

STADIUM COMMISSION PROCEDURAL RULES

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 in January.
- Officers shall serve for a period of one year. Successive terms are permitted.
- If a vacancy occurs in the office of Chairperson, the Vice-Chair/Secretary shall succeed and act as Chairperson until a special election is held at the next Commission meeting.
- If a vacancy occurs in the office of Vice-Chairperson/Secretary a special election shall be held at the next Commission meeting.

DUTIES OF OFFICERS

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

- Represent the Stadium Commission
- Preside at meetings
- Vote only in case of a tie or if a quorum is not present
- Appoint committee chairpersons subject to the approval of the Commission
- Be available, if determined necessary, to present the annual report to City Council on the operations of the Commission
- Perform such other duties as ordinarily pertain to the office

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

- Preside in the absence of the Chairperson
- If the Chairperson resigns, serve as temporary Chairperson until a special election is held at the next Commission meeting
- Record the minutes of all meetings
- Submit approved minutes to the City of Reading City Clerk
- Keep a file of the Commission's records
- Maintain a current roster and contact information of the Commission
- Compile the annual report for City Council on the operations of the Commission

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MEMBERS

Members of the Commission are appointed by the mayor and approved by City Council

- The number of members is determined by Ordinance 36-2010
- Members shall serve without compensation

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 a majority of the vote of Commissioners present with the Chairperson voting only when there is a tie
- 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.
- At the discretion of the Chairperson, in addition to the written report, an oral presentation summarizing the operations of the Commission may be presented to City Council on or before January 31 of each year.

AMENDMENTS

- Procedure Amendments – These procedures may be amended by a quorum vote.
- Notice – 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 members are unable to attend a meeting or scheduled volunteer opportunities, 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.
- Participate in Commission work.
- Become informed about the Stadium Commission City Ordinance and the procedures of the Commission.
- Participate in special events.
- Act as an informed advocate of the Commission.
- Return any Stadium Commission or Fightin Phil’s property within 10 calendar days from the date of resignation or removal from the Commission.

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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.