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

I. **Name:** The name shall be the Recreation Partnership Board.

II. **Preamble:** The Recreation Partnership Board is a unique inter-municipal compact created to jointly plan, finance, provide, oversee and coordinate shared, recreational services that supplement and complement those offered by municipalities.

III. **Purpose:** The Recreation Partnership Board shall have the following duties, powers, and responsibilities:

- Identify a set of shared services to be provided to residents of member municipalities. Authorize additions or deletions of programs.
- Select providers to implement the programs.
- Approve a net operating budget that includes the costs of all services, fees, revenues, sponsorship goals, and scholarship guidelines.
- Recommend a pro-rata share of municipal contributions based on a mutually agreeable cost-sharing formula.
- Oversee contracted services, monitoring the quality and costs of the service providers.
- Evaluate the performance of providers.
- Make regular reports to participating municipalities.

IV. **Membership:** Each participating municipality shall have one seat on the governing board. In addition the City of Ithaca, Town of Ithaca, and Tompkins County may appoint one additional member to reflect their greater investment in the Partnership. In addition, each municipality can appoint one voting alternate per municipality. Each participating municipality will strive to fill these seats with elected officials willing and able to make policy decisions. Only if no elected official is willing to fill a seat can a municipality appoint a lay designee. The Recreation Partnership Board may determine if it wants to create any non-voting at-large seats to add expertise or coordinating links. This may be done by a 3/4 majority vote of the members at a regular meeting of the Board. The at-large seats will be created for a two-year period of time and if the Board wants to continue the seat it will be revoted on for another two-year term.

V. **Selection of Members:** Members and alternates will be appointed by resolution at the pleasure of their municipal board for a term of two years.

VI. **Terms of Office:** Terms shall be for two years beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> the following year. Vacancies shall be filled as soon as possible for the remainder of the unexpired term.

1 **VII. Officers:** Each year the Board shall elect a Chairperson, Vice Chairperson, and  
2 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.

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9 **VIII. Duties of Officers:**

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

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

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

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

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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 the entire board. There shall be no proxy votes.

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

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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. Non-board members may be invited to  
38 serve as voting members of committees.

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

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43 The Nominating Committee shall be appointed in November and recommend a  
44 slate of officers for the coming year by the following month (December).  
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1 The Finance Committee shall be appointed in the month following the election of  
2 new officers. The Treasurer shall serve on the Finance Committee.  
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- 5 **XIII. Amendments:** These by-laws may be amended by a majority vote of the entire  
6 board provided that the proposed amendment has been presented for consideration  
7 of the Board at the preceding regular meeting. In addition, the proposed  
8 amendment must be mailed at least ten days to all members before the meeting at  
9 which the proposed change is to be voted upon.

10 All amendments voted on by the Recreation Partnership Board must then be  
11 ratified by all of the governing bodies of the participating municipalities prior to  
12 the amendment being adopted.  
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15 **XIV. Saving Clause:** In the event any part of these bylaws shall conflict with any  
16 provisions of requirements of state, local, or federal Law, the provisions of any  
17 state, local or federal Law shall control and the other provisions of these bylaws  
18 shall not be invalidated by such conflict.  
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- 20 **XV. Conflict of Interest:** Anyone employed in or contracting with a program funded  
21 by the Recreation Partnership Board is ineligible to serve as a voting member of  
22 the Recreation Partnership Board.  
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24 If a member has a potential conflict of interest s/he must explain her or his  
25 relationship to the program before the matter is discussed or voted on. Members  
26 must abstain from discussing and/or voting on any specific actions that are, or  
27 give the appearance of, being motivated by a desire for private financial gain for  
28 themselves or others such as those with whom they have family, business, or  
29 other ties.  
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- 31 **XVI. Adoption:** These Bylaws shall become effective upon adoption by a majority  
32 vote of the members of the Recreation Partnership Board and approval of all of  
33 the participating municipalities.  
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38 Adopted by the Recreation Partnership Board April 23, 2002 subject to ratification by all  
39 participating municipalities.  
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