

# Village of Blissfield Parks & Recreation Bylaws

October 25, 2021

Amended October 27, 2023

## 1. Name and Purpose.

- a. The following rules of procedure are hereby adopted by the Village of Blissfield Parks & Recreation Board (“Board”) to facilitate the performance of its duties.
- b. The Board’s goal is to enrich the lives of Village residents by helping provide safe, welcoming parks and recreation facilities and affordable recreation and cultural opportunities for people of all ages and abilities to play, learn, and build community. To create community through people, parks, and programs.
- c. The Board shall advise the Village Council and the Parks & Recreation Department regarding:
  - i. Be well acquainted with the Parks & Recreation facilities and programs available;
  - ii. Promote and stimulate public interest in Village parks and recreation facilities and programs;
  - iii. Act as conduit for residents’ suggestions and criticisms;
  - iv. Work to provide places to and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, and community;
  - v. Review and make advisory recommendations on ~~programs~~, proposals, additions, maintenance, adjustments, and improvements related to parks, recreation, and the aquatic center;
  - vi. Review and make recommendations on changes, modifications, additions or amendments to parks and recreation policies, practices, ~~programs~~, and facilities;
  - vii. Provide input and recommendations regarding the parks and recreation budget and utilization of funds raised through parks and recreation activities;
  - viii. Identify sources of funding for the implementation of parks and recreation projects and plans;
  - ix. Participate in creating and updating of the Parks & Recreation Master Plan;
  - x. Direct the Parks & Recreation Program Coordinator in the modification, addition, or removal of all programming;
  - xi. The Board shall perform other duties as prescribed by the Village Code or as directed by the Village Council.

2. Membership. The board shall consist of seven (7) members who are residents of the Village of Blissfield who serve for two (2) year terms, with members serving until their successors are appointed.
  - a. Members. Members of the Board are appointed by the Village of Blissfield.
    - i. Each member shall represent and advocate what is best for the Village of Blissfield as a whole, putting aside personal or special interests.
    - ii. One member shall be a member of the Village Council serving on the board as an ex-officio member to act as a liaison between the Village Council and the Board.
  - b. Attendance. If any member of the Board is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Village of Blissfield to remove a member from the Board for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Board secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Village of Blissfield whenever a member of the Board is absent from three consecutive regularly scheduled meetings, so the Village of Blissfield can consider further action allowed under law or excuse the absences.
  - c. Conflict of Interest and Incompatibility of Office. Each member of the Board shall avoid conflicts of interest and/or incompatibility of office.
    - i. If there is a question whether a conflict of interest exists or not, the questions shall be put before the Board. Whether a conflict of interests exists or not shall be determined by a majority vote of the remaining members of the Board.
    - ii. If a member of the Board is appointed to another office, which is an incompatible office with their membership of the Board, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Board. If a member of another office is appointed to the Board, which is an incompatible office with their membership in the other office, then on the effective date of the appointment to the Board, that shall result in an automatic resignation from the other office.
3. Duties of All Members.
  - a. Spokesperson for the Board. Free and open debate should take place on issues before the Board. Such debate shall only occur at meetings of the Board. Once a vote is taken and an issue is decided by vote, the duty of each member of the Board is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at the open meeting of the Board.
4. Officers.
  - a. Selection. At the first regular meeting in February, the Board shall select from its membership a Chair, Vice Chair.

- b. Tenure. The Chair, and Vice Chair shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- c. Re-election. All officers are eligible for re-election.
- d. Secretary and Treasurer. Secretary and Treasurer will be provided by the Village. The Parks & Recreation Program Coordinator position shall act as the board secretary. The Village Treasurer shall act as the board treasurer.
- e. Chair Duties. The chair retains their ability to discuss, make motions and vote on issues before the Board. The chair shall:
  - i. Provide agenda items for Board meetings and approve draft agenda produced by secretary;
  - ii. Preside at all meetings with all powers under parliamentary procedure;
  - iii. 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;
  - iv. Appoint committees and their respective officers or let the committees select their own officers;
  - v. Act as an ex-Officio member of all committees of the Board;
  - vi. With support from Parks & Recreation Program Coordinator, prepare an annual report as identified in Section 7. a.
  - vii. Perform such other duties as may be ordered by the Board.
- f. Vice Chair Duties. The Vice Chair shall:
  - i. Act in the capacity of Chair, with all powers and duties found in Section 4.e of these bylaws, in the Chair's absence;
  - ii. Perform such other duties as may be ordered by the Board.
- g. Secretary's Duties. The secretary shall:
  - i. Execute documents in the name of the Board;
  - ii. Be responsible for the minutes of each meeting;
  - iii. All communications, petitions, and reports shall be addressed to the Parks & Recreation Board and delivered or mailed to the Secretary.
  - iv. Keep attendance records pursuant to Section 2.c of these bylaws;
  - v. Provide notice to the public and members of the Board for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L.15.261 et seq.
  - vi. Prepare an agenda for Board meetings;
  - vii. Shall prepare an annual meeting calendar for the regular January meeting each year, and prepare a roster of Parks & Recreation members at any time a change of membership occurs;
  - viii. Shall prepare a packet of information for each new Parks & Recreation member, such as copies of: Parks & Recreation Plan, Meeting Calendar, Bylaws, Roster of Members, and previous months minutes for background information and any other necessary information;
  - ix. Perform such other duties as may be ordered by the Board.

- h.* Treasurer Duties. The treasurer shall:

  - i. Assist in the preparation of the annual budget and its preparation to the board for review;
  - ii. Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board;
  - iii. Ensure that the board regularly monitors the financial performance and alerts it to any important discrepancies between planned and actual figures;
  - iv. Verify that donations are handled appropriately, and that grants and service delivery contracts are accounted for in accordance with the requirements of the funders;
  - v. Perform such duties as may be ordered by the Board.

5. Meetings.

- a.* Regular Meetings. Meetings of the Board will be held the third Tuesday of every month at 7 p.m. in the Village of Blissfield Council Chambers located at 130 S. Lane St. Blissfield, MI 49228. An annual notice or regularly scheduled meetings shall comply with the Michigan Open Meeting Act.

  - i. When the regular meeting day falls on a legal holiday, the Board shall select a suitable alternate day in the same month.
- b.* Special Meetings. Special meetings shall be called at the request of the Chair, or any two members of the Board.

  - i. Notice of special meetings shall be given by the secretary to the members of the Board at least forty-eight (48) hours prior to such meeting and shall state the purpose and time of the meeting. In addition, all notices shall comply with the Michigan Open Meetings Act.
- c.* Public. All regular and special meetings, hearings, records, and accounts shall be open to the public.
- d.* Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and taking of official action for all matters.

  - i. 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 Chair before a vote is taken.

  - i. 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 vote unless participating remotely as allowed by Michigan Open Meetings Act.

    - 1. Voting by proxy shall not occur.
    - 2. 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.
    - 3. The affirmative vote of two-thirds (2/3) of the total number of seats for members of the Board, regardless of vacancies or

