

BY-LAWS
SALEM RECREATION ADVISORY COMMITTEE

Article 1. Designation of officers.

The officers of the Committee shall be a Chairman, Vice Chairman and Secretary, to be elected by majority vote at the regularly scheduled January meeting. Officers shall be appointed from the nine (9) Recreation Advisory Committee members appointed by the Board of Selectman.

Article 2. Duties of officers.

A. Chairman - The Chairman shall preside at all meetings whenever possible, shall preserve order and decorum, shall decide all disputed points (subject to appeal by members assembled in regular or special meeting), shall appoint all committees not provided for and, in general shall act as the chief executive officer of the Committee.

B. Vice Chairman - The Vice Chairman shall preside at meetings in the absence of the Chairman and shall act in all matters in his stead during such absence. He shall generally assist the Chairman and perform special duties in the interest of the Committee when so requested by the Chairman.

C. Secretary - The Secretary shall keep a true and accurate record of the proceedings of all meetings, shall keep a record of attendance at regular meetings, shall conduct all correspondence necessary in the performance of his/her duties and shall perform other duties as may be designated from time to time by the Chairman. In the absence of the Chairman and Vice Chairman, the Secretary will preside at the meeting.

Article 3. Meetings.

A. The meeting (s) shall be held once a month, the day and time to be voted on by the membership.

B. A majority of members shall be present in order to have an official meeting where business may be conducted.

C. Upon request of the Chairman or the majority of the Committee members, special meetings may be called. In the event of a special meeting, the Chairman will provide a minimum of forty-eight (48) hours' notice to all members of the Committee.

Article 4. Rules of order.

Rules of order to be used at the discretion of the chairman.

Article 5. Required attendance of members.

Absence from any more than three (3) regularly scheduled meeting in any 12 month period will result in the recommendation to the Selectman that the member be dismissed. Notification shall be made by the Chairman or the Recreation Director.

Article 6. Amendments.

Recreation Advisory Committee by laws shall be amended at a regular meeting provided a twenty (20) day notice is provided.

Approved by RAC on March 3, 2004.