

# **JERICO UNDERHILL PARK DISTRICT**

## **MISSION STATEMENT**

The mission of the Jericho Underhill Park District is to serve its member communities by owning and operating the Mills Riverside Park for education, conservation and recreation.

## **BY - LAWS**

### **Section I. PURPOSE**

The District is created and shall exist for the purpose of establishing, owning, leasing, developing, maintaining and managing a public park facility or facilities ~~of~~ <sup>for</sup> conservation, education, and recreation to serve its member communities in accordance with the laws of the State of Vermont.

### **Section II. MEMBERSHIP**

The Board of Trustees shall consist of 7 members, 3 from Underhill and 4 from Jericho. Each trustee shall serve for a term of three years or until his or her successor is duly elected, whichever occurs later. In the event of a vacancy, the Board will recommend candidates from either community to the legislative body of the town in which the vacancy occurred. The legislative body shall make the appointment of an individual to serve the remainder of the term. Elections will be held at the time of the town elections.

### **Section III. OFFICERS**

At the first regularly scheduled meeting following the annual meeting, the Board of Trustees shall elect from among its members a chair, vice chair, secretary and treasurer, and such other officers as it deems appropriate for it to conduct its business. The same person may hold the offices of secretary and treasurer.

#### **Chair**

The chair shall preside at all meetings of the Board of Trustees and at the annual meeting of the district. The chair shall also perform all duties incident to the position and office.

#### **Vice Chair**

During the absence of or inability of the chair to perform his or her duties, the vice chair shall perform such duties.



## **Secretary**

The secretary shall have the custody of the public records of the District and shall record all votes and proceedings of the District including meetings of the District and meetings of the Board of Trustees. The secretary shall also prepare and warn all meetings of the District in accordance with Vermont law and shall cause the annual report approved by the Board of Trustees and the minutes of the meetings of the Board of Trustees to be distributed to the legislative bodies of the member municipalities. The secretary shall also perform all the duties and functions incident to the office of a secretary or clerk of a municipal corporation.

## **Treasurer**

The treasurer shall have the custody of the funds of the District and shall be the disbursing officer of the District. The treasurer is authorized by the Board of Trustees to sign, make or endorse in the name of the District all checks and orders for the payment of monies and pay out and the disburse the same. All expenditures exceeding \$200 (Two Hundred dollars), other than normal operating costs, shall require the approval of the Board of Trustees. The treasurer shall perform all of the duties and functions incident to the office of treasurer of a municipal corporation.

## **Section IV. MEETINGS**

### **Annual Meeting of the District**

The annual meeting of the District will take place on or before the last day in January, the time and place to be announced in the warning. The purpose of the meeting will be to elect trustees to fill existing vacancies, hear reports of the officers and committees and to adopt a budget.

### **Meetings of the Board of Trustees**

Meetings of the Trustees will be held at least monthly on a day and time to be set by the trustees. Meetings will be duly warned in compliance with the Vermont Open Meeting law.

Special meetings may be called for any purpose at other times.

A quorum shall be necessary for the transaction of any business and shall consist of a majority of the trustees. Action shall be by a majority of the trustees' votes cast on a question, and each trustee shall be deemed to have one vote. Unwarned business items shall require four affirmative votes for passage.



## **Annual Budget Hearing**

An annual budget hearing, duly warned 15 days in advance, shall be held before Jan. 2 at a time and place noted in the warning. The purpose of this hearing shall be to present and discuss the proposed budget.

## **Section V. COMMITTEES**

The Board shall create such standing and ad hoc committees as it deems appropriate and the Chair shall appoint such members of the Board to the committees as the Chair sees fit. *and advisory members.*

## **Section VI. AGENDA**

The agenda for regular meetings shall be set by the Chair and shall include the following:

- Concerns of the public
- Reports of officers and committees
- Review of unfinished business
- New business
- Adjournment

## **Section VII. BUDGETARY PROCEDURES**

The fiscal year of the District shall begin the first day of July and end on the last day of June of each calendar year. The fiscal year shall constitute the budget and accounting year of the District.

On or before November 15<sup>th</sup> each year, the Board of Trustees shall prepare a budget for the District of the next fiscal year. The budget shall be in such form as deemed desirable by the Board of Trustees. On or before January 2<sup>nd</sup> of each year, a hearing will be held to present the proposed budget and invite discussion thereon. The legislative body of each member municipality shall be sent a copy of the notice and a copy of the proposed budget, by certified mail, return receipt requested, at least fifteen (15) days prior to the meeting.

Approval of the District's budget shall require an affirmative vote by a majority of the registered voters of the member municipalities present and voting at an annual meeting of the District which shall be duly warned in accordance with existing law. If a proposed budget fails to get majority vote, the trustees may submit an amended budget for



approval, to be voted upon at a special meeting called for that purpose which shall be duly warned thirty (30) days in advance.

**Section VIII. RULES OF ORDER**

The Chair shall decide on all rules of order, and if there be any doubt or argument, Robert's Rules of Order shall apply.

**Section IX. AMENDMENTS**

These by laws may be altered, amended, added to or repealed at any meeting of the trustees by a vote of two-thirds majority of all trustees, present or by proxy, provided that the change is warned one meeting prior to that at which the vote is taken.

Adopted \_\_\_\_\_ Date

\_\_\_\_\_ Chair