



Centre Region Council of Governments

## **CENTRE REGION PARKS AND RECREATION**

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*Serving the Borough of State College and the Townships of College, Ferguson, Harris & Patton*

## **MILLBROOK MARSH NATURE CENTER ADVISORY COMMITTEE BYLAWS**

*The original bylaws were approved by the CRRA on 16 Jan 2001  
Revisions were approved by the CRRA on 20 Aug 2002 & 19 Jul 2011*

### **ARTICLE I. NAME**

The name of this Committee shall be the **Millbrook Marsh Nature Center Advisory Committee (MMNCAC)**.

### **ARTICLE II. AUTHORIZATION**

The Millbrook Marsh Nature Center Advisory Committee was officially formed by the Centre Regional Recreation Authority in January 2001. The committee had operated informally since the establishment of the nature center in January 1997. Insofar as the assistance by members of the Advisory Committee has been valuable in guiding the operations of the nature center, extending the assistance of the committee to other nearby municipal parks (with an environmental emphasis) would provide benefits. Therefore, effective 01 Sept 2002, the responsibility of the committee will include advisory oversight for:

- Millbrook Marsh Nature Center: 62 acres leased from PSU by Centre Regional Recreation Authority,
  - Thompson Woods Preserve: 36.6 acres owned by College Township and  
6.75 acres owned by State College Borough
  - Stan Yoder Preserve: 15 acres owned by Harris Township
- = 120.35 acres total**

Organizational representatives or individuals will be appointed to the committee by the Centre Regional Recreation Authority, a Pennsylvania municipal authority, for a term of two years.

### **ARTICLE III. PURPOSE**

The purpose of the Advisory Committee is to recommend to the Authority via the Director of Parks & Recreation the adoption, amendment, or repeal of nature center and park management practices, policies, rules, regulations, standards, criteria, and procedures as it deems necessary and advisable for effective management of the nature center or parks. The Advisory Committee may also assist the Authority by recommending facility improvements and assisting with obtaining funding for the nature center and assigned parks areas. Those recommendations will reflect the provisions of approved Management Plans, master plans, leases, easements, and best practices for each site

### **ARTICLE IV. MEMBERSHIP**

The Committee will consist of volunteer members interested in the nature center and the designated parks. Since its inception, both individual and organizational partners have played an important role in success and growth of the nature center, as well as with the acquisition and improvement of the municipal parks. Accordingly, the Authority may name either interested citizens and/or representatives of partner organizations. The main criteria for appointment to the committee will involve representatives of business and industry, state, federal and local government, environmental organizations, or citizens, all of whom shall have sufficient knowledge, experience or familiarity with history, agriculture, the environment, wetlands or nature center / park operations. Members are expected to:

- report nature center activities back to the organization they represent
- encourage use of the center's facilities to the community and the partner organization
- support the cooperative use of the center through volunteering and event support
- be involved in promoting the center to the community.

**Appointment Roster for Organizational Representatives:**

<b>No.</b>	<b>Organization</b>	<b>Term Ends Dec 31:</b>
1	CRRA member / College Twp. P&R Comm.	Odd Years
1	Penn State University	Even Years
1	ClearWater Conservancy	Even Years
1	ClearWater Conservancy Board Member	Odd Years
1	Shavers’s Creek Environmental Center	Odd Years
1	State College Area School District	Even Years
1	State College Bird Club	Odd Years
1	Riparia (PSU Cooperative Wetlands Center)	Even Years
1	Centre Regional Planning Commission	Odd Years
1	Centre County Historical Society	Even Years
1	Bald Eagle Archeological Society	Even Years
1	Borough of State College	Odd Years
<b>12</b>	<b>Organizational Appointees</b>	
<b>Plus</b>	<b>Up to 8 At-Large Appointees selected by the Authority</b>	<b>Even Years / Odd Years</b>

Additions or deletions of organizations can be made by action of the Authority with the recommendation from the Committee.

A. The Authority may, at its discretion, appoint or reappoint members to the Committee at the end of each term. The Authority may, at its discretion, make up to 8 At-large Appointments. In addition, the Committee may make recommendations to the Authority regarding any other revisions to the committee roster.

B. Any member not attending two (2) consecutive quarterly meetings without prior notice to the Chairperson or CRPR Staff may be recommended for removal. This recommendation will be made to the Authority by the Director of Parks & Recreation.

C. Organizational representatives may designate an alternate to the Authority. A member may only have one (1) designated alternate at any given time. The designated alternate shall have the privilege to vote in any committee action (in place of the main appointee). Alternates are not entitled to a vote if the official appointee is present. It shall be the responsibility of the appointee to inform the alternate of committee information. It is requested that the use of alternates not be a frequent occurrence.

D. Centre Region Parks & Recreation staff members (including any nature center staff) shall be non-voting members of the committee.

E. As long as the appointee is willing to serve, a member may be reappointed by the Authority to any number of successive 2-year terms.

**ARTICLE V. VOTING**

Members shall be entitled to one (1) vote, in person, on all matters which shall come before the Committee. All votes will be tallied by number and recorded in the minutes in the following manner:

- A. A “simple majority” of the members present: greater than 50% agreement
- B. A “super majority” of the members present: greater than 75% agreement
- C. A “Unanimous Decision” of the members present: 100% agreement

It shall be the purpose of the Millbrook Marsh Nature Center Advisory Committee to allow all view points an opportunity to be expressed. In making a recommendation to the Authority, the Committee shall inform the Authority of the vote by which the recommendation was adopted. The Chairperson shall appoint a member or members to write a dissenting opinion to accompany all recommendations to the Authority that are passed by a simple majority or super majority vote.

Periodically, as time-sensitive issues arise, the Chair may ask for an electronic consensus to be taken via a survey website or email. This method may also be used when a motion is made in the meeting with a quorum not present, if consensus is needed. The following provisions apply:

- A. Gathering of consensus via electronic format may be authorized by the Chair.
- B. Electronic consensus will not be used to replace face-to-face meetings.
- C. Electronic consensus will be permitted for time-sensitive issues, issues for recommendation to the Authority for decision, and issues related to the operation of the center. Issues not permitted for electronic vote include changing the organizational structure, nomination of officers, additions/deletions of partner groups, additions of new members, financial issues, and issues related to capital projects.
- D. Uniform communication to all appointees will ensure that all members have the same opportunity to review and respond to the issue electronically.
- E. If electronic responses call for a face-to-face discussion, a special meeting will be called or the issue will be tabled until the next quarterly meeting.
- F. Results of the electronic responses should be provided to all members by the Chair and be recorded in the meeting summary from the next meeting.
- G. If needed, the chair can ask for members to uphold this vote at the next quarterly meeting.
- H. A time frame shall be specified in the email based on the specifics of that situation and members will be asked to respond within that specified time frame,

#### **ARTICLE VI. OFFICERS**

The officers of the committee shall be a chairperson and a vice-chairperson.

- A. **CHAIRPERSON:** It shall be the duty of the chairperson to preside at all meetings of the Committee, call special meetings, and perform such other duties as pertain to the office of chairperson. It shall be the duty of the chairperson, or designated vice-chairperson, to attend regularly the meetings of the Committee as a voting member.
- B. **VICE-CHAIRPERSON:** It shall be the duty of the vice-chairperson to perform the duties of the chairperson in his or her absence. The vice-chairperson shall also assist the chairperson in the performance of such duties as may be assigned by the chairperson.
- C. **TERM OF OFFICE:** The term of office for the Chairperson and Vice-Chairperson shall be twelve months.

#### **ARTICLE VII. SECRETARY**

Centre Region Parks & Recreation shall be requested to delegate an employee to perform the necessary secretarial duties for the Committee. Duties of the secretary include: timely notice of meetings and standing committee meetings to the affected members; recording, transcribing, and maintaining a permanent file of the minutes of the Committee; receipt, preparation, and transmittal of incoming and outgoing correspondence of the Committee and maintenance of a permanent file of such correspondence; performing such duties as may be requested by the Committee.

#### **ARTICLE VIII. ELECTION OF OFFICERS**

The officers of the Committee shall be elected at the January meeting. Nominations for positions will be solicited 2 weeks before the organizational meeting where the vote will take place. Nominations will be made by current committee members. Each candidate must give consent for his/her name to appear for consideration. Additional nominations may be made from the floor immediately before the election. In the case of several members nominated for the same positions, the Chair may call for a silent ballot to be implemented.

#### **ARTICLE IX. STANDING COMMITTEES**

- A. Standing committees shall be established by a majority vote of those members attending a regular or special meeting of the Committee.
- B. Standing committee membership: The chairperson shall appoint committee members. Tenure on a standing committee is not restricted.
- C. Each standing committee shall receive a charge by the chairperson at the time of its creation, and each standing committee shall exist until such time as the responsibilities and duties contained in that charge are accomplished.
- D. A listing of the standing committees and their respective charges shall be maintained by the secretary. Additions to and

deletions from that appendix shall not constitute an amendment to these bylaws.

**ARTICLE X. MEETINGS**

All meetings of the Committee will be open to the public. The Committee will **meet on a quarterly basis** but no less than 3 times per calendar year. Regular meeting dates shall be established on an annual basis. Alternate meeting dates and additional meetings may be called by the chairperson or the Director. A quorum for the purpose of conducting business shall consist of more than half of the current membership. All meeting agendas shall contain a time for comment by the public and guests.

**ARTICLE XI. AMENDMENTS**

These bylaws may be amended, revised, repealed, or suspended at any meeting of the Authority. However, written notice of any proposed action by the Authority shall be provided to members of the Committee at least one (1) week prior to said meeting of the Authority.

**ARTICLE XII. TIME LIMITS**

Wherever a time limit is specified in these bylaws, it may be waived by a majority action of the Authority.

*Approved by action of the Centre Regional Recreation Authority on 19 July 2011.*

*(Signed)*

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Kathleen Matason, Authority Secretary  
Date: 19 July 2011

*(Signed)*

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Sue Mascolo, Authority Chair  
Date: 19 July 2011