

**BY-LAWS**  
**Recreation Partnership Board**

- 1  
2  
3  
4  
5 **I. Name:** The name shall be the Recreation Partnership Board.  
6
- 7 **II. Preamble:** The Recreation Partnership Board is a unique inter-municipal  
8 compact created to jointly plan, finance, provide, oversee and coordinate shared,  
9 recreational services that supplement and complement those offered by  
10 municipalities.  
11
- 12 **III. Purpose:** The Recreation Partnership Board shall have the following duties,  
13 powers, and responsibilities:  
14       - Identify a set of shared services to be provided to residents of member  
15       municipalities. Authorize additions or deletions of programs.  
16       - Select providers to implement the programs.  
17       - Approve a net operating budget that includes the costs of all services,  
18       fees, revenues, sponsorship goals, and scholarship guidelines.  
19       - Recommend a pro-rata share of municipal contributions based on a  
20       mutually agreeable cost-sharing formula.  
21       - Oversee contracted services, monitoring the quality and costs of the  
22       service providers.  
23       - Evaluate the performance of providers.  
24       - Make regular reports to participating municipalities.  
25  
26
- 27 **IV. Membership:** Each participating municipality shall have one seat on the  
28 governing board. In addition the City of Ithaca, Town of Ithaca, and Tompkins  
29 County may appoint one additional member to reflect their greater investment in  
30 the Partnership. In addition, each municipality can appoint one voting alternate  
31 per municipality. Each participating municipality will strive to fill these seats  
32 with elected officials willing and able to make policy decisions. Only if no  
33 elected official is willing to fill a seat can a municipality appoint a lay-an  
34 unelected designee.  
35 The Recreation Partnership Board may determine if it wants to create any non-  
36 voting at-large seats to add expertise or coordinating links. This may be done by  
37 a 3/4 majority vote of the members at a regular meeting of the Board. The at-  
38 large seats will be created for a two-year period of time and if the Board wants to  
39 continue the seat it will be revoted on for another two-year term.  
40
- 41 **V. Selection of Members:** Members and alternates will be appointed by resolution  
42 at the pleasure of their municipal board for a term of two years.  
43
- 44 **VI. Terms of Office:** Terms shall be for one year ~~two years~~ beginning January 1<sup>st</sup>  
45 and ending December 31<sup>st</sup> the following year. Vacancies shall be filled as soon as  
46 possible for the remainder of the unexpired term.  
47

1 **VII. Officers:** Each year the Board shall elect a Chairperson, ~~and~~ Vice Chairperson,  
 2 ~~and Treasurer from~~ among its members. The officers shall be nominated by a  
 3 nominating committee that shall be appointed in November and present their slate  
 4 of officers at the December meeting. Officers shall be elected at the January  
 5 meeting for the term of one year. New names for nomination can be put forth up  
 6 to and at the January meeting for consideration. Prior to a vote nominees must  
 7 have agreed to serve. At the request of any member the vote can be a secret ballot.

8  
 9 **VIII. Duties of Officers:**

10  
 11 **Chair:** shall develop the agenda in consultation with the Tompkins County Youth  
 12 Bureau staff and providers, chair the meetings, represent the Recreation  
 13 Partnership Board at inter-municipal or public meetings, assist as needed in  
 14 contract negotiations to implement the wishes of the Recreation Partnership  
 15 Board.

16 **Vice Chair:** shall act in the absence of the chair.

17 ~~Treasurer: will work with the provider(s) and Tompkins County Youth Bureau~~  
 18 ~~staff to develop a format for regular financial report that meet the needs of the~~  
 19 ~~Recreation Partnership Board. Review the financial reports prior to the Board~~  
 20 ~~meetings and present the report to the full Board, noting any significant changes~~  
 21 ~~in expenses or revenue. The Treasurer will also recommend to the Board a~~  
 22 ~~budget timetable and guidelines to enable providers to prepare budgets for the~~  
 23 ~~upcoming year.~~

24  
 25 **IX. Quorum:** A quorum shall consist of a simple majority of the full membership.

26  
 27 **X. Voting:** Each member is entitled to one vote at any meeting for which the  
 28 member is present. An appointed alternate is permitted to vote when replacing  
 29 their official municipal representative. Passage of a motion requires a majority  
 30 vote of those present. There shall be no proxy votes.

31  
 32 **XI. Fiscal Year:** The fiscal year shall be from January 1 to December 31.

33  
 34 **XII. Committees:** The Chairperson shall appoint all committees, subject to the  
 35 approval of the Recreation Partnership Board. All Committee terms expire at the  
 36 end of the fiscal year, but persons may be re-appointed. All members of a  
 37 committee have equal vote if present.

38  
 39 The Chairperson shall appoint any committee deemed necessary by the  
 40 Recreation Partnership Board.

41  
 42 The Nominating Committee shall be appointed in November and recommend a  
 43 slate of officers for the coming year by the following month (December).

44  
 45 ~~The Finance Committee shall be appointed in the month following the election of~~  
 46 ~~new officers. The Treasurer shall serve on the Finance Committee.~~

1  
2  
3 **XIII. Amendments:** These by-laws may be amended by a 2/3 vote of members present  
4 at any regular meeting, provided that the proposed amendment has been presented  
5 for consideration of the Board at the preceding regular meeting and the. ~~AND The~~  
6 proposed amendment must be mailed to all members at least ten days prior to all  
7 ~~members before~~ the meeting at which the proposed change is to be voted upon.

8  
9 All amendments voted on by the Recreation Partnership Board must then be  
10 ratified by 100% of governing bodies of the participating municipalities prior to  
11 the amendment being adopted.

12  
13 **XIV. Saving Clause:** In the event any part of these bylaws shall conflict with any  
14 provisions or of requirements of the State or Federal Law, or laws of any of the  
15 participating municipalities, the provisions of any State or Federal Law shall  
16 control and the other provisions of these bylaws shall not be invalidated by such  
17 conflict.

18  
19 **XV. Conflict of Interest:** Anyone employed in or contracting with a program funded  
20 by the Recreation Partnership Board is ineligible to serve as a voting member of  
21 the Recreation Partnership Board.

22  
23 If a member has a potential conflict of interest s/he must explain her or his  
24 relationship to the program before the matter is discussed or voted on. Members  
25 must abstain from discussing and/or voting on any specific actions that are, or  
26 give the appearance of, being motivated by a desire for private financial gain for  
27 themselves or others such as those with whom they have family, business, or  
28 other ties.

29  
30 **XVI. Adoption:** These Bylaws shall become effective upon adoption by a two-thirds  
31 vote of the members present of the Recreation Partnership Board and approval of  
32 all of the participating municipalities.

33  
34  
35  
36  
37 Adopted by the Recreation Partnership Board November 13, 2001 subject to ratification  
38 by all participating municipalities.  
39