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# Parks & Recreation Commission

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## Bylaws and Rules of Procedure

**Approved by Parks & Recreation Commission**

**May 20, 2020**

**(with updates through August 2022)**

## Table of Contents

Article I – Purpose and Authorization .....	3
Article II – Name.....	3
Article III – Office of the Commission .....	3
Article IV – Membership .....	3
Section 1.....	4
Section 2.....	4
Section 3.....	4
Article V – Election of Officers .....	4
Section 1.....	4
Section 2.....	4
Section 3.....	4
Section 4.....	5
Article VI – The Duties of Officers and Members .....	5
Section 1.....	5
Section 2.....	5
Section 3.....	5
Section 4.....	5
Section 5.....	5
Article VII – Staff .....	5
Article VIII - Meetings.....	6
Section 1.....	6
Section 2.....	6
Section 3.....	6
Section 4.....	6
Section 5.....	6
Section 6.....	6
Section 7.....	6
Article IX – Public Hearings .....	7
Section 1.....	7
Section 2.....	7

Section 3.....	7
Section 4.....	7
Section 5.....	7
Section 6.....	7
Section 7.....	7
Section 8.....	7
Article X – Public Relations.....	7
Section 1.....	7
Section 2.....	8
Article XI - Amendments .....	8
Appendices.....	8
Terms and Definitions .....	8
Relevant Charter Sections.....	8
SUBDIVISION E. – PARKS & RECREATION COMMISSION .....	8
“Sec. C6-120-2. - Powers and Duties of the Parks & Recreation Commission.....	8
CHAPTER 175 - PARKS & RECREATION.....	9
ARTICLE XVI - DIRECTOR OF PARKS AND RECREATION .....	11
Sec. C5-30-5 - Park & Recreation Functions.....	12
Freedom of Information Act – Executive Session .....	12
Board of Representatives Rules of Order .....	13

## **Article I – Purpose and Authorization**

The objectives and purposes of the Parks & Recreation Commission of the City of Stamford are set forth in City of Stamford Municipal Code and Code of Ordinances of the City Charter (reference the text and hyperlinks to Subdivision E, Section C6-120-2, Chapter 175 Article XVI and Section C5-30-5 in the Appendix of this document).

Additionally, the Commissioners shall endeavor:

1. To encourage citizen participation.
2. To present or discuss policies and programs affecting parks and recreational activities.
3. To provide input on the values, goals and objectives of a program, assist in the development of said program plans.
4. To contribute to a feedback loop making recommendations to both the Parks and Recreation Departments for overall program quality and services delivery.
5. Participate in the development of Regulations for the use and conduct of and in all public parks and all of their facilities which have been or shall be adopted by the Parks and Recreation Committee of the Board of Representatives or the Mill River Collaborative (MRC) or the Veterans Park Partnership (VPP).

## **Article II – Name**

The Commission shall be known as the Parks & Recreation Commission (P&RC).

## **Article III – Office of the Commission**

The office of the Parks & Recreation Commission shall be at the Government Center, 888 Washington Boulevard. This location is where all Commission records will be kept by the Administrative Assistant appointed by the Director of Operations. Copies of all official documents, records, maps, etc. will be maintained in the office of the Administrative Assistant appointed by the Director of Operations and filed and recorded in the Office of the Town Clerk as necessary by the Administrative Assistant appointed by the Director of Operations in conformance with the laws of the State of Connecticut.

## **Article IV – Membership**

This section outlines the definitions and processes the Parks & Recreation Commission operates under by the City Charter and Code of Ordinances.

## **Section 1**

There shall be five (5) members appointed by the Mayor to serve for three (3) year terms in accordance with the procedures set out in Section C6 of the Stamford Charter. The Commission shall not have more than three (3) members of the same political party.

## **Section 2**

Commissioners serve without compensation. The Commission Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by the City.

## **Section 3**

Commission Members will comply with City Ordinances, Rules and Policies applicable to the Commission and its Members including but not limited to the City's Ethics Code and Freedom of Information Act rules.

# **Article V – Election of Officers**

## **Section 1**

The officers of the Commission shall consist of a Chairperson and a Vice Chairperson.

## **Section 2**

The officers shall be elected by a majority vote of the members of the Commission at the fourth (4th) regular meeting of the Commission following the appointment by the Mayor, approval of the full Board of Representatives, and swearing into office by the Town & City Clerk of a new Commission member. All members must be present before election of officers can take place. In the event of a resignation or non-renewing and expiry of a current officer's term, an interim officer(s) shall serve in their capacity until the four-month on-boarding period for the new member(s) occurs and a proper officer election vote can be taken.

## **Section 3**

Nominations shall be from the floor.

- As soon as the presiding officer opens nominations from the floor, any member can bring forth a nomination.
- A member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.
- A person can nominate himself or herself.
- A nomination does not need a second.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the Commission.
- The presiding officer closes nominations by unanimous consent when no further nominations come forward from the members.

## **Section 4**

The election shall take place by voice vote.

- When more than one person has been nominated, the presiding officer takes the vote on the candidates in the order in which they were nominated.
- Members must remember to vote yes for the candidate that they want and vote no for the other candidates.
- The first candidate to receive a majority vote wins.

## **Article VI – The Duties of Officers and Members**

### **Section 1**

The Chairperson shall preside at all meetings and Hearings of the Commission and shall have the duties normally conferred upon the chairperson by parliamentary usage.

### **Section 2**

An Administrative Assistant appointed by the Director of Operations shall supervise the preparation of the minutes of all meetings and Hearings, supervise the maintenance, publishing and filing when necessary the records of the Commission, as well as performing all other duties to ensure compliance with the process and procedures of City government. All minutes shall be available in draft form to the public and the Commission members within seven (7) days after the meeting in accordance with the Freedom of Information Act (FOIA).

### **Section 3**

In the absence of the Chairperson, the Vice Chairperson shall serve as the Chairperson Pro Tem and appoint a Vice Chairperson Pro Tem.

### **Section 4**

If both the Chairperson and Vice Chairperson are absent from a properly called meeting and a quorum of members exists, the members may elect a Chairperson Pro Tem to serve for that meeting.

### **Section 5**

When the Chairperson, Vice Chairperson or a Commissioner is invited to represent the Parks & Recreation Commission on other City or community committees, the selected Commissioner(s) shall solicit the viewpoints of all Parks & Recreation Commission members and shall report back to the Commission on such relevant activities and discussions that may take place on these Committees. P&RC attending as guests may not number more than two (2) so as to remain in compliance with FOIA guidelines.

## **Article VII – Staff**

The P&RC Administrative Assistant shall be appointed by the Director of Operations and shall perform the duties stated in Article 4 Section 2.

## **Article VIII - Meetings**

### **Section 1**

Regular meetings will be held on dates and at times agreed upon by the Commissioners. The Administrative Assistant appointed by the Director of Operations shall notify the members and the public of all regular meetings.

The Administrative Assistant appointed by the Director of Operations shall also provide draft minutes of the previous meeting at least 24 hours before the monthly meeting so they may be properly reviewed and ratified at the monthly meeting. This monthly information packet shall also contain an agenda and any ancillary documents for matters to come before the Commission meeting, if available and provided, to foster a more informed discussion and review by the Commission Members.

### **Section 2**

Three (3) members of the Commission shall constitute a quorum.

### **Section 3**

All Commission meetings shall be open to the public when in session unless, by a two-thirds vote of members present and voting, the Commission decides to initiate an Executive meeting in accordance with the Freedom of Information Act (FOIA).

### **Section 4**

The Chairperson, and two (2) Commissioners or the Mayor may call a special meeting of the Parks & Recreation Commission provided each member is given twenty-four (24) hours' notice.

### **Section 5**

Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of this commission.

### **Section 6**

Members are prohibited from participating in Regular, Special or Executive meeting discussions where a conflict of interest is deemed present.

### **Section 7**

Unless otherwise determined by the Chairperson, the order of business at regular meetings shall be:

- a) Call to order
- b) Approval of minutes of previous meetings
- c) Communications
- d) Pending business
- e) Old business – staff reports
- f) New business
- g) Adjournment

## **Article IX – Public Hearings**

### **Section 1**

The Commission may hold Public Hearings, in addition to required meetings, when it decides that such Hearings will be in the public interest.

### **Section 2**

All Public Hearings prescribed by law shall be held in accordance with the requirements set forth for such Hearing(s) in the Freedom of Information Act.

### **Section 3**

The Administrative Assistant appointed by the Director of Operations or a Commission member will read the Notice of Public Hearing into the record.

### **Section 4**

Upon completion of the presentation(s) the Chairperson shall call for statements from the public.

### **Section 5**

It shall be made clear to the Hearing at the outset that all comments and questions must be directed through the Chair.

### **Section 6**

All persons recognized shall approach the Hearing table or podium in order to facilitate proper recording of comments. Before commenting on the matter before the Hearing, each person shall sign in, state their name and address for the record.

### **Section 7**

The presiding officer shall assure an orderly Hearing and shall take necessary steps to maintain the order and decorum of the Hearing at all times. The presiding officer shall reserve the right to terminate the Hearing in the event the discussion becomes unruly and unmanageable.

### **Section 8**

The Commission shall not consider evidence submitted by proponents or opponents of an issue for which a Public Hearing was called once the Public Hearing is adjourned. This shall not preclude the commission from seeking professional and/or technical assistance from other City departments or agencies.

## **Article X – Public Relations**

### **Section 1**

Any official Parks & Recreation Commission public relations releases to the public and news media shall be in writing.



## Section 2

No Commissioner is prohibited from issuing his/her own release if he/she deems it necessary.

## Article XI - Amendments

These Bylaws may be amended by a majority vote of the members of the Commission only after the proposed change has been read and discussed at a previous regular meeting, except that the Bylaws may be changed at any meeting by the unanimous vote of the members.

## Appendices

### Terms and Definitions

Regular Meeting: Those meetings scheduled on a regular basis and filed in advance with the Town Clerk

Special Meeting: A meeting called at a time different from a regularly scheduled meeting for consideration of a particular topic(s). Only those items on the agenda which have been filed may be discussed and/or acted upon.

Executive Session: A meeting of the Commission that is closed to the public and conducted for those limited purposes authorized under the Freedom of information Act of the State of Connecticut, which include discussion of personnel matters, pending claims and litigation, security matters, and the sale or purchase of real estate by the City.

Public Hearing: A meeting for the purpose of receiving testimony on pending issues before the Commission.

### Relevant Charter Sections

#### SUBDIVISION E. - PARKS & RECREATION COMMISSION

##### "Sec. C6-120-2. - Powers and Duties of the Parks & Recreation Commission.

The Parks & Recreation Commission shall have the following powers and duties:

(1) Subject to the approval of the Mayor and except as may be otherwise determined by the Board of Representatives by ordinance, to establish policies and procedures for providing public park facilities and public recreation programs for the effective, balance utilization of such areas, facilities and equipment for active and passive recreation;

(2) To develop such plans as it deems necessary and useful for the preservation and expansion of natural resources and passive recreation areas in the City;

(3) To make all rules and regulations for the use and conduct of all parks and all public recreation areas."

## **CHAPTER 175 - PARKS & RECREATION**

### **GENERAL REFERENCES**

Alcoholic beverages—See [Ch. 72](#).

Boats—See [Ch. 84](#).

Dogs and other animals—See [Ch. 111](#).

Litter and handbills—See [Ch. 156](#).

Peace and good order—See [Ch. 177](#).

Peddlers, hawkers and solicitors—See Ch. 179.

### **Footnotes:**

--- (1) ---

*History— Adopted by the Board of Representatives of the City of Stamford: Art. I, as Secs. 15-1, 15-2 and 15-4 of the 1972 Code; Art. II, as Secs. 15-20 through 15-27 of the 1972 Code. Amendments noted where applicable.*

### **ARTICLE I - MISCELLANEOUS PROVISIONS<sup>[2]</sup>**

### **Footnotes:**

--- (2) ---

*Editor's Note— Art. I, Miscellaneous Provisions, adopted as Secs. 15-1, 15-2 and 15-4 of the 1972 Code, consisting of §§ 175-1—175-3, amended 6-1-81 by Ord. Nos. 402 and 403, was repealed and reenacted 7-6-99 by Ord. No. 886*

### **Sec. 175-1 - Adoption of regulations; posting.<sup>[2a]</sup>**

Regulations for the use and conduct of all public parks and all of their facilities, and for the use and conduct of all public recreation areas and all of their facilities, which have been or shall be adopted by the Parks & Recreation Commission or the Mill River Collaborative, in the case of the Mill River Park and Greenway, and filed with the Board of Representatives and approved by said Board by resolution shall have the force and effect of law, provided that a copy of said regulations is published at least once in a newspaper having a general circulation in the city.

### **Footnotes:**

### **Sec. 175-2 - Violations and penalties.<sup>[2.1]</sup>**

Any person violating any regulation which was adopted in accordance with [§ 175-1](#) hereinabove shall be subject to a fine not to exceed the maximum fine for a municipal violation provided by Section 7-148(c)(10) of the Connecticut General Statutes as now enacted or hereafter amended. Each such violation and each such day that such violation shall continue shall be considered a separate violation and subject to a separate fine.

### **Footnotes:**

--- (2.1) ---

*Amended 5-2-2011 by Ord. No. 1126.*

### **Sec. 175-3 - Enforcement.**

In addition to other available means of enforcement, the regulations adopted in accordance with this Article may also be enforced by the use of the civil citation process.

## ARTICLE II - WATER RECREATION<sup>[3]</sup>

### Footnotes:

--- (3) ---

*Adopted as Secs. 15-20 through 15-27 of the 1972 Code.*

### Sec. 175-4 - Activities and areas subject to regulations.<sup>[4]</sup>

Recreational activities within the water area under the jurisdiction of the city shall be subject to the regulations of this article. For the purpose of this article, the areas and markers referred to shall be those shown on NOAA Charts 12364 and 12368.

### Footnotes:

--- (4) ---

*Amended 4-7-1997 by Ord. No. 816.*

### Sec. 175-5 - Establishment of Swimming Areas<sup>[5]</sup>

Swimming areas should be established as follows:

- A. Cove Island East Beach: The swim area shall be marked by five (5) buoys. Buoy No. 1 shall be located at latitude 41,02.42N and longitude 073,29.59W on the western end of the beach area. Buoy No. 5 shall be located 1,240 feet to the east and at latitude 41,02.50N and longitude 073,29.48W. Buoy Nos. 2, 3 and 4 shall be located equally spaced between Buoy Nos. 1 and 5. A barrier float line may be installed from Buoy No. 5 to the stone jetty.
- B. Thomas J. Quigley Beach: The swim area shall be marked by two (2) buoys. The western buoy shall be located at latitude 41,02.36N and longitude 073,30.04W. The eastern buoy shall be located at latitude 41,02.35N and longitude 073,30.03W.
- C. Cummings Beach: The swim area shall be marked by four (4) buoys in line on an approximate bearing of 270° magnetic to the south end of the fishing pier. Buoy No. 1 shall be located on this line and 100 feet from the fishing pier. Buoy No. 4 shall be located at latitude 41,02.19N and longitude 073,31.04W or approximately 250 feet SSW from the rock jetty located on the east side of the beach. Buoy Nos. 2 and 3 shall be located equal distances apart and on a line between Buoy Nos. 1 and 4. Barrier float lines may be installed from Buoy Nos. 1 and 4 to shore.
- D. West Beach: The swim area shall be marked by three (3) buoys. Buoy No. 1 shall be located at the southern end of the swim area and at latitude 41,02.15N and longitude 073,31.19W. Buoy No. 3 shall be at the northern end of the beach at position latitude 41,02.18N and longitude 073,31.18W and about 70 feet south of the end of the wooden jetty. Buoy No. 2 shall be located equidistant between and in line with Buoy Nos. 1 and 3. A barrier float line may be installed from the wooden jetty to Buoy No. 3 and from Buoy No. 3 to Buoy No. 2 and to Buoy No. 1.
- E. Southfield Beach: The swim area shall be marked by three (3) buoys. Buoy No. 1 shall be at the southern end of the beach area and shall be 280 feet from the fence at latitude 41,01.59N and longitude 073,32.35W. Buoy No. 3 shall be the northern buoy and shall be located 100 feet from the rock jetty on the beach. This shall be latitude 41,02.02N and longitude 073,32.36W. Buoy No. 2 shall be equidistant between Buoy No. 1 and Buoy No. 3 and in line with them.

### Footnotes:

--- (5) ---

*Amended 4-7-1997 by Ord. No. 816.*

**Sec. 175-6 - Marking of Swimming Areas<sup>[6]</sup>**

The swimming areas established by [§175-5](#) shall be marked by floating lines or markers, authorized by the State of Connecticut Department of Environmental Protection pursuant to Connecticut General Statutes §15-121 and Connecticut Agencies Regulations 15-121-A2, 15-121-A5, and 15-121-B12, which shall be established and maintained during the swimming season by the city.

**Footnotes:**

--- (6) ---

*Amended 6-2-1997 by Ord. No. 823; 4-7-1997 by Ord. No. 816.*

**Sec. 175-7 - Boats Restricted from Swimming Sreas**

No vessels, boats or craft other than lifeguard boats shall be permitted to enter these designated swimming areas for any reason other than an emergency.

**Sec. 175-8 - Water Skiing Restricted**

No person shall water ski in the swimming areas designated in [§175-5](#) and in the Stamford Harbor channels, including the east and west branches, the Wescott Cove channel and the Cove Island ship channel.

**Sec. 175-9 - Locations of Prohibited Swimming**

No person shall swim in the following prohibited areas:

- A. East of the breakwater at the east end of Cove Island East Beach.
- B. Twenty-five feet east of the rocks at the west end of Cove Island East Beach.
- C. In the Cove Island ship channel.
- D. West of the point separating Cove Island Horseshoe Beach from the ship channel.
- E. In the channel at Wescott Cove.
- F. In the mud hole at Cummings Beach.
- G. In the channel between West Beach and Cummings Beach.
- H. Off the west side of Cummings Beach.
- I. Off the north side of West Beach.
- J. North of the breakwater at Southfield Beach.

**Sec. 175-10 - Towing Operations**

No person shall operate a vessel, boat, or craft within the area under the jurisdiction of the city for towing a person on water skis, a surfboard, or similar device, unless there is in such vessel, boat, or craft, a person in addition to the operator, in a position to observe the progress of the person being towed. This additional person shall be at least 10 years old.

**Sec. 175-11 - Violations and Penalties**

Any person who violates any provision of [§175-5](#) through [§175-9](#) shall be fined not less than \$10 nor more than \$50 for each offense. Any person who violates [§175-10](#) shall be fined not more than \$500 or imprisoned not more than six months, or both, for each violation.

[Sec. 171-10 - Exclusions. CHAPTER 177 - PEACE AND GOOD ORDER](#)

**[ARTICLE XVI - DIRECTOR OF PARKS AND RECREATION](#)**

**Sec. 40-51 - (Reserved)<sup>[26]</sup>**

**Footnotes:**

--- (26) ---

*Editor's Note - Former section 40-51, Designation of position as unclassified, adopted 3-7-1988 as Ord. No. 606, was repealed 9-7-1999 by Ord. No. 909.*

[Sec. 40-50 - Designation as unclassified positions. ARTICLE XVII. - \(RESERVED\)](#)

### **Sec. C5-30-5 - Park & Recreation Functions**

Within the Office of Operations, there shall be a Superintendent of Parks & Recreation appointed by the Mayor according to the provisions of this Charter, who, under the advice, instruction and direction of the Director of Operations, shall be responsible for the following Parks & Recreation functions:

1. The establishment, construction, maintenance and operation of all parks, public recreation areas, public beaches and any structures and monuments thereon;
2. Providing areas and facilities for passive recreation;
3. Supervising all public recreation programs for the City;
4. The control, direction and supervision of all public activities at parks and public recreation areas, and whenever the Board of Education consents thereto, school playgrounds, stadia, and school buildings and grounds;
5. Providing for the care and control of all trees and shrubs within the limits of any public road; <sup>[42]</sup>
6. Organizing operating divisions with supervisors and necessary assistants within the appropriation therefor to administer and enforce City policies, rules and regulations; <sup>[43]</sup>
7. Performing any other duties imposed by law, ordinance, or the Parks & Recreation Commission; <sup>[44]</sup>
8. The maintenance and operation of the E. Gaynor Brennan, Sr. Municipal Golf Course and any other golf course under the jurisdiction of the Golf Commission. <sup>[45]</sup>
9. The maintenance and operation of the Terry Conner's Rink.

(Referendum 11-8-1977; Referendum 11-3-1987; Referendum 11-7-1995; Referendum 11-2-2004; Referendum 11-6-2012)

### **Freedom of Information Act – Executive Session**

(e) “Executive Session” means a meeting of a public agency at which the public is excluded for one or more of the following purposes: (1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting; (2) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or member thereof, because of his/her conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled; (3) matter concerning security strategy or the deployment of security personnel, or devices affecting public security; (4) discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and (5) discussion of any matter which would result in the disclosure of public record or the information contained therein described in Subsection (b) of Section 1-19.

**Board of Representatives Rules of Order**

<http://www.boardofreps.org/rules-of-order.aspx>