

**LEELANAU COUNTY
PARKS & RECREATION COMMISSION
BYLAWS**

ARTICLE I: AREA SERVED

The area served by the County Parks & Recreation Commission shall be the entire County of Leelanau, State of Michigan.

ARTICLE II: PURPOSE, RELATIONSHIP TO COUNTY BOARD OF COMMISSIONERS, AND DUTIES

Section 2.1 – Purpose:

The Commission shall participate in drafting plans for the County that may be used to encourage a coordinated and harmonious development of the County Parks. The Commission shall take oversight responsibility for making recommendations to the County Board of Commissioners in matters concerning parks and recreation.

Section 2.2 – Relationship to County Board of Commissioners:

The Parks & Recreation Commission reports directly to the County Board of Commissioners and shall cooperate with the Board of Commissioners, the respective county departments, and private and public agencies in meeting the recreation needs of Leelanau County. The Board of Commissioners' Office will assist the Parks and Recreation as follows:

1. The Parks and Recreation Commission Chairperson or any of the Committee Chairpersons will contact the Administrator's Office to schedule a meeting for the full Commission or one of the Committees on its behalf. The Administrator's Office will then:
 - a. Work as a liaison with the County Clerk's Office and the Commission to tentatively schedule a meeting place, date and time
 - b. Arrange for County staff to act as a recording secretary and record and take minutes for the Commission
 - c. Work as a liaison with the Commission to prepare a notice and agenda for the meeting and arrange for public posting with the County Clerk's Office
 - d. Prepare any needed documentation for meetings
 - e. Once draft minutes have been prepared, distribute to all Commission members, the County Board of Commissioners and post on the County's website

Section 2.3 – Duties:

- a) To participate in the development, implementation, and updating of the Leelanau County Master Parks & Recreation Plan.

- b) To determine whether the parks are serving their intended purpose.
- c) To acquire property in the name of the County-gifts, bequests, grants-in-aid contributions and appropriations of money and other personal property (subject to the procedure established for inspection and acceptance of property) – for conservation purpose.
- d) To make Park Rules subject to the approval of the County Board of Commissioners.
- e) To consult with the appropriate municipalities and agencies.
- f) To use advice and information from other government officials and organizations.
- g) To advise and/or to make available advice and information regarding parks and recreation to other governmental agencies.
- h) To promote understanding of and interest in the basic General Plan and the Leelanau County Master Parks & Recreation Plan.
- i) To review and comment on all matters or proposals regarding the County Parks.
- j) To initiate, review or make recommendations upon public improvement proposals referred from public agencies.

ARTICLE III: MEMBERSHIP AND REPRESENTATION

Section 3.1 – Membership:

The Parks & Recreation Commission shall consist of ten (10) members. Included in the membership will be the Chairperson of the County Road Commission or another Road Commissioner designated by the Board of County Road Commissioners; the County Drain Commissioner; the chairperson of the County Planning Commission or another member of the County Planning Commission designated by the County Planning Commission, and seven (7) members appointed by the County Board of Commissioners, not less than one (1) and not more than three (3) of whom shall be members of the Board of Commissioners. If the Planning Commission appointee is a County Commissioner, then no more than two additional Commissioners shall be appointed. If the Commissioner appointee is no longer in office, his/her position shall automatically be vacated and a new member appointed by the Board of Commissioners.

Section 3.2 – Removal:

Members may be removed by the County Board of Commissioners for non-performance of duty or misconduct within the Board of Commissioners' discretion, unless contrary to state statute. Such person shall be afforded an opportunity to respond to such allegations prior the Board of Commissioners taking such action.

Section 3.3 – Term:

Each appointed member shall be appointed to a term of three (3) years and until his or her successor is appointed and qualified. Each term shall expire at noon on January 1st. A vacancy shall be filled by the County Board of Commissioners for the unexpired term.

Section 3.4 – Attendance:

Should any member of the Parks & Recreation Commission miss three (3) consecutive regular meetings, continued membership will be evaluated at the next Commission meeting. Lack of regular meeting attendance will be cause for replacement of a Commission member unless a particular position is required to be on the Board and cannot be replaced per MCL 46.351.

Section 3.5 – Voting:

An affirmative vote of the quorum (as defined in Article III, Section 3.6) of the Commission member shall be required for the approval/denial of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote, provided, however, that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson, shall abstain from voting if that person has a conflict of interest as recognized by the majority of the remaining members of the Commission, as outlined in Section 3.6. Any member abstaining from a vote shall not participate in the discussion of that item.

Section 3.6 – Quorum:

A quorum shall consist of six (6) members of the Commission. Approval shall be by majority vote when a quorum is present.

Section 3.7 – Conflicts Of Interest:

- A. All members of the Commission and all members of staff shall avoid situations that are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
1. Issuing, deliberating, voting on or reviewing a case concerning oneself.
 2. Issuing, deliberating, voting on or reviewing a case involving a corporation, company, partnership, or any other entity in which he/she is an owner or part owner, or any other relationship where he/she may stand to have a financial gain.
 3. Issuing, deliberating, voting on or reviewing a case that may result in a benefit to oneself.
 4. Issuing, deliberating, voting on or reviewing a case concerning members of his/her household or relatives, including, but not limited to, children, grandchildren, spouse, parents, grandparents, in-laws, etc.
 5. Issuing, deliberating, voting on or reviewing a case where an employee or employer is:
 - a. an applicant or agent for an applicant, or
 - b. has a direct interest in the outcome
- B. The conflict of interest shall be declared by the member/staff and discussion regarding whether it is a conflict of interest may be entertained, or the member/staff may choose to abstain from voting.

ARTICLE IV: COMMISSION MEETINGS

Section 4.1 – Scheduling, Time and Place

Regular meetings of the Commission shall be held at least quarterly, at a time and place to be designated by the Commission at its annual organizational meeting. Additional meetings may be called by the Chairperson or by two (2) members upon written request to the Chairperson provided members receive eighteen (18) hours official notice prior to the scheduled meeting. All meetings shall be open to the public and held in conformity with the “Open Meetings Act,” P.A. 267 of 1976, as amended.

Section 4.2 – Public Notice:

Within ten (10) days after the first meeting of the year, the Annual Schedule of Regular Meetings shall be prominently displayed in the public building where the meetings are to be held and shall be published in a newspaper of general circulation in the County. The Annual Schedule of Regular Meetings shall include the dates, times, and places of the meetings and the name, address and telephone number of the Commission. Within three (3) days after any change is made in the Annual Schedule of Regular Meetings, such changes shall be prominently displayed in the principal office and in the public building where the meetings are held and within ten (10) days shall be published in a newspaper of general circulation in the County. Notice of Special or Rescheduled Meetings shall be prominently displayed in the principal office and in the public building where the meetings are held, at least eighteen (18) hours prior to the time of Special or Rescheduled Meeting is to be held.

Section 4.3 – Public Input Procedure:

Any person shall be permitted to address any “open” meeting of the Commission during the time specifically provided on the agenda. In addition, anyone may speak at the time a subject is under discussion, must direct their remarks to the Chairperson and shall confine their remarks to the subject matter being discussed.

Section 4.4 – Minutes:

Minutes shall be kept of each meeting, showing the date, time, place, members present, and members absent. All motions (who made the motion and who supported the motion, a summary of the discussion, if any, and the outcome) must be complete and precise, with any roll call votes recorded. Proposed minutes shall be available for public inspection not more than eight (8) days after the meeting to which they refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which they are approved.

ARTICLE V: OFFICERS OF THE COMMISSION AND COMMITTEES

Section 5.1 – Officers of the Commission:

The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary chosen by the members, to serve for a period of one (1) year, or until successors are elected. Such officers shall be elected by a majority vote of at least a quorum of membership of the Commission present at the time of election. The Commission may create and fill such other offices or seat committees, as it may deem advisable.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 6.1 – The Chairperson:

The Chairperson shall be the chief executive officer of the Commission, shall preside at all meetings of the Commission, and shall prepare the agendas with assistance from the County Administrator's Office staff for the meetings.

Section 6.2 – The Vice-Chairperson:

- a. In the event that the office of the Chairperson becomes vacant by death, resignation, or otherwise, the Vice-Chairperson shall serve as Chairperson until a new Chairperson is elected.

- b. In the event of the absence of the Chairperson or his/her inability to discharge the duties of his/her office, such duties shall, for the time being, devolve upon the Vice-Chairperson. A new chairperson shall be elected at the next regular meeting of the Commission.

Section 6.3 – The Secretary:

The Secretary shall work with the County Administrator's Office to record and transmit all minutes of all Parks & Recreation Commission meetings in accordance with these bylaws and shall be responsible for all correspondence and notices pertaining to meetings or other business of the Parks & Recreation Commission. A recording secretary will be utilized and scheduled through the Administrator's Office.

Section 6.5 – Committees:

The Executive Committee is made of the Chairperson, Vice-Chairperson, and the Secretary. The only other standing committees are the Myles Kimmerly Park Committee, the Old Settlers Park Committee, and the Veronica Valley Park Steering Committee.

This Executive Committee serves as the Finance Committee, conducts Budget Preparation, and provides general oversight, including review of monthly agendas and monthly meeting minutes. Ad Hoc fact-finding committees may be appointed by the Chairperson to gather information on particular subjects affecting the Parks & Recreation Commission. These committees would be dissolved at the discretion of the Chairperson or upon completion of their assignments.

Section 6.6 – Parks Coordinator/Caretaker:

The Parks Coordinator shall be responsible for the purchase of items and/or labor for projects approved by the Parks & Recreation Commission, and then sent on to the County Administrator for approval. The Parks Coordinator will report on a monthly basis to the Parks & Recreation Commission on the status of any projects. If a situation comes up that cannot wait for the Commission to meet, the Parks Coordinator will contact the Chairperson, the Financial Coordinator, and the County Administrator. The Parks Coordinator will also make sure that all contractors working at the parks that are not currently employed by the County will have insurance in accordance with County Board policy. The Parks Coordinator is an employee of the

County whose compensation and fringe benefits are determined by the Board of Commissioners.

ARTICLE VII: COMPENSATION

Section 7.1 – Compensation:

Members of the Parks & Recreation Commission may be compensated for their services as provided by the County Board of Commissioners.

ARTICLE VIII: COMMISSION BUDGET, APPROPRIATIONS, AND PARKS AND RECREATION COORDINATOR

Section 8.1 – Commission Budget and Appropriation:

The expenditures of the Parks & Recreation Commission, exclusive of gifts and grants, shall be within the amounts appropriated by the County Board of Commissioners. The County may match County funds with federal, state, or other local government or private grants. The County Parks & Recreation Commission may accept and use gifts and grants for Parks & Recreation Commission purposes. Money so accepted shall be deposited with the County Treasurer in a special non-reverting Parks & Recreation Commission Fund for expenditure by the Parks & Recreation Commission for the purpose designated by the donor or Commission. The County Treasurer shall draw against the special non-reverting fund only upon a warrant from the County Clerk as directed by the Commission and signed by the Chairperson.

Section 8.2 – Parks and Recreation Volunteer Coordinator:

The Commission may designate a Parks and Recreation Volunteer Coordinator to oversee Parks & Recreation activities. Duties shall be set by the Commission. The Coordinator is an employee of the County whose compensation and fringe benefits shall be determined by the Board of Commissioners.

ARTICLE IX: AMENDMENTS OF BYLAWS

Section 9.1 – Amendments of Bylaws:

These bylaws, in whole or in part, may be altered, amended, added to or repealed by a majority vote of the total Commission Membership at any Regular or Special Meeting, provided that notice of the proposed alterations, amendments or repeal shall be submitted by mail or email to all members of the Commission at least five (5) days before the Regular or Special Meeting of the Commission at which they are to be considered.

ARTICLE X: PARLIAMENTARY PRACTICE

Section 10.1 – Parliamentary Practice:

For meetings of the Commission, the rules of parliamentary practice as set forth in Robert's Rules of Order, revised, shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Commission and not contrary to any existing laws of the State of Michigan.