

**BYLAWS
PARKS & RECREATION COMMISSION
CITY OF OWOSSO, MICHIGAN**

ARTICLE 1: PURPOSE AND AUTHORITY

The purpose and authority of the Commission shall be defined and authorized by Ordinance No. 691 of the City of Owosso, Shiawassee County, Michigan.

ARTICLE 2: ORGANIZATION

SECTION 1: MEMBERS

The members of the Commission shall be appointed by the Mayor and approved by the City Council. The Commission shall consist of five (5) voting members that are residents of the City of Owosso. The Mayor or designee of the Mayor shall be the ex officio member of the Commission with Council approval. The ex officio does not have a vote.

SECTION 2: OFFICERS

- (a) The officers of the Commission shall be Chairperson and Vice Chairperson.
- (b) The ex officio member of the Commission, appointed by the Mayor, shall serve as Secretary of the Commission
- (c) The officers shall serve two (2) year terms and the Secretary shall serve for an indefinite term
- (d) Terms of office shall run from the meeting following the election of City Councilmember's and expire at the Commission's meeting two (2) years later.

SECTION 3: OFFICER DUTIES

- (a) The Chairperson shall preside at all meetings of the Commission and will attend appropriate meetings of City Council
- (b) In the absence of the Chairperson, the Vice Chairperson will assume all the duties of the Chairperson
- (c) The Secretary will keep a book of all meetings and records of all the meetings. Additionally, they will prepare agendas and shall give notice of regular and special meetings of the Commission. Finally, the Secretary will be in charge of the annual report and action plan to be reported to the City Council. The annual report must be approved by majority vote before presentation to the Council.

ARTICLE THREE: MEETINGS

- (a) The Parks & Recreation Commission shall hold monthly meetings in the City Council Chambers, City Hall, Michigan on the fourth Tuesday of each month.

Meetings shall begin at 7:30 p.m. and conclude by 8:30 p.m., unless adjournment is postponed by action of the majority of the Commission

- (b) Any member of the Commission may call special meetings of the Commission with prior notice to each member of the date and purpose. Notice shall be given at least five (5) days in advance.
- (c) All meetings will be in compliance with the Michigan Open Meetings Act.
- (d) A quorum or simple majority of the Commissioners shall decide all issues.
- (e) The Chairperson, or Vice Chairperson if appropriate, shall preside over all meetings.
- (f) Parliamentary procedure at all meetings of the Commission shall be in accordance to Roberts Rules of Order.
- (g) The Commission, through a motion and support may recess a meeting. For the recess to be in order, the time, day, month, date, year, and location to reconvene shall be stated as part of the action to recess. If the meeting does not reconvene within 36 hours after the action for recess, then the reconvened meeting shall be posted at least 18 hours prior to the reconvened meeting, per the Michigan Open Meetings Act.
- (h) Commissioners' attendance records will be reviewed upon the vote of members. If a member is absent from twenty-five (25) percent or more of the *regular* meetings in a calendar year, or is absent from four (4) consecutive *regular* meetings, the ex officio will report the issue to the Mayor if a motion passes by a majority vote of the Commissioners. The Mayor will consider the removal and replacement of such a member from the Parks & Recreation Commission for lack of attendance.

ARTICLE FOUR: ADOPTION AND AMENDMENTS

- (a) These by-laws are to be adopted by a simple majority vote at a regularly scheduled meeting of the Commission
- (b) The Commission shall annually review these bylaws during its first regular meeting in March to determine any needed amendments
- (c) Proposed amendments shall be mailed to all Commission members no later than five (5) days before the meeting of the Commission.
- (d) Amendments shall be made with a simple majority vote.

ADOPTED: May 27, 2008
AMENDED: August 15, 2016