

## **SHIAWASSEE COUNTY PARKS AND RECREATION COMMISSION BYLAWS AND RULES OF PROCEDURE**

The mission of the Shiawassee County Parks and Recreation Commission (hereafter "Commission") is to provide clean and safe parks and green spaces for the residents and visitors of Shiawassee County. The Commission provides guidance for the maintenance and improvement of the Shiawassee County parks system. The Commission's authority and duties are outlined in Michigan Act No. 261 of the Public Acts of 1965, as amended, and the Shiawassee County Board of Commissioners (formerly Supervisors) Resolution dated December 16, 1969, which established the Commission.

- 1. ADDRESS:** The Commission's office is located at the Surbeck Building, 201 N. Shiawassee Street Corunna, MI 48817.
- 2. MEMBERS AND OFFICERS OF THE COMMISSION.**
  - a.** The Shiawassee County Board of Commissioners (hereafter BOC) appoints the members who must be residents of Shiawassee County.
  - b.** Members are expected to regularly attend meetings. Missing three consecutive meetings, or over 50% of the meetings in a calendar year, is grounds for removal from the Commission. Members who know they are going to be absent for an extended period of time should consider resigning from the Commission so the BOC can appoint a replacement.
  - c.** The Commission will elect a Chair, Vice-Chair, Secretary, and other officers as necessary, at the first regular meeting each calendar year.
  - d.** Nominations shall be made from the floor and voted on by the Commission members present at the first regular meeting.
  - e.** The term of office shall begin at the close of the meeting at which they are elected and end after the first regular meeting in the following calendar year. No member shall hold more than one office at a time.
  - f.** The Commission may recommend removal of a member to the BOC, when a majority of the members believe this will be in the best interest of the Commission. Only the BOC may remove a member.
  - g.** In the absence of an officer, the Commission may delegate the powers and duties of the officer to any member.



- h.** Vacancies of an office may be filled by the Commission at any regular or special meeting.
- i.** The Director of the Shiawassee County Health Department or his/her designee will serve as an ex-officio member of the Commission. They will attend all Commission meetings and have the right to participate in all discussions, but they are not a voting member and do not affect the quorum.
- j.** The Director of the Shiawassee County Buildings and Grounds Department or will serve as an ex-officio member of the Commission. They will attend all Commission meetings and have the right to participate in all discussions, but they are not a voting member and do not affect the quorum.

### **3. DUTIES OF THE CHAIR**

- a.** The Chair shall create meeting agendas and preside over all regular and special meetings of the Commission and may vote on all resolutions of the Commission.
- b.** The Chair will sign, with the Secretary, all contracts and legal documents authorized by the Commission.
- c.** The Chair will appoint members to committees and working groups as established by the Commission.

### **4. DUTIES OF THE VICE-CHAIR**

- a.** During a short-term absence of the Chair, the Vice-Chair will assume their duties until the Chair returns.
- b.** If the office of Chair becomes vacant, the Vice-Chair will perform the duties of the Chair until the Commission elects a new Chair.

### **5. DUTIES OF THE SECRETARY**

- a.** Attend all regular and special meetings of the Commission and record the minutes of each meeting.
- b.** Maintain the minutes of all regular and special meetings, as well as notes documenting the work of any committee or working group meetings. Signed copies of the minutes from regular and special meetings will also be kept on file at the BOC's office and posted to the Parks and Recreation Commission webpage.



- c. Records of all properties acquired in the name of the County for the Parks and Recreation Commission will be maintained at the Commission office.
- d. Sign, with the Chair, in the name of Commission, contracts and legal documents authorized by the Commission and approved by the BOC.
- e. Notify the Commission when a member has been absent for three consecutive meetings or over 50% of the meetings of the Commission in the calendar year. The Commission will then decide whether to recommend to the BOC that the member be replaced.
- f. Ensure compliance with the Freedom of Information Act which states, "A writing prepared, owned, used, in the possession of, or retained by a county or regional commission, in the performance of an official function shall be available to the public in compliance with Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws."
- g. Shall submit an annual report to the BOC.

## 6. BUDGET

- a. The budget line item for the Commission is within the Buildings and Grounds annual budget.
- b. The Commission will prepare a budget request by August 31 of each calendar year as requested by the BOC.
- c. The Chair, or their designee, may attend all Commission budget hearings as scheduled by the BOC Finance Committee.
- d. The Director of Buildings and Grounds will periodically share financial progress reports with the Commission as needed.
- e. Capital improvements and Supply/Repair purchases in excess of \$6,000.00, or current Department Head spending limit established by the BOC, shall first be reviewed by the Commission before the expenditure is made. Emergency needs for Supply/Repair are exempted providing that the BOC representative on the Commission is notified of the expenditure.
- f. The Director of Buildings and Grounds shall submit the annual budget to the BOC as proposed by the Commission. As provided for by law, the County Treasurer shall be the treasurer of the Commission.
- g. The Commission may accept grants, gifts or contributions for advancement of its programs and purposes. Such funds or materials shall be used in accordance with policies and procedures adopted by the Commission and BOC.



## 7. MEETINGS AND AGENDA

- a. The Commission will meet monthly, unless otherwise stated, for the transaction of such business as may be brought before the Commission.
- b. Meetings may be held at various locations as determined by the Chair. There will be no regular meetings in July. If a meeting date falls on a holiday recognized by the County, then the meeting will be held the following workday. The agenda of each regular meeting will be created by the Chair and posted on the County website and distributed via email to all Commission members at least 18 hours prior to the meeting. The agenda may be modified by majority vote of members present.
- c. Meetings shall comply with the provisions of Act 267 of the Public Acts of 1976 as amended (the "Open Meetings Act").

## 8. SPECIAL MEETINGS

- a. The Chair, or any three members of the Commission, may call a Special Meeting when necessary.
- b. Commissioners will be notified by email, or telephone call, of the time, place, and purpose of the special meeting at least 48 hours prior to the meeting. A notification will also be posted at the BOC office and on the County website. No other business will be considered at the special meeting.
- c. All meetings other than regularly scheduled meetings will have a public notice posted at the BOC office at least 18 hours prior to the meeting.

## 9. QUORUM

- a. A majority of the members currently appointed to the Commission shall constitute a quorum for the transaction of business, so long as there is at least a majority of the full membership of the Commission as fixed by law. When a quorum is present, the concurrence of the majority of the members present shall be sufficient for the passage of any resolutions. In the event that effective membership is reduced because of a conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the Commission, provided there are enough remaining members present to establish a quorum.



- b.** A Commission member who has a direct conflict of interest of more than a *de minimis* nature as defined by MCL 15.322 and 15.323 in any matter before the Commission shall disclose that interest prior to the Commission taking any action with respect to the matter. This disclosure shall become part of the record of the Commission's official proceedings. Any member making such disclosure shall, with the approval of the Commission, refrain from participating in the Commission's decision-making process, to include all discussions, motions made, and votes taken, relative to such matters.
- c.** A member of the Commission may participate in a meeting by conference telephone, Skype, or similar communication equipment by means of which all persons participating in the meeting can hear one another. The member will have no vote and such participation cannot be used to create a quorum. The only exception is if a commission member is a veteran who is overseas or out of town due to military service and wishes to participate. In this case, their virtual attendance will count toward a meeting quorum, and they may take part in the meeting.

**10. PARLIAMENTARY PRACTICE**

- a.** Meeting agendas will be provided to members of the Commission at least 18 hours prior to a regular meeting or a special meeting. Agendas will be distributed via email and posted on the County website.
- b.** Regular meeting agendas will use the following format.

  - Call to Order
  - Roll Call
  - Call to the Public
  - Approval of the Agenda
  - Approval of the Minutes
  - Old Business
  - New Business
  - Parks Update
  - Supervisor Report
  - Commissioners Heard
  - Next Regular Meeting
  - Call to the Public
  - Adjournment
- c.** Meetings will be conducted using "Robert's Rules of Order".



**11. AMENDMENTS**

- a. These bylaws may be amended by a majority of the members of the Commission at a regular meeting or at a special meeting when called for that specific purpose.
- b. Any amendments will not take effect until the following meeting.

**12. REPORTS**

- a. The Commission will submit an annual report to the BOC in December of each year.
- b. The report will describe the status of projects from the previous year and planned projects for the next year.

This is to certify that these amended bylaws were duly adopted by the Shiawassee County Parks and Recreation Commission on February 5, 2025.

  
Michael Carr, Secretary

Shiawassee County Parks and Recreation Commission

  
Cody Baker, Chair

Shiawassee County Parks and Recreation Commission