

MONTGOMERY VILLAGE FOUNDATION, INC.

GUIDELINES FOR RECREATION COMMITTEE

The Recreation Committee is a standing committee of the Montgomery Village Foundation. Pursuant to the Montgomery Village Foundation, Inc. By-Laws, Article XII, the "committee shall consist of a chairperson and two (2) or more members and shall include a member of the Board of Directors for Board contact. The committee shall be appointed by the Board of Directors at its first meeting following each annual meeting ... and members of the committee shall serve until their successors are appointed."

PURPOSE: Article XII, Section 3 of the MVF By-Laws states: "The Recreation Committee shall advise the Board of Directors on all matters pertaining to the recreational programs and activities and parks of the Foundation."

STANDARDS OF CONDUCT: Each committee member shall listen carefully to and respect the opinions of fellow committee members, refraining from negative or belligerent comments; participate actively in committee meetings; keep well informed of developments relevant to issues that may come before the committee; and respect and uphold the majority decisions of the committee.

MEETINGS:

1. The Recreation Committee meets quarterly or as needed on Mondays, 7:30 p.m. in the North Creek Board Room, 20125 Arrowhead Road, to consider and provide recommendations to the MVF Board pertaining to the Recreation Department budget and make suggestions for policies and programs for all recreational facilities, including pools, community centers and Village-wide events.
2. All meetings are open to the public.
3. Each Committee meeting will begin with a "Residents' Time" to hear and consider suggestions from Foundation members and Village residents concerning Foundation responsibilities, facilities, and/or activities within the Committee's purview.
4. The Committee Chair is authorized to conduct meetings, and meetings will generally follow Robert's Rules of Order, applied informally and flexibly by the Chair, unless in the judgment of the Chair, a more formal application of Robert's Rules is necessary to provide clarity and order to ensure completion of the Committee's business.
5. Decisions or recommendations of the Committee are approved by a simple majority vote of members present and voting (voting by proxy is prohibited). Minutes of the meetings should include the participation, agenda items, motions/resolutions/recommendations, and Committee votes.

MEMBERSHIP QUALIFICATIONS:

1. Applicants should be Montgomery Village property owners or residents in good standing (current in assessments and no architectural violations).
2. It is recommended that the Recreation Committee membership include:
 - One member representing the youth of the Village, recommended by staff of the Recreation Department;
 - Representatives from the community with interests in sports, recreation, youth and senior citizen activities.
3. Each Committee member is appointed, and may be removed, by a majority vote of the Board. Annually, the Board will confirm the membership of each Committee and appoint a Committee Chairperson.
4. MVF Board members may apply for committee membership and are entitled to the

same rights of participation and voting as other committee members.

5. A Committee member who is absent from two of the regularly scheduled Committee meetings in a 12 month period, beginning April 1 of each year, may be removed from the Committee. The Board may waive the resignation for illness, emergency, or other good cause provided that the member and the Chairperson each submit a written explanation as to why the member in question should remain on the committee.

COMMITTEE CHAIR:

The Committee Chair is responsible to ensure that the committee fulfills the goals and assignments from the Board. Responsibilities include:

1. Confer with the Staff Liaison and Board Liaison to prepare the meeting agenda.
2. Conduct the meeting to ensure that all members have the opportunity to participate and that each item of business receives appropriate consideration.
3. Review the Board goals with the committee to identify areas where the committee can contribute to accomplishing these goals.
4. Provide leadership by acting as a facilitator to keep discussions on track, managing differences of opinion and ensuring that the discussion remains on topic, productive and professional.

BOARD LIAISON:

One or two MVF Board member(s) shall serve as non-voting liaison(s) to the Committee. Responsibilities include:

1. Confer with Committee Chairperson and Staff Liaison to prepare the meeting agenda.
2. Communicate the Board intent when issues are referred to the committee for action/review.
3. Communicate the committee intent when recommendations/requests are forwarded to the Board for action.
4. Act as Chairperson if the appointed Chairperson or Vice Chairperson is unavailable.
5. Provide the Board with feedback on Committee performance.

STAFF LIAISON:

The Director of Recreation, Parks and Culture shall serve as Staff Liaison to the Recreation Committee. Other responsibilities include:

1. Confer with the Committee Chair and Board Liaison to prepare the meeting agenda.
2. Provide technical assistance and coordinate administrative support, including preparation of supporting committee packets.
3. Ensure that each new committee member is provided with committee guidelines and orientation.

GENERAL RESPONSIBILITIES:

1. Study the recreation services and needs of Montgomery Village.
2. Act in an advisory capacity to the Board of Directors in matters relating to Village-wide recreation policies and services.
3. Assist the Recreation Department in communicating recreation policies and programs established by the Board of Directors to the residents of Montgomery Village.
4. Recommend to the Director of Recreation items the Recreation Committee believes should be included in the annual budget.
5. Review plans for new and existing facilities and their design, hold community meetings, and make recommendations to the Board of Directors.
6. Review recreation policies, hold community meetings, and make recommendations as

requested by the Board of Directors.

7. Appear at special Department of Recreation functions and visit recreational programs and activities from time to time.
8. Provide a forum for residents' recreational concerns.
9. Monitor the ongoing maintenance of MVF recreational properties.

2014-2015 GOALS:

1. Hold public meetings to gain resident input on renovations to the Apple Ridge Pool.
2. Support a workgroup to assist in study of a Village-wide path system.
3. Assist in development of policies related to responsibilities and use of the South Valley Park restrooms and concession stand.
4. Provide support to staff in gaining input and evaluating options for reprogramming of the Gordon Bowie Music Pavilion.
5. Evaluate picnic pavilion permit policy and recommend revisions if needed.

Adopted by MVF Board of Directors - May 18, 1970
Revised by MVF Board of Directors - 1977
Revised by MVF Board of Directors - May 18, 1983
Revised by MVF Board of Directors - May 1985
Revised by MVF Board of Directors - April 27, 1989
Reaffirmed - May 24, 1990
Reaffirmed - May 23, 1991
Re-formatted per MVF Board standard - August 28, 1998
Revised by MVF Board of Directors - November 19, 1998
Reaffirmed by MVF Board of Directors - Dec. 3, 2009
Reaffirmed by MVF Board of Directors - Feb. 23, 2012
Revised and approved by MVF Board of Directors - July 24, 2014
Revised and approved by MVF Board of Directors - December 3, 2015