

This is a *sample ordinance* to create an advisory recreation and parks board for a second class township. It should be used for informational purposes only. Every Pennsylvania form of government is governed by municipal codes. The codes permit municipalities to create recreation and parks boards but differ in requirements. For example, the Second Class Township Code permits 5-7 members to be appointed to such boards while the Borough Code permits 5-9 members. Check with your municipal solicitor for applicable code requirements. Generally, the ordinance creating a board should detail its powers, duties, responsibilities and organization.

ORDINANCE NO. 1  
AN ORDINANCE CREATING AN ADVISORY RECREATION BOARD;  
ESTABLISHING THE NUMBER AND TERM OF THE MEMBERS; AND  
DESIGNATING DUTIES AND POWERS OF THE BOARD.

The Board of Supervisors of Blue Township, White County, hereby ordains as follows:

Section 1. *Establishment of Board.* There is hereby created, pursuant to Section 2204 of the Second Class Township Code (act of May 1, 1933, P.L. 103, No. 69; reenacted July 10, 1947, P.L. 1481; reenacted and amended Nov. 9, 1995, P.L. 350, No. 60) a board to be known as the Blue Township Advisory Recreation and Parks Board ("Board"). The Board shall be composed of seven residents of this township.

Section 2. *Appointment and Terms of Office.* Members of the Board shall be appointed by the Board of Supervisors in accordance with the following procedures:

- (1) Board members shall serve for terms of five years, or until their successors are appointed, except that members first appointed shall be appointed so that the terms of not more than two members expire annually. All persons appointed shall serve their full terms unless they voluntarily resign or are removed by the Board of Supervisors for dereliction or neglect of duty. Vacancies occurring otherwise than by expiration of term shall be for the unexpired term and shall be filled in the same manner as original appointments.
- (2) Whenever possible, due consideration will be given to representation from various geographic sections within the township, so that all members shall not be from the same general area.

Section 3. *Service Without Pay.* Members of the Board shall receive no compensation for their services, but may be reimbursed by the township for all expenses incurred in performing their duties.

Section 4. *Advisory Role.* The Board is to be advisory and shall coordinate its activities with the elected officials, planning commission, and other such local governmental bodies.

Section 5. *Organization of Board.* The members of the Board shall elect a chairperson and secretary and select all other necessary officers to serve for a period of one year. The Board may adopt rules and regulations for the conduct of all business within its jurisdiction and exercise powers and functions concerning parks and recreation facilities as may be delegated to it by the Board of Supervisors.

Section 6. *Authority of the Board.* The Board shall have the following powers:

- 1. Identify the open space, recreation, park and trail needs of the township.
- 2. Plan and supervise recreation programs approved by the Board of Supervisors.
- 3. Recommend plans, programs, and policies regarding the provision of recreation and park services.
- 4. Advise the Board of Supervisors in the acquisition and development of parklands.
- 5. Undertake recreation and park tasks as requested by the Board of Supervisors.

Section 7. *Reporting.* The Board shall keep minutes of its meetings, which it shall submit to the Board of Supervisors. The Board shall submit an annual report to the Board of Supervisors, including an analysis of the adequacy and effectiveness of community recreation areas, facilities and leadership.

Section 8. *Annual Budget.* The Board, at such times as directed by the Board of Supervisors, shall annually submit for approval to the Board of Supervisors a proposed budget for the ensuing year, setting forth all proposed expenditures, salaries, and programs with sufficient justification. The Board shall not in any manner obligate the Board of Supervisors for the payment of any township funds until the same is appropriated by the Board of Supervisors.

ADOPTED this 1<sup>st</sup> day of June, 2003. The ordinance shall become effective five days after adoption.

Board of Supervisors of Blue Township  
By \_\_\_\_\_, Chairperson  
\_\_\_\_\_, Vice Chair  
\_\_\_\_\_, Member