

Pool Commission of the Borough of Ramsey

By-Laws

Approved April 23, 2013, Amended September 24, 2015, January 17, 2018

ARTICLE I. COMMISSIONERS

Section 1. The Pool Commission shall consist of seven (7) Commissioners, five (5) regular Commissioners and two (2) alternates, to be appointed by the mayor. The appointments for a regular Commissioner shall be for terms of three (3) years. The appointments for an alternate Commissioner shall be for terms of two (2) years.

Section 2. The Commissioners shall meet for organization annually, on the third Wednesday of January.

Section 3. Commissioners are required to attend all meetings unless being excused for illness or other valid reason. Three consecutive unexcused absences shall constitute automatic resignation.

ARTICLE II. OFFICERS AND THEIR DUTIES

Section 1. The officers shall be a Chairman and Vice-Chairman and such other officers and employees as the Commissioners shall from time to time appoint. All officers and employees shall be elected or appointed by the Commissioners. A Pool Manager and Assistant Pool Managers shall be appointed by the Commissioners at the annual organization meeting in January. The Pool Manager shall have the authority to hire and discharge other staff employees upon approval of the Commission. If the Manager is incapacitated, these duties shall be undertaken by one of the Assistant Managers.

Section 2. The Chairman shall preside at all meetings.

Section 2A. In the absence of or disability of the Chairman, all duties of the Chairman shall be performed by the Vice-Chairman.

#### ARTICLE III. THE POOL MANAGER

Section 1. The Pool Manager shall have general charge of the pool and of all the persons employed therein. The Pool Manager shall be responsible to the Commission for the proper management of the pool, for the preservation and care of its property, and for the discipline and efficiency of its service.

Section 1A. The Pool Manager will prepare the annual budget for approval by the Commission and submission to the Borough Finance Committee.

Section 2. The Pool Manager shall also perform any duties relating to the work of the pool which may be assigned by the Commission.

Section 3. The retirement age of the Pool Manager shall comply with the New Jersey laws governing municipal employees.

Section 4. Any Pool Manager employed after the effective date of these by-laws shall hold a pool operator certificate as mandated by the State of New Jersey.

Section 5. The duties of the Pool Manager shall reflect the Borough Code. (Ord. No 912, 2-18.2)

#### ARTICLE IV. POOL SERVICES

Section 1. The position and duties of all persons at the municipal pool, not expressly mentioned in these by-laws, shall be prescribed and defined from time to time by the Commission.

#### ARTICLE V. MEETINGS

Section 1. Meetings of the Commission shall be held on the third Wednesday of each month. Special meetings may be called at any time by the Secretary at the direction of the Chairman or at the request of three Commissioners and the notices of such special meetings shall state the reasons for which they are called.

Section 2. At all meetings, three Commissioners of the Commission shall constitute a quorum. If a lack of quorum prevents a regular meeting, the meeting may be held but no votes will be taken.

#### ARTICLE VI. ORDER OF BUSINESS

The order of business at the regular meeting of the Pool Commission shall be:

1. Attendance
2. Approval of Minutes
3. Public Comment (limited to five minutes per person)
4. Communications
5. Report of the Pool Manager
6. Report of the Chairman/Board Commissioner Comments
7. Report of the Council Liaison
8. Sub-Committee Reports
9. Unfinished Business
10. New Business
11. Adjournment

## ARTICLE VII. RESOLUTIONS AND ORDERS

Section 1. A majority of the votes of those present shall be necessary for the adoption or passage of any resolution or order.

## ARTICLE VIII. SPECIAL SUB-COMMITTEES

Section 1. Such special sub-committees as may be found to be necessary for the proper conduct of the pool shall be appointed by the Chairman. Such sub-committees may be, but are not limited to, Activities, By-laws, Facilities, and Swim Team.

## ARTICLE IX. RECORD RETENTION SCHEDULE

Section 1. Record retention schedule shall comply with that outlined by the State of New Jersey.

## ARTICLE X. PERSONNEL POLICIES

Section 1. All employees of the Pool shall comply at all times with the Borough's employment practices and policies.

## ARTICLE XI. RESIGNATIONS

Section 1. Any Commissioner or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, and if no time be specified, at the time of its receipt by the Chairman or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

## ARTICLE XII. INDEMNIFICATION

Section 1. To the full extent permitted by law, the Pool must indemnify any person or his/her heirs, distributees, next of kin, successors, appointees, executors, administrators, legal representatives

and assigns who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative by reason of the fact that he/she is or was a Commissioner, officer, employee, or agent of the Pool, against expenses, attorneys' fees, court costs, judgments, fines, amounts paid in settlement and other losses actually and reasonably incurred by him/her in connection with such action, suit, or proceeding; provided, however, the Pool's indemnification shall not apply with respect to any criminal act, gross negligence, or willful misconduct of any person.

#### ARTICLE XIII. AMENDED BY-LAWS

Section 1. These by-laws may be amended at any regular meeting only by majority vote, provided that specific notice of proposed amendments shall have been given at a previous regular meeting.