

## 2-40 CITIZEN'S RECREATION COMMITTEE.

### 2-40.1 Committee Membership; Meetings.

- a. The committee shall consist of twelve (12) members appointed by the Mayor with the advice and consent of the Township Council.
- b. The term of each member shall be for one (1) year.
- c. Whenever a vacancy occurs on the Committee, a new member shall be appointed to fill the vacancy within sixty (60) days following the vacancy.
- d. The Director of the Department of Community Services shall assign members of the Committee to hear various recreational programs. These assignments shall be the member's primary responsibility. The members may also assist and advise the Director of the Department of Community Services regarding finances, administration, operations and development.
- e. The Committee shall meet at least once a month.
- f. The Director of the Department of Community Services shall attend all meetings of the Committee.
- g. The Citizen's Recreation Committee shall serve as the Youth Sports Code of Conduct Committee and in that capacity shall be responsible for enforcing the Youth Sports Code of Conduct ordinance, Section 2-38.

(Ord. #11-10 § 5; Ord. #12-07 § 3; Ord. O-15-03)

### 2-40.2 Bylaws; Grievance Procedures.

- a. Each Township recreational program shall have approved program bylaws setting forth the program's rules and regulations, membership, officers/positions and description of duties, and grievance procedures. The program bylaws shall be approved by the Director of the Department of Community Services and the Committee prior to implementation.
- b. It is required that each program attempt to resolve conflict at the program level, allowing for open and honest debate and allowing all grieved parties an opportunity to be heard.
- c. If, after following the grievance procedure as set forth in the program bylaws, a sanction is handed down by the program to a participant, parent, coach or manager, the decision shall be final except when the grieved party files a timely appeal to the Committee.

d. The appeal to the Committee shall be in writing addressed to the Director of the Department of Community Services and the Committee and must be submitted within thirty (30) days from the date of penalty by the program.

e. Once the appeal has been received it will be reviewed by the Director of the Department of Community Services and the Chairman of the Committee to determine if the appeal is warranted. If the appeal is accepted, the Chairman shall establish a series of special meetings as may be necessary for the specific purpose to hear the complaint/appeal. All affected parties shall be notified in writing by the Division of Recreation of the meeting date at least two (2) weeks in advance of the scheduled meeting. The special meeting must have a quorum of the Committee present. Any decisions reached must be by a majority vote of the voting members of the Committee present at the meeting.

f. The Chairman shall preside over the special meeting and shall call parties to speak. After an adequate amount of time has been allowed for the parties to speak, the Chairman shall close the meeting to the public comment and the Committee will adjourn into closed session to deliberate. Once the Committee has reached a determination, it will reopen the public portion of the meeting to read the decision. It shall be noted that the decision of the Committee shall be final and binding and the Director of the Department of Community Services shall be instructed to implement said decision.

(Ord. #11-10 § 5)