

## **Allendale Charter Township Parks and Recreation Advisory Board Bylaws**

The Allendale Charter Township Parks and Recreation Advisory Board hereby adopts the following rules to facilitate the performance of its duties as outlined below.

### **SECTION 1**

Purpose: The purpose of the Allendale Charter Township Parks and Recreation Advisory Board (the “Advisory Board”) is to provide advice and related assistance to the Allendale Charter Township Board (“the Township Board”) regarding the parks and recreational needs and wants of the Allendale Charter Township residents.

### **SECTION 2**

Officers:

- A. At the first regular meeting each year, the Advisory Board shall select from its membership a chairperson, vice chairperson, and secretary. All officers shall serve a term of two years or until their successors are selected and assume office, except as noted in B and C below. All officers shall be eligible for re-election for consecutive terms for the same office.
- B. Chairperson – The chairperson shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Advisory Board.
- C. Vice Chairperson – The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to his office for the unexpired term, and the Advisory Board shall select a successor to the office of vice chairperson for the un-expired term.
- D. Secretary – The secretary shall execute documents in the name of the Advisory Board, perform the duties hereinafter listed below, and shall perform such other duties as the Advisory Board may determine.
  - a. Minutes – The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions, or recommendations made on any action and record of attendance.
  - b. Correspondence – The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Advisory Board. All communications, petitions, reports, or other written materials received by the secretary shall be brought to the attention of the Advisory Board.

- c. Notices – The Chairperson shall notify the Township Clerk of any notices, publications or meeting notices which must be published in accordance with the Open Meetings Act
- E. The chairperson shall present the recommendations of the Advisory Board to the Township Board for their consideration of such request.

### **SECTION 3**

#### **Membership:**

- A. Members – The Advisory Board shall consist of no more than nine voting Members who shall be residents of Allendale Charter Township. Each Member shall have one vote. Members shall be chosen by the Township Supervisor with the approval of the Township Board.
- B. Representation – The Township may wish to consider representation from the Planning Commission, Downtown Development Authority, Allendale Schools, Township Board, as well as other community representation from organizations such as the Allendale Township Youth Athletic Association, the Adult Softball Association, and ASO.
- C. Term – Members shall serve a term of two years. All membership terms shall begin on January 1 for the Member’s upcoming year of service with terms among the members being staggered on an annual basis.

### **SECTION 4**

#### **Meetings:**

- A. Regular Meetings – The Advisory Board shall hold not less than four regular meetings each year. The date and time shall be determined in a vote of the Advisory Board and noted in the meeting minutes. Other meetings may be held as necessary and must be approved in advance by the Township Supervisor. Holidays should be considered when establishing the schedule to avoid conflicts. Notice of regular Advisory Board meetings shall be posted in accordance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.
- B. Special Meetings – Special meetings requests may be made by the chairperson or upon written request to the secretary by at least two Members of the Advisory Board. The meeting must be approved by the Township Supervisor prior to scheduling. The scheduling of the meeting business conducted by the Advisory Board shall be in accordance with the Open Meetings Act.
- C. Public Records – All meetings, minutes, records, documents, correspondence, and other materials of the Advisory Board shall be open to public inspection in accordance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246, except as may otherwise be provided by law.

- D. Quorum – A majority of the appointed members shall constitute a quorum for transacting business and taking official action for all matters. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.
- E. Voting – A majority vote of the Advisory Board Members is required to submit a plan for the Parks and Recreation Master Plan.
- F. Agenda – The chairperson shall be responsible for preparing the agenda for Advisory Board meetings. The order of business for meetings is suggested as follows:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Recognition of Visitors
  - 4. Approval of Agenda
  - 5. Approval of Minutes
  - 6. Correspondence
  - 7. Old Business
  - 8. New Business
  - 9. Public Comment (3 minutes/person)
  - 10. Comments from Advisory Board
  - 11. Adjournment

## **SECTION 5**

### **Duties:**

The Advisory Board shall perform the following duties:

- 1. Prepare an annual report to the Township Board, and present at least once per year to the Township Board.

2. Prepare special studies, plans as deemed necessary by the Advisory Board or Township Board and for which appropriations of funds have been approved by the Township Board, as needed.
3. Attend training sessions, conferences or meetings as needed, with approval by the Township Board.
4. Perform other duties and responsibilities or respond as requested by any Township Board or Advisory Board.
5. Draw up and submit plans to the Township Board for approval.
6. Add the plans to the Master Plan for a long-term vision of the parks.
7. Create and help with fundraising for the parks.
8. Assist with grant proposals.
9. Oversee projects to completion and satisfaction of the Parks Advisory Board.
10. To research pricing options and gather information to present to the Township Board.
11. Seek volunteer to do various projects throughout the parks. Volunteer applications will be processed through the Township's volunteer program.
12. Create rules and regulations for the parks with Township Board approval.

## **SECTION 6**

### Absences, Removals, Resignations, and Vacancies:

- A. To be excused, Members of the Advisory Board shall notify the Advisory Board Chairperson or other Advisory Board Member when they intend to be absent from a meeting. Failure to make this notification before the meeting shall result in an unexcused absence. If a Member is absent from more than two meetings in a calendar year, the Township Supervisor may remove the Member with a vote of the Township Board.
- B. The Township Supervisor may remove Members of the Advisory Board with a vote of the Township Board. The Member may attend the meeting of the Township Board to describe their opposition for the removal.
- C. A Member may resign from the Advisory Board by sending a letter of resignation to the Township Supervisor.
- D. Vacancies shall be filled by the Township Supervisor with the approval of the Township Board. Successors shall serve out the unexpired term of the Member being

replaced, with the ability for reappointment at the discretion of the Township Supervisor.

## **SECTION 7**

### **Conflicts of Interest:**

- A. No Member of the Advisory Board shall participate in any matter in which he/she has a financial interest, or will be directly affected by a Board decision, or has or believes he/she has a conflict of interest as defined by applicable law. No member of the staff or any agency service the Board shall present reports or arguments, or attempt to influence decisions of the Board on any matter in which the staff members or agency has a similar interest.
- B. As soon as a Member becomes aware of a potential conflict of interest in a matter to come before the Board, he/she shall notify the Chairman. The Member who has the potential conflict should describe the conflict of interest to the Board. The Chairperson shall then call for a motion to recuse the Member and the Board shall vote on the motion. If recused, the Member should excuse him/herself from the discussion and take a seat in the audience until the matter is resolved. A recused Board Member may speak for or against the matter, but must do so during the public comment period or at the approval of the Chairperson. Status of a Board Member does not allow the recused Member to speak freely during the recused portion of the meeting; the recused Member will participate as a member of the public during this time.

## **SECTION 8**

Amendments: These Bylaws may be amended at any Township Board meeting by a majority vote of the Township Board. The Advisory Board may recommend updates to the Township Board via a majority vote held during an Advisory Board meeting.

## **SECTION 9**

Adoption: These bylaws are adopted by the Township Board at the regular meeting on June 13, 2022.