

STADIUM COMMISSION PROCEDURAL RULES

Purpose – The purpose of the Stadium Commission is to be the liaison between the Reading Fightin’ Phils and the City of Reading and to assist and promote the City of Reading and baseball in the City. The Stadium Commission oversees the City’s \$5,000 annual allocation for capital repairs by ensuring the appropriate capital improvement project is identified, the project is completed, and reimbursement of funds is executed in accordance with the “Stadium Commission Annual Capital Approval Process” (Attachment A).

OFFICERS

Officers – The officers shall be a Chairperson and a combination role of Vice-Chairperson/Secretary.

ELECTIONS

Election of Officers –

- Elections shall be held annually at the regularly scheduled January meeting. The nominating and voting shall occur as the last item on the agenda. The newly elected officers will assume their office at the next regularly scheduled meeting.
- Officers shall serve for a period of one year. Successive terms in the same office are permitted until The Commission elects another member or the current officer decides not to serve another term in that capacity.
- If a vacancy occurs in the office of Chairperson, the Vice-Chairperson/Secretary shall succeed and act as Chairperson until a special election is held at the next scheduled Commission meeting.
- If a vacancy occurs in the office of Vice-Chairperson/Secretary, a special election shall be held at the next scheduled Commission meeting.

DUTIES OF OFFICERS

Chairperson – it shall be the duty of the Chairperson to:

- Represent the Stadium Commission at all meetings and functions related to the Stadium Commission.
- Preside at all scheduled meetings.
- Compile a written agenda and distribute to all Commissioners and liaisons at least one week prior to scheduled meeting.
- Vote only in case of a tie.
- Create subcommittees and appoint committee chairpersons as needed.
- Compile a written annual report to the City Clerk by January 31 and offer an oral presentation of annual report to City Council on the operations of the Commission for the previous year.
- Work closely with Vice-Chairperson/Secretary to ensure all records are kept up to date and are accurate.
- Collaborate with Commissioners and Reading Fightin Phils to establish a volunteer schedule.
- Communicate with General Manager of Reading Fightin Phils and Director of the Department of Public Works to prioritize capital improvements and ensure improvement is completed.
- Make written request to Director of the Department of Public Works to release the appropriated funds to General Manager of Reading Fightin Phils and follow up that allocation has been dispensed.
- Perform other duties which ordinarily pertain to the office.

Vice-Chairperson/Secretary – it shall be the duty of the Vice-Chairperson/Secretary to:

- Preside at meetings in the absence of the Chairperson.
- If the Chairperson resigns, serve as temporary Chairperson until a special election is held at the next scheduled Commission meeting.
- Record the minutes of all meetings.
- Submit approved minutes to the City Clerk of Reading via email within one week following approval at meeting.
- Maintain a current roster and contact information of each Commissioner and submit to the City Clerk after the first meeting of the year. Notify the City Clerk of any changes throughout the year.
- Submit approved calendar of upcoming meeting dates to the City Clerk after the final meeting of the previous year. Notify the City Clerk of any changes throughout the year.
- Keep a record of Commissioners' volunteer hours to be included in annual report.
- Work with Chairperson to compile the annual report for City Council on the operations of the Commission.
- Keep an electronic and hard copy file of the Commission's minutes/records and make them available upon request.

MEMBERS

- Members of the Commission are appointed by City Council and approved by the Mayor.
- The number of members is determined by Ordinance 36-2010.

MEETINGS

- Meetings – Regular meetings shall be held 6 times per year.
- Special Meetings – Special meetings may be called by the Chairperson.
- Quorum – A quorum shall consist of 50% of the sitting members.
- Procedural Rules – Robert's Rules of Orders shall govern this Commission for all meetings.

ANNUAL REPORT

- A written annual report on the operations of the Commission will be compiled and provided to City Council on or before January 31 of each year. The annual report will be compiled by the chairperson who served that year.
- An oral presentation summarizing the operations of the Commission will be presented to City Council on a mutually convenient date established by the City Clerk and the Chairperson.

AMENDMENTS

- Procedure Amendments – These procedures may be amended at a meeting with a majority vote.
- All Commission members shall receive advance notice of the proposed amendment at least 30 days before the meeting.

EXPECTATIONS OF BOARD MEMBERS

- Attend regularly scheduled Commission meetings. If a member is unable to attend a meeting or scheduled volunteer opportunity, then the member is to promptly notify the Chairperson or Vice-Chairperson/Secretary. Advanced notice of the inability to attend any Commission activity should be prompt or at least 24-hours in advance. Unusual circumstances will be considered.
- Complete Annual Financial Disclosure Statement and submit to the City Clerk in accordance with timeline.
- Participate in Commission work.
- Become informed about the Stadium Commission City Ordinance and the procedures of the Commission.
- Participate in special events, e.g. volunteer at Stadium or Baseballtown Charities events/activities.
- Act as an informed advocate of the Commission.
- Return any City of Reading or Fightin Phil's property (e.g. key) within ten (10) calendar days from the date of resignation or removal from the Commission.

ATTENDANCE

- City Ordinance 36-2010 governs attendance requirements for Commission members.
- Members must participate in Commission meetings and activities.
- §1-593 guides removal of members. Any member may be removed for misconduct or neglect of duty or for other just cause by a majority vote of Council taken after the member has received fifteen days advance notice of the intent to take such vote. Failure of a member to attend three (3) consecutive regular meetings of the Board will constitute grounds for immediate removal from the Board by City Council. Failure of a member to attend at least 50% of the regular meetings of the Board in a calendar year will constitute grounds for immediate removal from the Board by City Council. The Chairperson of the Board shall inform the City Clerk in writing when a member has failed to comply with this attendance policy. Following such notification, City Council may vote to remove the member and seek applicants to fill the vacant position.

Attachment A

Stadium Commission Annual Capital Approval Process

1. The Chair of the Stadium Commission (Chair) will invite the General Manager of the Reading Fightin Phils organization (GM) to the first meeting of the calendar year which takes place in January. The GM, in person or by proxy, shall give an oral presentation and/or submit a proposal to the Stadium Commission (Commission) by the first meeting of January of each calendar year outlining the specific capital improvement project for which the \$5,000 allocation is requested.
2. The Commission will review the proposal at the first meeting of the calendar year.
3. At the second meeting of the year, upon receipt of a written notice from GM regarding the capital improvement project (CPI), the Commission will vote to approve or make an alternative recommendation. The Chair will notify the GM of the decision as soon as possible after the decision is reached.
4. After work is completed, the GM will forward paid receipt for the CPI to the Commission.
5. Commission will forward the satisfied receipt to the Commission liaison of the Department of Public Works for payment.
6. Commission liaison of the Department of Public Works will send the \$5,000 allocation request to the City within one month and copy the Chair that the request has been made.
7. The Chair will follow up with GM to ensure payment has been made.