

# Portsmouth Dog Park Planning Committee By-Laws

Adopted by the PDPPC September 30, 2014

## ARTICLE 1

**Name:** The name of the organization shall be the Portsmouth Dog Park Planning Committee.

## ARTICLE 2

**Authority:** The Dog Park Planning Committee was established by the Portsmouth Town Council in June 2013 to explore the potential for an off-leash dog park within the Town, garner community support for the dog park, select a site for the park, produce a design suitable for the designated site, raise adequate funding for the venture, oversee the development and construction of the dog park, and finally to set in place guidelines for its use and on-going maintenance. All of the above is to be accomplished under the auspices of the Town Council and with its approval at each phase.

## ARTICLE 3

**Mission Statement:** To establish an off-leash dog park for the Town of Portsmouth that is accessible to all residents and will promote education, training and safe recreational activities that facilitate responsible dog ownership and well-behaved dogs through the use of volunteers and with the support of the community.

This committee's work will end once the Portsmouth Dog Park is constructed and operational.

## ARTICLE 4

**Membership:** The Dog Park Planning Committee shall be composed of persons who have applied to the Town for membership and have been approved by the Town Council and sworn in by the Town Clerk. The members of the committee shall have a vested interest in establishing an off-leash dog park within the Town.

Membership should be diverse and balanced and reflect the diversity of the Town. Dog ownership is not a requirement. The size of the committee shall not be limited.

1. Candidates for Committee membership may apply at any time; new applicants will always be considered. Application is to be made by submitting a letter to the Town Clerk or by filling out the on-line application on the Town's website.
2. Members of the Dog Park Planning Committee may serve for the life of the committee.
3. Dog Park Planning Committee members shall serve without monetary compensation.
4. Committee members are expected to attend all regular committee meetings and notify the chairperson when unable to attend. Once a member misses two consecutive meetings without notification, or more than four meeting – excused or unexcused - in a calendar year, they will be contacted by the Chair regarding their ongoing commitment to the PDPC.
5. Members unwilling or unable to continue to fully participate on the Committee should submit their resignation in writing to the Town Clerk, with a courtesy copy to the chairperson.
6. A former committee member wishing to be reinstated may do so by following the procedures for new members indicated above.

## ARTICLE 5

**Officers and Sub-Committees:** Officers shall consist of a chairperson, vice-chairperson, secretary and treasurer who are elected annually by a majority vote at the January meeting. The term of office shall be one year for all offices. Any officer may be re-elected an unlimited number of times. One member can hold two positions concurrently.

Sub-committees may be established as needed by the chairperson, with committee approval, to perform designated projects/tasks. The sub-committee chairperson shall report the projects/task status at subsequent Committee meetings.

## **ARTICLE 6**

**The Chairperson** shall:

1. Preside at all meeting of the Committee and ensure that they are conducted in accordance with the RI Open Meetings Law and in an orderly and constructive manner.
2. Execute all written instruments in the name of the Committee when directed by the membership.
3. Appoint, with concurrence of the Committee, chairpersons and members of special sub-committees.
4. Ensure that issues and concerns are brought to the table as per the written agenda.
5. Prepare and present annual and interim activity and status reports to the Portsmouth Town Council.
6. Represent the Committee in public presentations within the Town.

**The Vice Chairperson** shall:

1. Assist the chairperson in his or her temporary absence or incapacity, performing the duties and exercising the powers of the chairperson.
2. Perform such other appropriate duties as may be assigned by the Chairperson.

**The Secretary** shall:

1. Have custody of all Committee records, by-laws and correspondence.
2. Send the required meeting notices to the RI Secretary of State's Office, and to the Committee members and post on the Town Clerk's bulletin board at least 48 business hours prior to any meetings in accordance with the RI Open Meetings Law.
3. Record the minutes, including attendance at Committee meetings and all other matters of which a record may be deemed advisable. These shall be kept in books belonging to the Committee. These records shall at all reasonable times be open to inspection by any active member of the Committee or the Town Administration.
4. Distribute the minutes of each meeting prior to the next regular meeting.
5. File meeting minutes with the Town Clerk's office when approved by the Committee and the next regular meeting.
6. Keep an up-to-date record of all members of this Committee, including for each member their name, address, telephone number, e-mail address and other pertinent information. At no time should these records compromise the privacy wishes of the member.
7. Keep and preserve all documents, record, reports and official correspondence connected with the business of this Committee.
8. Performs such other appropriate duties as may be assigned by the Chairperson.

**The Treasurer** shall:

1. Request the Town Finance Director to pay or facilitate to be paid, all invoices incurred and approved by the Committee. Expenses incurred by committee members need to be supported by written receipts and approved by the Committee at a regular or special meeting.
2. Collect or facilitate in collecting in the name of this Committee, all monies from donations and events, and submitting them to the Town of Portsmouth Dog Park Fund.
3. Make reports, including statements of receipts, disbursements and the financial condition of the Fund account at regular committee meetings and at such other times as the Chairperson of the Committee may request.

4. Cause to be prepared and file in a timely many any required forms.
5. Perform such other appropriate duties incidental to the office as are requested by the Chairperson of the Committee.

#### **ARTICLE 7**

**Meetings and Notices:** Regular meetings of this Committee shall be held at 7:00 PM on the last Tuesday of each month, at the Portsmouth Town Hall with accommodations to be made as requested under the Americans With Disabilities Act. The Chairperson may designate other times and places for such regular or special meetings upon proper notice, provided the site meets accessibility requirements. Notices and agendas of all regular and special meetings must be posted on the RI Secretary of State's website, the Town Clerk's bulletin board, and to the Committee membership at least 48 business hours prior to the meeting. The Committee will follow the applicable sections of the RI Open Meetings Law.

#### **ARTICLE 8**

**Order of Business:** Unless otherwise resolved by the active members or proposed by the chairperson, without dissent at the outset of the meeting, the following order of business shall be observed at all meeting of the Committee:

- Determination of quorum
- Approval of the minutes of the preceding meeting
- Reports of Officers
- Reports of Committees
- Unfinished business
- New business
- Planning for next meeting

#### **ARTICLE 9**

**Rules of Order:** Orderly parliamentary procedure shall govern at all meetings. All questions of procedure, not otherwise dictated by common sense, shall be determined in accordance with the most current edition of *Robert's Rules of Order*.

#### **ARTICLE 10**

**Nominations and Elections:** Candidates of elective positions to be voted upon at the January meeting shall be nominated from the floor at the time of the election. Each office shall be elected annually by a majority vote of the member of the Committee present and voting.

#### **ARTICLE 11**

**Voting and Quorums:** A quorum must be present at the time of any vote to conduct an election or any business requiring voting. A quorum consists of more than half of the membership at the time of the vote.

#### **ARTICLE 12:**

**Miscellaneous:**

1. Any person collecting monies for any activity of this Committee shall be prepared at all times to make and full and complete accounting of the same to the Town's Finance Director.
2. No member shall incur any bill in the name of the Town of Portsmouth unless previously authorized by the Town's Finance Director.

#### **ARTICLE 13**

**Discipline:** All meetings will be held in a courteous, respectful format and demeanor. Excessive disruptive behavior by any Committee member or visitor at any Committee meeting or event may result in that person being requested to leave.

#### ARTICLE 14

##### **Distribution of Assets After Termination:**

1. At the time of the dissolution of the Committee, all material assets and all monetary assets belonging to the Committee shall be assigned to the Town Finance Director to be forwarded to the Dog Park Maintenance Committee, or designated organization formed by the Town Council, for the on-going upkeep of the Dog Park.
2. No member of this Committee shall have, as an individual, an interest in or title to the assets of the Committee. Such assets shall be devoted exclusively to the purposes of this Committee.

#### ARTICLE 15

##### **Amendments:**

1. These by-laws may be amended by a majority vote of the active members present and voting at any regular or special Committee meeting, provided that a quorum is present at the time the vote is taken AND the proposed amendments are stated in full in the notice of the meeting at which action is to be taken thereon, or an announcement of the proposed amendments was given to each member two weeks in advance of such meeting.
2. When proposed amendments are properly brought before any meeting for consideration, they may, before final action is taken thereon, be changed by a majority vote, provided the change is germane to the subject of the amendment under consideration.
3. Amendments to these by-laws shall become effective immediately upon approval by the Committee and the Town Council Notice of such approval is to be provided by the secretary to each member.

APPROVED BY TOWN COUNCIL ACTION  
ON \_\_\_\_\_

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Joanne Mower, Town Clerk