

**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.

*Adopted: June 7, 2023*

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### Section II: Budget:

#### 1. Budget History:

Since the early 1970's when the Saugatuck Township voters passed a resolution to create an elected Township Parks Commission, the Park commission has been funded by the Township Board. These funds are budget from the Township General fund 101 using Department 751. This funding method for the township parks has continued through fiscal year 2022-2023. In November 2022, this funding method changed with the passage of a .5 mill 10 year parks millage. Funds from this millage will become available to the Parks Commission for the fiscal 2023-2024. These funds will be accounted for using fund 208 -Parks/Recreation fund. A second fund number 408 - Park System Construction fund, will be used to account for funds set aside for construction and acquisitions. From time to time, The Saugatuck Township Board may provide additional funds to support parks through the transfer of funds from the General Fund to on either funds 208 or 408. The Township non motorized trails are also the responsibility of the Township Parks Commission and, beginning with the fiscal year 2023-2024, these trails will be maintained using funds from Fund 204, municipal street fund.

#### 2. Park Commission annual budget:

- 1) The Parks Commission will begin developing their annual budget for the next fiscal in February of the current fiscal year. This draft budget will determine the amounts allocated to fund 208 for on going parks maintenance and to fund 408 for future parks development and acquisition.
- 2) Once the draft budget is complete, the Parks Commission will review the draft with the township manager and together they will determine if a request will be submitted to the Township Board for a transfer of funds from the General fund to the parks funds.
- 3) Based on the amount of funds available, the parks commission and the township manager will complete a final draft of the parks budget. This will be completed by April of the current fiscal year. At their May meeting, the Parks Commission will vote to approve the Parks Budget. After approval by the Parks Commission, the Parks Budget will be submitted to the Township Board at their May meeting. The Board will approval the Parks budget and it will be included in Saugatuck Township Budget for the coming fiscal year.

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

*Adopted: June 7, 2023*

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***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: June 7, 2023*