

**CITY OF WILLIAMSTON
Parks & Recreation Commission
RULES AND REGULATIONS**

Recommended **May 10, 2006** Adopted **June 26, 2006** Amended _____

ARTICLE I – AREAS OF ACTION

- A. The area of action of the City of Williamston Parks & Recreation Commission (hereafter, “the Commission”) is to serve in an advisory capacity to the City Council regarding the development of park and recreation plans.

ARTICLE II – PURPOSE

The purpose of the Commission is to perform the duties set forth in the following:

- A. Recreation and Playgrounds Act (as amended), Public Act 156 of 1917, MCL 123.51-54.
- B. City of Williamston Ordinance 295, enacted 08/08/2005.
- C. Other Ordinances enacted by the City Council delegating specific duties to the Parks and Recreation Commission.

ARTICLE III – DUTIES

The duties of the Commission shall be as provided by law, including but not limited to the following:

- A. Recognize, preserve and bring public attention to present and future parks and recreation projects and to promote interest in them.
- B. Coordinate opportunities for the public to be involved in the planning and development of the city’s parks and recreational programs.
- C. Work with the City Council and other City boards and commissions to develop parks and recreational facilities to meet the needs and interests of City residents.

ARTICLE IV – ORGANIZATION, RULES, OFFICERS

A. Members shall consist of seven residents of the City who shall represent insofar as possible the different professions and occupations.

B. Terms of members:

1. Six residents of the City shall be appointed for three year terms by the Mayor with approval of the City Council. The Planning Commission shall by Resolution appoint one of its members to serve, ex officio, on a yearly basis. All terms shall commence on July 1st.
2. All members shall hold office until their successors are appointed.
3. Members may, after a public hearing, be removed by the Mayor for inefficiency, neglect of duty, or malfeasance in office.

C. Vacancies

1. Members are requested to inform the City Clerk, in writing, at least two months prior to their term expiring whether or not they wish to be considered for re-appointment for another term. The City Clerk will forward the members' letters to the Mayor for consideration.
2. Member vacancies are filled for the unexpired balance of the term in the manner provided for original appointment to such commission.
3. The Commission shall make recommendations to the Mayor and City Council of persons available for appointment to fill a vacancy, after review of their completed applications and personal interviews during a regular Commission meeting.
4. It is expected that the Mayor shall appoint and City Council will confirm new members not more than 30 days after terms expire or a vacancy occurs, if possible.

D. Officers elected by members of the Parks and Recreation Commission at the regular monthly meeting in July of each year shall be:

1. Chair
2. Vice-Chair
3. Secretary

E. Duties of Officers:

1. Chair

- a) The Chair shall preside at all meetings of the Commission, both Regular and Special.
- b) The Chair may designate the Vice-Chair to preside in his/her seat at any meeting if he/she desires.
- c) The Chair (or any three members) may issue a call for a Special Meeting by making a written or oral request to the City Clerk's office.
- d) The Chair shall direct the City staff to establish the agenda for regular or special meetings, and the order thereof including such items of old business and other items that may have been deferred at previous meetings and shall provide this information to the City Clerk's office. The agenda and all pertinent background information necessary for the meeting shall be sent to members by mail or messenger at least 3 days prior to the meeting. Only those items on an agenda of a meeting shall be considered unless by unanimous consent of all members present.
- e) Sign such correspondence and documents as may need the signature of the Chair.
- f) Appoint members to such regular and special committees as may be authorized and approved by a majority of the Commission.

2. Vice-Chair:

- a) The Vice-Chair shall preside at meetings of the Commission in the absence of the Chair, or when requested to do so by the Chair.

- b) The Vice-Chair shall perform all of the duties of the Chair when the Chair is unable to perform his/her duties.

3. Absence of Chair and Vice-Chair:

In the absence of both the Chair and Vice-Chair from a regular or special meeting of the Commission, the members by a majority vote shall select a temporary chair to preside. The duties of the temporary chair shall be ad hoc for that meeting only.

4. Secretary

- a) In the absence of the City staff, the Secretary shall record the proceedings of a meeting of the Commission. Copies of the draft minutes of the proceedings shall be available at City Hall for public review within ten business days, and shall be sent with the agenda of subsequent meetings.
- b) The Secretary shall conduct such correspondence as he/she may deem necessary, or that he/she may be requested to do by the Chairman or Commission as a whole.
- c) The Secretary may call upon City staff to obtain necessary word processing, copies and other materials and supplies.
- d) The Secretary shall sign such documents as are deemed necessary.

F. A quorum shall consist of a majority of current members.

G. Regular meetings shall be held at least quarterly unless there is no business to be conducted.

- a) Dates, time, and place of Regular meetings shall be established annually at the December meeting each year.
- b) Change of Regular Meeting date, time, and or place may be done by approval of a majority of members present at a Regular or Special meeting, or when determined by the Chair that the Regular meeting date,

time or place conflicts with an election, City Council Meeting, or other major event.

- H. Special Meetings will be held whenever the Chair or 3 members believe it is imperative and necessary, by advising the City Clerk's office either orally or in writing, and designating those items to be placed on the agenda. At least 3 days notice of a Special meeting shall be given the members by mail or personal delivery. When a Special Meeting is deemed to be an emergency in which time is of the essence, notice shall be given by telephone or personal contact.
- I. Work sessions may be called by the Chair, giving sufficient notice as spelled out for Regular or Special meetings. The Work session is considered a "Committee of the Whole" meeting, and specific actions are not considered official.
- J. All meetings shall be open to the public.
- K. Agendas for Regular and Special Meetings shall be forwarded by mail, or personal delivery, to members by the City Clerk's Office at least three days prior to the meeting.
- L. Copies of the minutes of the prior meeting or meetings shall be available at City Hall for public review within ten business days, and shall accompany the agenda of Regular meetings.
- M. Additional background information that is pertinent to items on the agenda of meetings shall be forwarded with copies of the agenda.
- N. The local media, or anyone else requesting it, shall receive copies of the agenda, minutes and pertinent background information, sent by the City by mail, or personal delivery, at the same time it is sent to members. The party requesting the information may be charged for copies at a cost per page set by City Council, as well as for any mailing charges.
- O. Any citizen may request copies of agendas or other pertinent background information from the City Clerk after they have been approved by the Commission. The party requesting the information may be charged for copies at a cost per page set by City Council, as well as for any mailing charges.
- P. Copies of the draft minutes of the Parks and Recreation Commission may be submitted to City Council by the City Clerk before they have been approved by the Parks and Recreation Commission. Additionally, after the minutes have been approved by the Parks and

Recreation Commission, copies of the approved minutes must be forwarded to the City Council.

ARTICLE V – COMMISSION BUDGET

- A. The Commission may provide input to the City Manager in January of each year that shall be considered when the Manager develops and presents the budget to the City Council in April. The proposals of the Commission shall also be considered by the City Council when it adopts its Annual Budget in June.
- B. The parks and recreation commission shall not obligate itself or the city in any financial undertaking. It is not empowered to spend any funds of the city for any purpose unless first provided for by a specific appropriation by the City Council.

ARTICLE VI – PARLIAMENTARY PROCEDURES

- A. The Commission shall be governed by the Michigan Open Meetings Act.
- B. Voting in all matters of importance shall be by roll call vote. The Chair shall decide whether or not a roll call or voice vote is necessary, unless there is a specific request from any member for a roll call vote.
- C. A roll call vote shall be by a rotating call method.
- D. The Chair or Vice-Chair, as the case may be, does not lose their vote when presiding at a meeting.
- E. A majority of all appointed Commission members (4) shall be required to pass any official action.
- F. Members of the Commission shall vote on all matters, but may abstain from voting upon stating a conflict of interest.
- G. Rules of Order
 - 1. Except as otherwise provided in these rules and regulations all business of the Commission shall be conducted according to the most current edition of Roberts Rules of Order.
 - 2. Notice of regular meetings shall conform to all requirements of law.

H. Agenda for Regular Meetings should be arranged according to the following (except the Chair may exercise the prerogative of changing the order of business if determined necessary).

1. Call to order
2. Pledge of Allegiance
3. Roll call (determination of quorum)
4. Approval of agenda
5. Audience participation on non-agenda items
6. Review and approval of minutes
7. Action items.* For each item, discussion and debate follow these priorities:
 - i) Presentation by staff
 - ii) Questions from Commission members
 - iii) Comments from audience*
 - iv) Action
8. Discussion items*
9. Correspondence received / information only
10. Staff reports
11. Committee / Sub-committee reports
12. Second opportunity for audience participation on non-agenda items
13. Commission member comments
14. Adjournment

Items marked with an asterisk (*) are opportunities for public comment recognized by the Chair. Depending on the length of the agenda and the number of persons waiting to speak, the Chair may limit the length of any presentation by those supporting or opposing the question on the floor. The Chair may rule out-of-order any comments that are non-germane, derogatory, disruptive, or repetitive. The Chair may order any disruptive person from the room. In the event of general disruption, the Chair may recess the meeting.

I. Agenda for Special Meetings:

1. Call to order
2. Roll Call
3. Only items specifically placed in advance on the agenda of a Special Meeting shall be considered.
4. Items for future agendas
5. Adjournment

ARTICLE VII – PROCEDURE FOR AMENDING RULES AND REGULATIONS

- A. Any member of the Commission may submit a proposed amendment to the Rules and Regulations in writing to the Chair.
- B. Upon receipt of such a proposed amendment, the Chair shall place the proposed amendment on the agenda for discussion at the next meeting. The Chair may call for the formation of a Rules and Regulations Committee to review the proposed amendment. The Rules and Regulations Committee shall, after consideration, submit a recommendation to the Commission Membership in writing at the next regular meeting at which time it shall be placed on the agenda for discussion.
- C. An amendment to the Rules and Regulations shall not be voted upon at the meeting at which it is presented, but a vote shall be taken on the matter at the next regular meeting, and it shall be on the agenda of the meeting for such consideration as shall be deemed appropriate.
- D. At least a two-thirds (2/3) majority of the Commission, or five votes, is required to amend these Rules and Regulations.