

**SAUGATUCK TOWNSHIP PARK & RECREATION**  
**COMMISSION BYLAWS**

***Article I: NAME***

The name of this Commission shall be the Saugatuck Township Park and Recreation Commission, as authorized by Public Act 157 of 1905, as amended, MCL 41.421 *et seq.* (the “Act”).

***Article II: OBJECTIVE***

The Saugatuck Township Parks Commission guides, shapes, and preserves the heritage of our natural areas for the purpose of play, exploration, and appreciation.

***Article III: COMMISSIONERS***

The Commission shall consist of five (5) Commissioners elected from the registered voters of Saugatuck Township for four-year terms. Such terms shall run concurrent with the office of U.S. President. Commissioners may serve consecutive terms and do so at the pleasure of the electorate. Vacancies in office shall be filled in accordance with Section 6 (5) of the Act.

***Article IV: OFFICERS***

Section I: The Commission shall annually elect from its membership a president, who shall be referred to as the Chair, as well as Vice-Chair/Treasurer, and a Secretary at the first meeting of the calendar year.

Section II: The duties of the officers shall be:

1. Chair: The Chair shall call the meetings to order at the appointed time, preside at all meetings, announce the business before the Commission in the proper order, state and put all questions properly brought before the Commission, preserve order and decorum, and decide all questions out of order.
2. Vice-Chair/Treasurer: The Vice-Chair/Treasurer shall conduct public meetings if the Chair is unable or incapacitated at a Parks & Recreation meeting. They shall also secure information and report on expenditures of the Park Commission in consultation with the Township Treasurer and/or Clerk.

## *Saugatuck Township Park & Recreation Commission Bylaws*

3. Secretary: The Secretary shall keep the minutes and records of all motions of the Commission. The Secretary shall prepare draft minutes for posting at the Township, as well as approved minutes following the meeting for which they are approved, and forward both to the Chair and the Township Clerk. These records will be housed within the Township Clerk's Office.
4. The Township Manager, in consultation with the Commission, shall prepare and present a tentative annual budget for operation and maintenance of Saugatuck Township Park & Recreation Commission parks and recreation programs per the Parks & Recreation Commission Policy, for commission approval.

### ***Article V: MEETINGS AND QUORUMS***

The Commission shall hold a minimum of four meetings per year at a time and place determined by the Commission. All meetings shall be open to the public. A list of regular meetings shall be posted or published annually. Notice of special meetings shall be posted as far in advance as possible. The Chair of the Commission, or a request from two members, shall be able to call a special meeting. A simple majority of the membership shall constitute a quorum. A motion requires three affirmative votes to pass.

### ***Article VI: FISCAL YEAR AND FUNDING***

#### Section I: Fiscal Year

The fiscal year of the Commission will begin with the start of the Townships general fiscal year.

#### Section II: Funding

1. Responsibility: The Park Commission is responsible for: park maintenance, improvements, and activities which are funded through a number of sources and budgets.
2. Source: The General Fund is the primary source of funding for parks, to cover maintenance, utility costs, some improvements, and general upkeep.
3. Allocation: General fund dollars are allocated for the Park Commission through the budget process by the Township of Saugatuck Board, following consideration of Parks Commission budget recommendations.

*Saugatuck Township Park & Recreation Commission Bylaws*

***Article VII: PARLIAMENTARY AUTHORITY***

The Commission shall follow parliamentary procedure as stated in Roberts Rules of Order.

***Article VIII: AMENDMENTS***

The Bylaws of the Saugatuck Township Park and Recreation Commission may be amended by proposing the amendment in writing at least thirty days prior to its adoption. The proposed amendment shall then be voted on by the Commission with a two-thirds majority of the Commission present necessary to pass the amendment. Any amendment thereto shall become effective immediately upon its adoption.

I certify that the bylaws of the Park & Recreation Commission have been adopted by the Saugatuck Township Park & Recreation Commission on November 3, 2021.

\_\_\_\_\_  
*Park Commission Chair*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Park Commission Secretary*

\_\_\_\_\_  
*Date*

*Adopted: November 3, 2021*