

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 preserve 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.

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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 Park Commission in consultation with the Township Manager, shall prepare an annual budget for the operation and maintenance of Saugatuck Township parks. It includes the creation and maintenance of public trails; and the acquisition, preservation, improvement, and conservation of park property and park property rights and natural areas. The budget will be guided by the Saugatuck Township Parks 5 year park plan. Upon approval of the Park Commission, the parks budget shall be submitted to the Saugatuck Township Board. The board shall examine the budget and approve all of or the part of the budget the board considers reasonable and necessary to support the objective of the Saugatuck Township Park Commission.
5. The Park Commission may from time to time as necessary, create advisory committees to support the objectives of the commission. These advisory committees may be composed of 1 or 2 members of the commission and several members of the public. The advisory committees will operate for a specific period of time and upon review by the parks commission, may be renewed.

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 at least 18hr in advance. 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 PARKS COMMISSION PROCEDURES

Section I: Fiscal Year

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

Section II: Procedures

1. The Saugatuck Parks Commission will, as required, develop procedures to describe the routine activities necessary to carry out the functioning and responsibilities of the Park Commission.

Adopted: March 1, 2023

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2. Park Commission procedures will be maintained on the Saugatuck Township website and be available for public review.

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.



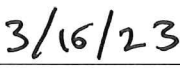
Park Commission Chair



Date



Park Commission Secretary



Date

Adopted: March 1, 2023