

BYLAWS AND RULES OF PROCEDURE OF THE
EATON COUNTY PARKS AND RECREATION COMMISSION

03/08/05

Commissioner Brehler moved the approval of the following document.

Seconded by Commissioner Forell.

I. Powers of the Commission

The Eaton County Parks and Recreation Commission shall exercise such powers and perform such duties as are authorized and provided by the statutes and the laws of the State of Michigan under Act. No. 261 of the Public Acts of 1965, as amended, and the Eaton County Board of Supervisors Resolution dated November 19, 1969, establishing said Commission.

II. Officers of the Commission

The Commission shall elect a President, a Vice-President, a Secretary and such other officers as the Commission shall deem necessary, who shall be elected by the Commissioners at their regular annual meeting held in January of each year. The County Treasurer shall be the Treasurer of the Commission.

III. Duties of the President

- (a) The President shall preside at all meetings of the Commission and shall have a vote upon all resolutions as a Commissioner.
- (b) The President may authorize his or her designee to sign contracts and legal documents, authorized by the Commission, in the name of the Eaton County Parks and Recreation Commission.
- (c) The President shall appoint such committees as established by the Commission and shall serve as an ex officio member.

IV. Duties of the Vice President

In the event the office of President shall become vacant by death, resignation or otherwise, or in the event of the absence of the President, or his/her inability to discharge the duties of his/her office, such duties shall for the time being devolve upon the Vice President.

V. Duties of the Secretary

The secretary shall perform the usual duties of said office, and such other duties as the Commission may direct. This, among other things, specifically includes the following:

- (a) The Secretary shall attend all meetings of the Commission and keep the minutes of such meetings. The Secretary shall have custody of the minute book and of any corporate seal of the Commission.
- (b) The Secretary shall be the custodian of all records, except the financial records of the Treasurer, and shall keep, at the office of the Commission, and open to public examination at all reasonable times, all records, maps, charts, plans and documents pertaining to the work of the Commission.
- (c) The Secretary shall see that all property acquired is vested in the name of the Commission. The Secretary shall notify the Treasurer when any such property is disposed of for cash consideration or otherwise. The Secretary shall maintain records of all properties acquired in the name of the County of Eaton for the Parks and Recreation Commission.
- (d) The Commission may appoint an Assistant Secretary (normally the Department Secretary) who shall perform such duties pertaining to the office of the Secretary as the Commission may authorize.

VI. Duties of the Treasurer

The County Treasurer shall be treasurer for the Commission and perform the usual duties of said office, and shall perform such other duties as the Commission may request in the proper exercise of their respective statutory duties and responsibilities. The Eaton County Treasurer shall perform all the duties incident to the office of Treasurer, for the Commission, which shall conform in all respect, as feasible, to the duties, responsibilities and authority established by Act 156 of the Public Acts of Michigan, 1851, as amended, for a county controller.

VII. Meetings and Agenda

Meetings of the Commission shall be held monthly at the Lincoln Brick Interpretive Center. Cancellation of any meeting shall be posted at all regularly posted sites and at the official meeting site 18 hours prior to the scheduled meeting, except for cancellations due to weather. At its regular January meeting the Commission shall establish the time and date for each monthly meeting that year, for the transaction of such business a may be brought before the meeting, provided, however, that the regular monthly meeting of said Commission may be held at such other location or place as may be determined by a majority of the members of said Commission. A majority of the members of the commission shall constitute a quorum for the transaction of business and the business which a county commission may perform shall be conducted at a public meeting of the county commission held in compliance with Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976. The regular monthly meeting held in the month of January shall constitute the regular annual meeting of said Commission. The agenda of each regular meeting shall be sent by mail or email to the membership not later than three days prior to said meeting. The agenda may be modified by a majority vote of members present.

VIII. Special Meetings

Special meetings of the Commission may be called at any time by the President, or Secretary, or by a majority of the members of the Commission, at such time or place as may be deemed necessary. Commissioners shall be notified by mail or email of the time, place, and purpose of all special meetings of the Commission, to be sent at least five days prior thereto. Notices of special meetings of the Commission shall specify the business to be transacted at said special meeting, and no other business save that specified shall be officially considered at said special meeting. Any Commissioner shall, however, be deemed to have waived such notice by his attendance at any such meeting. All special meetings shall be conducted in accordance with Act No. 267 of the Public Acts of 1976.

IX. Quorum

A majority of the persons constituting said Commission shall constitute a quorum for the transaction of business, and the concurrence of the majority of the Commissioners present shall be sufficient for the passage of any resolutions, but no business shall be

transacted unless there is in office at least a majority of the full number of Commissioners fixed by law.

X. Parliamentary Practice

Order of meetings:

- 1) Call to Order
- 2) Reading and Approval of Minutes
- 3) Guests/Public Comment (3 minutes unless extended by President)
- 4) Payment of Bills
- 5) Staff Reports
 - a. Naturalist
 - b. Director
- 6) Old Business
- 7) New Business
- 8) Adjournment

The rules of Parliamentary Practice comprised in "Robert's Rules of Order" shall govern in all cases in which they are not inconsistent with the standing rules and orders of this Commission and not contrary to the resolution establishing the Commission, or any existing law of the State of Michigan.

XI. Commission Committees:

- (a) Appointed Committees: From time to time, at the direction of the whole commission, it may be necessary for a committee to be appointed and meet with authority to make recommendations to the commission as a whole. Appointed committees shall follow the following guidelines:
 1. The Commission President at his/her discretion may establish such special committees.
- (b) Approval of Committee Decisions and Recommendations: All Committee recommendations shall be considered by the Commission at the next meeting following said committee meeting.

XII. Implementation and Approval:


- (a) These Bylaws, once approved by a majority of the members of the Commission at a legal meeting of said Commission; shall be approved by the Eaton County Board of Commissioners prior to them becoming effective.
- (b) Amendments: These Bylaws may be altered, amended, added to or repealed by a majority of the members of the Commission at any legal meeting of said Commission, providing any of such changes are not inconsistent with or contravening the resolution establishing the Commission, or the laws of the State of Michigan, and providing that any of such changes shall be approved by the Eaton County Board of Commissioners prior to them becoming effective. Also, before any changes are made in said Bylaws, a copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Secretary shall mail a copy of said proposed changes to each Commissioner at least five (5) days prior to said meeting, together with a notice of the time and place of such meeting.

XIV. Report

The Parks Director or his/her designee shall each month provide an oral or written report to the Public Works and Planning Committee of the Board of Commissioners of the County of Eaton, Michigan, which report shall contain a statement of the activities of the Commission during the preceding month.

Carried.

I, Dan Zay, Secretary of the
Eaton County Parks and Recreation Commission,
do hereby certify that the above is a true copy of the
Bylaws, made, approved, amended, and effective.


Secretary
Eaton County Parks and Recreation Commission

RE: 4/14/84
RE: 8/14/84
RE: 03/08/05

COUNTY OF EATON)
STATE OF MICHIGAN) 88

I, M. Frances Fuller, Clerk of the Circuit Court for said County of Eaton, Do hereby certify that the foregoing is a true copy of a record now remaining in the office of the Clerk of said County and Court.

In Testimony Whereof, I have hereunto set my hand, and affixed the seal of said Court and County, at the City of Charlotte this 18th day of March A.D. 2005

By Denise L. Summers Dep. Clerk