

# **PARKS & RECREATION COMMISSION BYLAWS**

Originally Adopted March 2011

Amended: February 2016; March 2021; May 2022

## **1. Name, Purpose**

- A. The name shall be Oceana County Parks & Recreation Commission
- B. These bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in PA 261 of 1965.

## **2. Membership**

- A. Members of the Commission are appointed by the Oceana County Board of Commissioners, pursuant to PA 261 of 1965.
  - 1. The first priority of each member shall be to represent and advocate what is best for the Oceana County Parks as a whole, putting aside personal interests.
- B. The Oceana County Parks & Recreation Commission shall consist of 10 members who have an interest in Oceana County parks and recreation:
  - 1. One member representing the Oceana County Planning Commission, usually the Planning Commission Chairman
  - 2. One member representing the Oceana County Road Commission, usually the Road Commission Chairman
  - 3. One member representing conservation/environment from the Drain Commissioner's office
  - 4. Seven (7) citizen members, with at least one (1), but not more than three (3) members of the County Board of Commissioners
- C. Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings without getting an excused absence, then that member shall be considered delinquent.
  - 1. An absence is only considered to be excused by notifying the County Administrator's Office by telephone, email or in writing.
  - 2. Delinquency shall be grounds for the Board of Commissioners to remove a member from the Parks and Recreation Commission for nonperformance of duty, or misconduct, but only after holding a public hearing on the matter at the next regularly scheduled meeting of the Board of Commissioners or on an alternate date established by the Board of Commissioners.
  - 3. The Parks and Recreation Secretary shall keep attendance records and shall notify the County Administrator whenever any member of the Parks and Recreation Commission is absent from a meeting. The notification will occur immediately following adjournment of the meeting. The County Administrator will work with the Secretary to

verify absences before the Board of Commissioners will be asked to consider action regarding unexcused absences.

### **3. Officers**

- A. Selection. At the regular meeting in March of each year, the Parks and Recreation Commission shall select from its membership a Chair, vice-Chair, Secretary, and Treasurer. All officers are eligible for re-election. In the event the office of the Chair becomes vacant, the vice-Chair shall succeed to this office for the unexpired term and the Parks and Recreation Commission shall select a successor to the office of vice-Chair for the unexpired term.
- B. Tenure. The Chair, vice-Chair, Secretary, and Treasurer shall take office April 1, following their selection and shall hold office for a term of one (1) year.
- C. Duties of the Chair. The Chair retains his or her ability to discuss, make motions, and vote on issues before the Commission. The Chair shall:
  - 1. Preside at all meetings with all powers under parliamentary procedure.
  - 2. Shall rule out of order any irrelevant remarks, such as remarks which are personal; discriminatory based on race, religion, sexual orientation, gender identification, physical condition, beliefs, and any other federal or state designations; the use of profanity; or remarks that are not about the topic before the Parks and Recreation Commission.
  - 3. Restate and clearly articulate all motions made
  - 4. Appoint committees
  - 5. Call special meetings
  - 6. Act as member and Chair of the Executive Committee consisting of the Chair, vice-Chair, Secretary, and Treasurer.
  - 7. Appoint an acting Secretary in the event the Secretary is absent from a meeting.
  - 8. Inform and coordinate communication with local, regional, state and federal levels regarding all matters before the Parks and Recreation Commission with the County Administrator before communication occurs and with the consent of the County Administrator and/or Board of Commissioners.
  - 9. Ensure that the Parks and Recreation Commission adheres to the county's purchasing and bid policy and takes no action beyond the scope of the policy that may incur an expense upon the county without the consent of the County Administrator and/or Board of Commissioners.

10. Inform and coordinate development and approval of bid documents with the County Administrator before any such documents are presented to and/or approved by the Board of Commissioners.
11. Not engage in any negotiations regarding the purchase or sale of real or personal property without prior approval of the Board of Commissioners. The County Administrator shall coordinate negotiations as directed by the Board of Commissioners.
12. Ensure resolutions passed by the Parks and Recreation Commission are stated in a manner that a recommendation is being made to the Board of Commissioners for certain action to be taken (or not taken).
13. Represent the Parks and Recreation Commission, along with the member delegate from the Board of Commissioners, before the Board of Commissioners.
14. Perform other duties as may be ordered by members of the Parks and Recreation Commission, County Administrator, or Board of Commissioners.

D. Vice-Chair. The vice-Chair shall:

1. Act in the capacity of the Chair, with all the powers and duties of the Chair, in the Chair's absence.
2. Act as member and vice-Chair of the Executive Committee
3. Perform other duties as may be ordered by members of the Parks and Recreation Commission, County Administrator, or Board of Commissioners.
4. Track and report volunteer hours on a monthly basis.

E. Secretary. The Secretary shall:

1. Execute documents in the name of the Parks and Recreation Commission in accordance with all requirements established in these Bylaws.
2. Be responsible for the minutes of each meeting and shall make proposed minutes available for public inspection within eight (8) days of the actual meeting. Approved minutes shall be made available for public inspection within five (5) days of the meeting at which the minutes were approved (pursuant to PA 267 of 1976, Open Meetings Act, Section IV (c)).
3. Review the draft of the minutes and submit them for approval to the Parks and Recreation Commission. Copies of the minutes shall be distributed to each member prior to the next regularly scheduled meeting.
4. Keep attendance records.
5. Provide notice to the public and members of the Parks and Recreation

Commission for all regular and special meetings, pursuant to the Open Meetings Act.

6. Prepare an agenda for meetings
7. Perform other duties as may be ordered by the Parks and Recreation Commission, County Administrator, or Board of Commissioners.
8. Act as a member of the Executive Committee.

F. Treasurer. The Treasurer shall:

1. Work with the County Administrator's Office to review the pertinent monthly and yearly financial statements.
2. Lead commission discussions at monthly commission meetings of the financial accounts and offer appropriate interpretations to the commission members.
3. Act as a member of the Executive Committee.

#### **4. Meetings**

A. Regular meetings. Meetings of the Parks and Recreation Commission will be held the first Thursday of every month at 3:00 p.m. in the Board of Commissioners Room in the Oceana County Building. When the regular meeting day falls on a legal holiday, the meeting shall be rescheduled at a suitable alternate day in the same month. An annual notice of regularly scheduled meetings shall comply with P.A. 267 of 1976 as amended, being the Michigan Open Meetings Act, M.C.L. 15.261.

B. Special meetings. Special meetings shall be called in the following manner:

1. By the Chair.
2. By any two members of the Parks and Recreation Commission.
3. Notice of special meetings shall be given by the Secretary to members of the Parks and Recreation Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, year, and location of the meeting.

C. Recess: The Chair, or by majority vote of members present, after the meeting has been in session for two hours, shall suspend the business and evaluate the remaining items on the agenda.

1. The Parks and Recreation Commission shall then decide to finish that meeting's agenda, may act to continue the meeting on another day with a fixed time at which to adjourn, or complete some agenda items and continue the agenda on the next meeting.
2. If more than 18 hours will pass before the reconvened meeting, public notice shall be given to comply with the Open Meetings Act. Upon reconvening, a roll call of attendance shall be the first item of business

before proceeding with the same agenda, proceeding at the same point where they left off, without the addition of additional business.

- D. Quorum. More than half the total number of seats for members shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Parks and Recreation Commission.
  - 1. Whenever a quorum is not present at any meeting, those present shall adjourn the meeting to another day.
- E. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded by the Secretary any time the results of a voice vote are questioned by any member or upon request by a member, and when voting to recommend spending money.
  - 1. The affirmative vote of a majority of those present shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan, such as a master plan, strategic plan, or similar.
- F. Commission Action. Action by the Parks and Recreation Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
- G. Parliamentary Procedure. Parliamentary procedure in meetings shall be informal, however, if required to keep order, the meeting shall be governed by Robert's Rules of Order, Newly Revised (12<sup>th</sup> edition). Where these Bylaws conflict, or are different than Robert's Rules of Order, then these Bylaws control.
  - 1. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public. During the meeting, public comment is normally not allowed; however, sometimes the Parks and Recreation Commission members may direct questions to members of the public.
  - 2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a meeting and shall do so in accordance with the Public Meeting Process requirements established by the Board of Commissioners.
- H. Delivery of Agenda. The agenda and accompanying materials shall be distributed to members using email, fax, or postal service using first class mail, so it is reasonably expected to be received prior to the regular meeting date, generally accepted to be, but not always, on the Thursday of the week prior to the meeting.
- I. Placement of Items on the Agenda. The deadline to add items to the meeting

agenda shall be seven (7) business days prior to the next regularly scheduled meeting.

J. Order of Business is as follows:

1. Call to Order
2. Pledge
3. Roll Call and recording of absences
4. Additions/Deletions to Agenda
5. Public Comment on Agenda Items
6. Approval of the minutes from the previous meeting
7. Financial report
8. Approval of claims for payment
9. Correspondence / Communications
10. Chairperson's report
11. Park reports
12. Other old or new business
13. Public Comment
14. Adjournment

**5. Committees**

A. Executive Committee

1. The Executive Committee shall be a standing committee of the Parks and Recreation Commission. Its membership shall be the Chair, vice-Chair, Secretary, and Treasurer and they shall hold the same offices on the Executive Committee.
2. The Executive Committee may deal with recommendations to the Parks and Recreation Commission on matters of the budget, day-to-day administration of county parks and anything else directed to the Executive Committee by the Parks and Recreation Commission, County Administrator, or Board of Commissioners.
3. The Executive Committee has limited power to act only on house-keeping matters, budget, overseeing contracts and when time constraints require action prior to the next regularly scheduled Parks and Recreation Commission meeting. Such actions shall be reported at the next regular meeting and are subject to review and/or veto such actions.

B. Ad Hoc Committees. The Chair, or by majority vote of members, may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

4. All committees are subservient to the Commission and report their

recommendations to the Commission for review and action. The Commission can overrule any action of any committee.

## **6. Mileage and Per Diem**

- A. Mileage and per diem shall be paid to members of the Parks and Recreation Commission at rates established by the Board of Commissioners for attending meetings including Executive Committee meetings, and other authorized meetings and trips to represent the Parks and Recreation Commission, if those members attending invoice the county for the same.
  - 1. Mileage only shall be paid for any attendance at ad hoc committee meetings, if those members invoice the county for the same.
  - 2. Mileage other than to meetings must be approved by the Parks and Recreation Commission and members must state the reason for travel before it may be approved for reimbursement.

## **7. Parks maintenance**

- A. Much of the upkeep of the county park system is performed by members of the Parks and Recreation Commission. The Parks and Recreation Commission may authorize members to purchase supplies following the county's purchasing and bid policy and to be paid a pre-approved fee for repair and maintenance labor on some park projects.
  - 1. Members must submit estimates of repair and maintenance labor costs for consideration during the next regularly scheduled meeting.
  - 2. If delaying a decision regarding repairs and maintenance at a county park poses a hazard to anyone accessing the park, the Chair may authorize the repairs, in accordance with the county's purchasing and bid policy, prior to the next regularly scheduled meeting.