



# Charter, Bylaws and Rules of Governance Washington Grove Dog Park Committee

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## ARTICLE I - NAME, PURPOSE

**Section 1: Name.** The name of the organization shall be the Washington Grove Dog Park Committee (DPC).

**Section 2: Purpose.** The Dog Park Committee is established to:

- recommend to the Town Council:
  - parameters for the construction of a dog park in Washington Grove, and
  - rules and regulations for Washington Grove Resolution No. 2018-06, Dog Park Rules Ordinance,
- assist, as requested by the Town Council, in the construction of the park,
- maintain the condition of the park to ensure cleanliness, health and safety,
- establish a registration process for dogs to be permitted to use the park,
- register dogs,
- establish hours of operation and any other rules and regulations for the park not otherwise covered by Resolution No. 2018-06, and
- enforce the provisions of Resolution No. 2018-06 and any other rules and regulations established by the Committee.

## ARTICLE II - MEMBERSHIP AND VOTING

**Section 1: Membership.** In order to encourage volunteerism, membership is intended to be as non-restrictive and as inclusive as possible. Attendance at meetings is open to all residents of Washington Grove.

**Section 2: Voting.** Members must meet the following requirements in order to be eligible to vote on decisions made by the DPC:

- *Age requirements:* none.
- *Residency requirements:* Only members whose primary residence is in the Grove may vote.

- *Prior attendance requirements:* None. Except as may be otherwise stated in this document, any new member is eligible to vote at the first meeting she or he attends.
- *Members who are also Town Councilors:* Town Council Liaisons and other members serving on the Town Council or who serve as Mayor may vote on any decision other than budgetary matters and other matters that come before the Town Council.
- *Physical presence when voting occurs:* DPC members do not need to be physically present at a meeting in order to vote, as follows:
  - Members may participate and vote whether they attend in person or via phone, or video/online chat service, or online survey tool.
  - Members may vote by proxy. In order to vote by proxy, a member must submit a written statement to the member voting in their absence (the “attending member”). The statement must indicate that the attending member is permitted to vote on a specific issue, or on all issues, decided at the meeting. The attending member must bring the written statement to the meeting.
  - In the event that the chairpersons believe that a vote must be conducted prior to the next scheduled meeting, they may conduct a vote via an online survey tool such as SurveyMonkey.
  - “*In attendance*” is defined to include actual physical presence, calling in via phone or video/online chat, voting by proxy, and voting via online survey tool.
- A motion or other vote will be considered to have passed if voted on favorably by a majority of members in attendance who participate in the vote. If the number of members in attendance is an even number, then “majority” will be considered to be half the number of members in attendance plus one. A consensus is preferable, but is not necessary, for a vote to have been considered to have passed.
- *Voting between meetings:* In the event that the chairpersons believe that a vote must be conducted prior to the next scheduled meeting, they may conduct a vote via an online survey tool such as SurveyMonkey.
- *Records of votes:* Records of vote totals should be reported in the Minutes.

### **ARTICLE III - OFFICERS**

**Section 1: Officers.** The DPC members shall elect one or more chairpersons annually, and other officers as the DPC members may feel necessary for proper functioning of the DPC. Neither the Town’s Mayor nor Town Councilors may serve as DPC chairpersons. Any chairperson who is elected to the Council must resign as chairperson of the DPC, although they may continue as a member.

**Section 2: Duties and responsibilities.** The chairperson(s) shall have the following duties and responsibilities:

- Serve as points of contact with other residents and with external groups such as the Town Council;
- Develop meeting agendas and minutes; and
- Schedule and lead the meetings.

**Section 3: Annual elections.** Elections of chairpersons and other officers shall occur at least every 12 months.

**Section 4: Term limits.** The DPC may establish term limits for chairpersons and other officers at any time, by majority vote.

#### **ARTICLE IV - MEETINGS**

**Section 1. Frequency.** The DPC shall hold meetings as often as the chairperson(s) deem necessary, but at least annually.

**Section 2: Location.** DPC meetings shall be held in any indoor or outdoor location agreed to by the members. In the event that the DPC includes any member with a disability, the meeting location must be accessible to that member.

**Section 3: Notices.** Advance notice of the location, date and time of DPC meetings shall occur via the informal Washington Grove listserv, the Town website, and/or the Town Bulletin. Listing the date, time and location of the next meeting in the Bulletin is preferable, but not necessary.

**Section 4: Publication of agendas.** The chairperson(s) shall provide an agenda of the next meeting (i) on the Town website and (ii) to anyone who has indicated interest in attending that meeting. The agenda shall be provided at least 72 hours in advance of the meeting.

**Section 5: Minutes.** The chairperson(s) or other volunteer shall create minutes after each meeting. The minutes shall then be sent to all DPC members who attended the meeting for review and approval. Voting to approve minutes may be done via an online survey tool. Once the minutes have been approved, the chairperson(s) shall deliver a PDF version to the Town's webmaster, copying the Mayor and the Town Clerk, for publication on the Town's website.

#### **ARTICLE V - AMENDMENTS**

This document may be amended at any time by majority vote of the DPC members.

## **ARTICLE VI - PUBLICATION OF THIS DOCUMENT**

Once approved by a majority of the DPC members, the chairperson(s) will deliver a PDF version to the Town's webmaster, copying the Mayor and the Town Clerk, for publication on the Town's website.

This Charter, Bylaws and Rules of Governance document was approved at a meeting of the DPC on August 26, 2020.