

YOUTH COMMISSION CONSTITUTION **AND BY-LAWS**

ARTICLE I

The name of the organization shall be called the Westport Youth and Recreation Commission.

ARTICLE II

Purpose

As provided by the General Municipal Law, Section 95, the Youth Commission is established and charged with the responsibility for the coordination of all youth programming within the Town of Westport to ensure that the youth are served with the best possible youth development and delinquency prevention programs.

The goals and duties of the Westport Youth and Recreation Commission are:

1. To assess the needs and priorities of the youth of our own community and develop programs to meet these needs.
2. To analyze the existing youth service system, determine the gaps in services and design programming to avoid duplication and to enlist the participation of youth who are normally not attracted to existing programming.
3. To organize and administer programming to assure that the responsible leaders who are capable of relating to youth are employed for the smooth operation of the programs.
4. To continually reassess programming to assure that it is, in fact, meeting the needs for which it was originally designed.
5. To inform the public of the existence and goals and duties of the Youth and Recreational Commission, so as to enlist maximum participation and support for youth programming.
6. To maintain a direct line of communication between the Youth and Recreation Commission and Westport Town Board.
7. To search out all possible funding sources in the interest of further developing youth programming (i.e. grants from private foundations, individual and business donations, governmental funding agencies, etc.)
8. To participate in the County Comprehensive Youth Service Plan to ensure coordination with other youth service providers and maximize utilization of available resources.

ARTICLE III

Organizational

Section 1A - The Westport Youth and Recreation Commission shall consist of *eleven* (11) voting members exclusive of Town Board Liaison members. Each voting member shall be appointed by the Town Board. Members shall serve *three* (3) year terms. Town Board Liaison members shall be appointed annually by the Town Supervisor. Vacancies shall be filled as they occur by the respective appointing authority. **A majority of the voting members shall constitute a quorum of the Youth and Recreation Commission.**

Section 1B - Two community youth shall serve as voting members to be appointed annually as approved by the Town Board. *They are included in Section 1A's members. Total board including youth members is eleven (11).*

Section 2 - The Youth Commission shall create and recommend to the appointing authorities to approve and adopt a program of activities for the year, and recommend an adequate operating budget to each municipality each year at the regular August board meeting.

Section 3 - A nominating committee shall consist of *three* (3) Youth Commission members selected by the Commission at its October meeting. Prospective officers of the Commission shall be chosen by the Nominating Committee and presented to the Commission at its November meeting for election at its regular December meeting. The officers shall consist of a Chairperson, Secretary and Treasurer, and other necessary officers to serve for one year from January 1st through December 31st.

Section 4 - Ex-officio members of the Youth Commission, without vote, shall consist as recommended by the Youth Commission and/or Appointing Authorities, and approved by the Appointing Authorities.

Section 5 - The Youth Commission has the responsibility of public advertising, interviewing and recommending for approval to the appointing authorities the employment of any paid position in the approved and budgeted Recreation/Youth Service Programs. All costs of said required public advertising should be the responsibility of the Westport Town Board. The Commission does not have the right to employ or terminate employment of any approved paid position without documented approval of the respective appointing authorities of the approval and budgeted Recreation and Youth Service Program.

Section 6 - The Youth and Recreation Commission shall submit to the respective appointing authorities any letters of resignation by Youth and Recreation Commission members or paid positions for acceptance.

Section 7 - The Youth and Recreation Commission has the responsibility of submitting to the appointing authorities the final draft of any public advertising for paid position announcements pursuant to Civil Service Rules and Regulations for approval before publication (see **Section 5**).

Section 8 - Youth and Recreation Commission members cannot hold paid positions within the approved budgeted Recreation and Youth Service Municipal programs as such dual roles would constitute a conflict of interest.

With the exception of the student members of the board.

Section 9 - The Youth and Recreation Commission has the oversight responsibilities - directing the actions of monitoring and evaluating the performance of paid personnel within the approved and budgeted Recreation and Youth Service programs.

Section 10 - The Youth and Recreation Commission shall submit for approval a Recreation/Youth Service program and budget to the Town Board of the Town of Westport regular August meeting.

Section 11 - At its discretion, the Youth Commission may request a letter of Employment Intent to be filed by employees for the next fiscal program year, (3) three months before the start up of the next program implementation. Letter of Intent is not to be misconstrued as an employment application. Its only purpose is to be aware of an employee's availability for application during the next program year.

ARTICLE IV **OFFICERS/COMMITTEES**

The Westport Youth and Recreation Commission has a great deal of work to do in order to fulfill its goals and duties. It is impractical to expect a single individual (i.e. the chairperson) to assume the bulk of the committee's work and responsibilities. Division of labor through Committees and Officers should be established to work on specific tasks, short-term projects, etc. There are, however, a number of tasks that are germane to each Commission and which will need to be performed regularly. The establishment of Standing Committees or Officers to deal with these tasks will provide for an orderly method of planning and carrying out the duties of the Commission. It will also enable the Commission, as a whole, to address itself to long-range planning, program review and evaluation, and development of new programs. The Youth and Recreation may assign certain of these functions or tasks to paid staff.

However, the Commission has the overall responsibility for the administration of the municipal youth programs and should require reports from the staff regarding the status of their assignments.

The following list of Committees and Officers is designed to serve as a guide for the assignment of basic Commission functions, all of which must be performed for the successful operation of the Commission.

The **CHAIRPERSON** has the overall responsibility for the functioning of the Commission and programs. The Chairperson must be familiar with all aspects of the Commission's operations, and review the performance of the other members and employees in their respective tasks. Other responsibilities include: to preside at meetings and to clearly and accurately summarize the progress of the Commission, and to submit all the necessary proposals, reports and claims to the designated municipal clerk(s).

1). It is our understanding that the Town Board keeps records and pays the bills, is in charge of keeping records and is responsible for providing a monthly financial statement to the Youth and Recreation Commission. The proposed annual program description and operating budget of the Youth and Recreation Commission shall be adopted by the Youth and Recreation Commission, signed by the Chairperson, and recommended to the Westport Town Board for consideration as part of their respective *September* meeting

2). *Personnel Committee* - Utilizing the approved and certified Civil Service Municipal Recreation and Youth Service titles and pursuant to Civil Service rules and regulations and procedures: said committee shall advertise and interview applications for commission sponsored programs (See Article III, Section 5). This committee's recommendations are presented to the Commission and subsequently, to the Municipal Board for approval.

In Youth Commissions where there is one appointing authority the Personnel Committee shall be composed of (1) Liaison Board Commission Representative, the Chairperson and (1) Committee member as elected by the Commission at the annual election of officers.

Addendum I - Employees

(1). Employees necessary for the operation of programs administered by the Youth and Recreation Commission shall be: a) interviewed by the appropriate members/committee: b) presented to the Westport Town Board for approval; and c) appointed by the Westport Town Board.

(2). All standard municipal procedures relating to firing shall be followed.

(3). Employees of programs administered by the Youth and Recreation Commission shall be responsible to the Youth Commission for performance of assigned duties.

(4). Secretary keeps minutes of meetings, mails reminders of meetings, handles the Commission's correspondence and may perform other secretarial duties such as typing of proposals.

(5). Board Liaison, Chairperson will ensure good communication and cooperation between the Commission and the Municipal board(s) by providing regular reports to the Board(s), maintaining said copies for Chairperson and will be available for questions regarding the activities of the Commission.

Article V

Meetings

Section 1 - Regular meetings of the Commission shall be held the *1st Tuesday* of each month, time and place to be designated by the Chairperson. Meetings shall be posted in the local news media designating the day, time and place of such meetings and shall be termed in the news media as "open to the public."

Section 2 - Special meetings may be called at any time by the Chairperson and said meetings shall be duly advertised and "open to the Public."

ARTICLE VI

Duties of Members

Section 1 - It shall be the duty of each member of this Commission to take an active part in the direction of the Commission's programs and to act in whatever capacity he or she may be called upon; to be loyal in thought and need to the welfare of recreation and to the community which it seeks to serve.

Section 2 - All members shall serve without remuneration.

Section 3 - Each member is required to attend all meetings as called by the Chairperson. In the event that absence is unavoidable, the member must notify the Chairperson to be excused. Such excused absences cannot exceed (3) three called for meetings. Unexcused absences numbering (2) two meetings can be just cause for recommendation for dismissal for a one-year term.

ARTICLE VII

Special Committees

Special committees may be appointed by the Chairperson of the Commission as the need requires but such committees need not be restricted to members of the Commission, provided that every such committee shall have as its Chairperson a member of the Commission.

ARTICLE VIII

Amendments

Amendments to the Constitution and By-Laws may be recommended for adoption to the appointing authorities at any regular meeting of the Youth and Recreation Commission by a majority of the entire voting membership of the Commission, provided that the Amendment has been submitted in writing and read at a previous meeting. Final approval rests with the Westport Town Board.

ARTICLE IX

Nepotism

Because of the potential for a member of the Youth Commission designated Personnel Committee or Municipal Board to use their positions of authority and/or recommendation status to influence the hiring of paid positions in the Recreations/Youth Service Program: it shall be the policy of this Youth Commission to prohibit its Youth Commission members, designated Personnel Committee or Municipal Board members from the review, interview or hiring procedures of applicants or persons who are "immediate family" or same individuals. "Immediate family" means wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, stepparent, or stepchild.

If after following the prescribed Civil Service Public Advertisement of paid positions, the Youth and Recreation Commission finds that the submitted/documented, qualified applications reveal limited availability of qualified non-related applicants, the Westport Town Board may approve a waiver allowing the hiring of an "immediate family" member providing that the voting Municipal Boards quorum does not include the "related" Youth Commission member, designated Personnel Committee member, or the Municipal Board member.