and place of such meeting upon each member of the Lakewood Community Recreation and Education Commission. Such notice should be served at least twenty-four hours prior to the meeting but may, under exceptional and emergency circumstances, be called within a lesser period of time. For the purpose of this section, electronic mail service, verbal service, or service by mail, is good service.

## 3. Executive Sessions

Executive Sessions may be held at any time prior to, during, or after the regular meeting for the purpose of detailed discussion of agenda material or other Lakewood Community Recreation and Education Commission business, which may not be appropriate for discussion at a regular meeting. The Lakewood Community Recreation and Education Commission while in Executive Session shall take no action. All action shall be taken in an open meeting.

## B. Preparation for Lakewood Community Recreation and Education Commission Meetings

The agenda shall be prepared and made available to members of the Lakewood Community Recreation and Education Commission prior to each regular meeting. The minutes of the previous meeting may be included with the agenda material or may be mailed to Lakewood Community Recreation and Education Commission members in advance of the meeting. The only exception that shall be made is for special meetings, which from time to time may be called.

## C. Order of Business – Parliamentary Procedure

The president and Director of the Lakewood Community Recreation and Education Department prior to the time of the meeting may determine the order of business for each meeting.

The Lakewood Community Recreation and Education Commission recognizes its responsibility to conduct the business of the meetings in an orderly and efficient manner and will, therefore, require reasonable controls to regulate public presentations to the Lakewood Community Recreation and Education Commission. The president shall first recognize a person wishing to be heard by the Lakewood Community Recreation and Education Commission (this may be accomplished by prior arrangement with the recording secretary or with the Director of the Lakewood Community Recreation and Education Department). He/she shall then identify and proceed with their comments as briefly as the subject permits. The president is responsible for the orderly conduct of the meetings and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. The Lakewood Community Recreation and Education Commission as a whole shall have the final decision in determining the appropriateness of all such rulings.

1. Order of Business

- a. Call to order and Roll Call
- b. Approval of minutes from previous meeting
- c. Communications
- d. Report from Director or Recreation
- e. Old Business
- f. New Business
- g. Adjournment

2. Parliamentary Procedure

For the general transaction of business, the ordinary parliamentary rules shall be observed, and, in case any disputed question shall arise, Robert's Rules of Order, Revised, shall be taken as authority.

3. Quorum

At all meetings, a majority of the members of the Lakewood Community Recreation and Education Commission shall constitute a quorum for the transaction of business.

4. Minutes of the Meeting

The recording secretary shall attend all sessions of the Lakewood Community Recreation and Education Commission and keep accurate records of the proceedings. These records shall be kept at the office of the Lakewood Community Recreation and Education Commission, accessible at any time to its members for inspection.

D. Adoption of Policies

As a policy-making body, charged by the Board of Education with being the governing body of all recreational athletic and education programs, the Lakewood Community Recreation and Education Commission shall, at its discretion, adopt, revise or rescind policies as are deemed necessary and in the best interests of the program, participants, and the community.

V. NON-GENDER

The necessary grammatical changes required to make the provision hereof apply to either men or women, shall in all cases be assumed as though in each case fully expressed.

## VI. PROCEDURE TO REVISE BY-LAWS

1. Notification of proposed revisions shall be sent to all Lakewood Community Recreation and Education Commission members at least 14 days prior to the meeting at which action is to be taken on said revisions.
2. Proposed revisions shall be adopted with a majority vote of Commission Members or with a majority vote from the Lakewood Board of Education.

### RECOMMENDED CRITERIA FOR MEMBERSHIP

- Lakewood residents.
- Must be of legal voting age.
- Prior sub-commission or comparable experience.
- Demonstrates ability to attend evening and other required meetings.
- Demonstrates willingness to assist in fund raising and other Commission functions.
- An appreciation of the broad scope of recreation programs.
- Willingness to work cooperatively with the Commission, Director, Assistant Director, Recreation staff, Lakewood Board of Education, and city officials toward fulfillment of the Commission and Community Recreation and Education Department goals.

Approved 4/30/2013