

## **PARK AND RECREATION BOARD BY-LAWS**

### **Adopted July 20, 2021**

**BOARD MISSION:** The Brown City Parks and Recreation Board shall permanently preserve, protect, maintain, improve, and enhance its natural resources, parkland, and recreational opportunities for all current and future generations.

**ARTICLE 1. PURPOSE AND RESPONSIBILITIES:** These bylaws are adopted by the Board to facilitate performance of its duties as outlined in City of Brown City Ordinance Section 31.200 - An Ordinance Establishing The Brown City Park and Recreation Board For The Purpose Of Managing, Financing, Operating And Improving The Community Park (2021).

**SECTION 1.1 – PURPOSE:** The Board's purpose is to advise on the budget and operations of the Brown City Park; establish related policies; plan for long-term parks and recreation needs; and make recommendations to the City Council for investments in facilities or expanded operations.

**SECTION 1.2 – RESPONSIBILITIES:** First priority, each member shall represent and advocate for what is best for the Brown City Park and City as a whole, putting aside personal or special interests. The responsibilities of the Board:

- To assess at all times the safety and security of site locations and physical facility standards.
- To advise the initiation, planning, design and to recommend a system of parks, facilities, etc., that will accommodate the public's need for parks and recreation activities.
- To assist with the preparation and development of rules and regulations by which parks and recreation programs may operate.
- To monitor and evaluate the effectiveness of park and recreation programs.
- To advise and recommend ways and means by which parks and recreation programs may be improved or strengthened.
- To support new parks, programs, and activities as public need may dictate.
- To recommend a system of fees and charges for use of parks and recreation facilities or for participation in parks and recreation programs, and alternate sources of funding to parks and recreation such as grants, gifts, endowments, etc.
- To adopt bylaws and other rules of procedure to achieve its purposes and functions.
- To recommend rules governing participation in parks and recreation programs.

- To suggest rules governing hours of operation and use of city parks and facilities.
- To assist with the adjudication of complaints, disputes or other grievances from the public arising out of parks and recreation activities.
- To evaluate programs and activities which are offered from year to year.
- To perform other duties and responsibilities as may be conferred by the City Council from time to time.
- To review and recommend rules and regulations for public parks and recreation facilities in the community.
- To promote a wide range of programs that will contribute to the meaningful use of leisure time.
- To review and recommend operational policies for all properties and assets under the management of the Department.
- To review and recommend a comprehensive plan for recreation and programs.
- To review annual budget and goals and objectives for the Park and provide oversight.
- To identify funding alternatives and other resources for the operation and maintenance of park facilities and programs.
- To provide leadership & administer to the special developmental needs of the children through summer playground programs, sport leagues, and instructional programs.
- To review and update the bylaws annually or as needed.

ARTICLE 2. MEMBERSHIP: Chairperson's Duties. The Chairperson retains his or her ability to discuss, make motions and vote on issues before the Board. The Chairperson shall:

1. Preside at all meetings with all powers under parliamentary procedure; utilize Roberts Rule of order;
2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Board;
3. Restate all motions;
4. Appoint committees;
5. May call special meetings pursuant to these Bylaws;
6. Review with the Secretary or staff, prior to a Board meeting, the items to be on the agenda if he or she so chooses;
7. Perform such other duties as may be ordered by the Board.

#### ARTICLE 3. PARKS AND RECREATION BOARD:

(A) The board shall advise the city council and the city manager regarding:

- 1 The acquisition, development, improvement, equipment, and maintenance of city parks and public playgrounds;
2. The future development of the city parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes; and,

- ii. A statement of what is being approved.
  - iii. What exhibits were submitted (if any).
  - iv. What evidence was considered (summary of discussion by members at the meeting).
  - v. The decision (e.g. approve, deny, approve with modification).
- (B) Records of any action, support documents, maps, photographs, correspondence received, attached as an appendix to the minutes.
- (C) Retention. Board records shall be preserved and kept on file according to the following schedule:
- 1. Minutes, oaths of officials, other records of decisions, Board or department publications: Permanent.
  - 2. Correspondence: Permanent.

#### ARTICLE 8. COMMITTEES.

- (A) Ad Hoc Committees. The Board or Chairperson 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.
- (B) Citizen Committees. The Board may establish and appoint citizen committees. Membership can be any number, so long as less than a quorum of the Board serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Board and to better represent various interest groups in the City of Brown City and the adjacent Townships.

#### ARTICLE 9. RULES OF PROCEDURES FOR ALL COMMITTEES.

- (A) Subservient to the Board. All committees are subservient to the Board and report their recommendations to the Board for review and action. The Board can overrule any action of any committee.
- (B) Same Principles. The same principals of these Bylaws for the Board also apply to all committees of the Board including, but not limited to:
- 1. Officers. Officers of committees are appointed by the Chairperson of the Board at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chair and Secretary.
  - 2. Quorum. A committee's quorum shall be at least half the total appointed membership of the committee plus one.
  - 3. Voting. Only those appointed members of a committee, who are present at the time of a vote, shall be eligible to cast a vote.
  - 4. Attendance. If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Board to remove any member from the committee. The committee Secretary shall keep attendance records and notify the Board of any committee member who is absent from three consecutively scheduled meetings so the Board may

consider removal of the individual from the committee or excuse the absence(s).

5. Minutes. The Secretary of the committee shall keep minutes of the committee meetings in the same format used by the Board and filed in the same office as the Board's minutes.
6. Public. All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in the Michigan Open Meetings Act.
7. Subcommittees. Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership shall consist of less than half the parent committee's membership.

#### ARTICLE 10. OTHER MATTERS TO BE CONSIDERED BY THE BOARD.

(A) Board Action. The following matters shall be presented for consideration at a meeting of the Board:

1. At least annually, the adoption of priorities for the Board's plan of work.
2. Annually, preparation of an annual report of the Board to the City Council.
3. Such other matters as the City Council shall find it advisable or essential to receive consideration by the Board.

#### ARTICLE 11. ADOPTION, REPEAL, AMENDMENTS:

(A) Upon adoption of these Bylaws, they shall become effective and all previous Bylaws, shall be repealed.

1. The Board may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
2. These Bylaws may be amended at any regular or special meeting by a two-thirds ( $\frac{2}{3}$ ) vote of the appointed members.
3. Proposals to amend these Bylaws may be made at a regular meeting of the Board. However, the final vote on proposed amendments shall be delayed until the next regular meeting of the Board.

- (I) Order of Business. Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:
  - 1. Call to order and determine a quorum is present.
  - 2. Correction and Approval of Minutes of the previous regular and / or Special meeting.
  - 3. Pay Bills.
  - 4. Unfinished Business.
  - 5. Personal Appearances - Must be identified before the agenda is generated.
  - 6. Public Questions and Comments -
  - 7. Public Hearing – If scheduled and properly noticed.
  - 8. Reports and Recommendations – Boardmembers should notify the Secretary of any requested additions before the agenda is generated.
  - 9. Petitions and Communications –
  - 10. New Business -
  - 11. Public Questions and Comments –
  - 12. Adjournment.
- (J) Delivery of Agenda. The agenda and accompanying materials shall be mailed to Boardmembers so it is reasonably expected to be received prior to the regular meeting date, generally accepted to be, but not always, mailed by first class mail on the Tuesday of the week prior to the Board meeting
- (K) Placement of Items on the Agenda.
  - 1. City Hall shall be the office of record for the Board.
  - 2. City Hall may receive items on behalf of the Board shall be set aside to be received by the Board at its next regularly scheduled Board meeting.
  - 3. The deadline to add items to the Board's meeting agenda shall be seven business days prior to the next regularly scheduled Board meeting.

ARTICLE 5. RECORDS: Minutes and Record. A record of Board meetings, which, shall at a minimum include an indication of the following:

- (A) Shall include a summary of the meeting, in chronological sequence of occurrence:
  - 1. Time and place the meeting was called to order.
  - 2. Attendance. Indication of others present (listing names if others choose to sign in and/or a count of those present).
  - 3. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
  - 4. Summary of all points made in public participation or at a hearing and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
  - 5. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
    - i. Who testified and a summary of what was said.

day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Board will reconvene. If more than 18 hours will pass before the reconvened board, public notice shall be given. Upon reconvening a roll call of attendees shall be the first item of business before proceeding with the same agenda. The Board shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.

- (D) Quorum. Four (4) voting members regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and taking of official action for all matters before the Board. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- (E) Motions. Motions shall be restated by the Chairperson before a vote is taken.
- (F) Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Board and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
- (G) Parliamentary Procedure. Parliamentary procedure in Board meetings shall be informal. However, if required to keep order, Board meetings shall then be governed by Roberts Rules of Order Newly Revised for issues not specifically covered by these bylaws. Whereas these Bylaws conflict or are different than Roberts Rules of Order, then these bylaws control.
- (H) Public participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
  - 1. Public comment on all non-agenda items should be presented at the beginning of the meeting where provided during the agenda item for public comment.
  - 2. Public comment on agenda items shall only be given during the public comment period of the agenda item. After that point during the meeting, public comment is normally not allowed; however, sometimes the Board may direct questions to members of the public. Public comment is at the beginning of the meeting so the Board can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
  - 3. The Chairperson may limit the amount of time allowed for each person wishing to make public comment at a Board meeting. The Chairperson may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Board meeting without time limit or an extended time limit.

3. Improvements in the maintenance, operation, and general welfare of the city's parks, playgrounds, and recreational facilities and their use by the public.
- (B) The board shall outline a general plan of development for parks and playgrounds, including landscaping, roads, trails, buildings, and equipment. The board shall submit the plan to the city manager for detail development, and the city manager shall then submit the plan to the city council for approval.
  - (C) The board shall promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest public welfare.
  - (D) Accepting gifts. Gifts shall not be accepted by a member of the Board or from anyone connected with an agenda item before the Board; as used here gifts shall mean cash, any tangible item, or service, regardless of value and food value over \$10.00
  - (E) The board shall perform other duties as prescribed by the City Code or as directed by the city council.
  - (F) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify board chair of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the board chair before the next regular meeting of the board will result in an unexcused absence.
  - (G) Organizations listed in Brown City Ordinance Section 31-201 will each appoint an alternate board member to attend whenever their appointed board member is unable to attend. Alternates will affirm the Oath of Office and have voting rights when serving in place of their organization's appointed board member.

#### ARTICLE 4. MEETINGS:

- (A) Regular Meetings. Meetings of the Board shall be held the fourth Tuesday of every month at 7 PM at the location given in the public notice of the meeting.
- (B) Special Meetings. Special Meetings shall be called in the following manner:
  1. By the Chairperson.
  2. By any two members of the Board
  3. Notice of special meetings shall be given to City Hall at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year, and location of the meeting.
- (C) Recess. The Chairperson or board after the meeting has been in session for two hours shall suspend the Board's business and evaluate the remaining items on the agenda. The Board shall then decide to finish that meeting agenda, may act to continue the meeting on another day (fix time at which to adjourn), or complete some agenda items and continue the meeting on another