

PARKS AND RECREATION COMMISSION

CITY OF LINDEN

BY-LAWS

I. Officers and their duties:

A. The officers of the commission shall consist of a Chairperson, Vice-Chairperson; and Secretary, all of whom shall be appointed members of the commission.

B. The Chairperson shall have the privilege of discussing all matters before the commission and to vote on these matters. The Chairperson shall call meetings, preside at all meetings, appoint such committees as shall from time to time be deemed necessary, sign all vouchers authorized by the commission and perform other duties that may be delegated by the commission.

C. The Vice-Chairperson shall act for the Chairperson in his/her absence.

D. The Secretary shall keep the minutes and records of the commission.

E. The City Manager or his/her designee shall act as staff for the Parks and Recreation Commission. As such, he/she shall attend to correspondence of the commission, prepare the agendas of regular or special meetings, provide notice of meetings to commission members, arrange proper and legal notice of hearings, and keep a copy of all transcripts, records, plans, plats, etc. brought before the commission.

II. Election of Officers:

A. Nominations of officers shall be made from the floor at the annual organizational meeting, which shall be the first meeting of the calendar year in January, and the elections shall follow immediately thereafter. Newly elected officers will assume their office immediately.

B. A candidate receiving a majority vote of the membership present shall be declared elected.

C. Member vacancies may be filled by recommendation to the City Council.

III. Meetings

A. Regular meetings are held on the third Thursday of each month. Meetings will commence at 7:00 pm in the City Manager's office at 132 E. Broad Street, Linden, Michigan. Special meetings will be scheduled on an as-needed basis. When a regular meeting is scheduled on a holiday, the meeting shall be held on such other day as determined by the commission.

B. The Parks and Recreation Commission shall consist of five (5) regular members and two (2) advisory members. One regular member may also be a City Councilor. Three members of the commission shall constitute a quorum and the number of votes necessary to transact business. A record of the vote shall be kept as a part of the minutes.

C. All members of the commission shall vote on every motion placed on the floor unless there is a conflict of interest. In the event that member of the commission shall question whether he/she or any other member has a conflict of interest, the question shall be submitted to the City Attorney who shall review the facts and issue an opinion.

D. Robert's Rules of Order shall be used except where they conflict with the By-Laws, State Statute, the City Charter or the City of Linden Municipal Code.

E. All meetings shall be open to the general public.

F. Any member of the Parks and Recreation Commission who misses three (3) consecutive meetings of the commission may be subject to removal by a majority vote of the City Council. Written notice to the member being considered for removal shall be made at least seven (7) days prior to the City Council meeting at which removal will be considered.

IV. Order of Business:

The order of business at regular meetings shall be:

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Hearings
- VI. Citizen's Comments - Persons wishing to address the commission are asked to State their name and address for the record and limit their comments to five (5) or ten (10) minutes if representing a group of persons.
- VII. Correspondence
- VIII. Unfinished Business
- IX. New Business
- X. Commissioner and Committee Reports
- XI. Adjournment

V. Committees:

The Chairperson shall appoint such committees as he/she deems necessary subject, however, to and in accordance with the mandates of the State Statutes, City Charter, and the City of Linden Municipal Code. Any committee appointed shall be given a specific task along with a specific date upon which the committee will expire.

VI. Amendments:

These By-Laws may be amended by a two-thirds (2/3) vote of those present at the meeting.

ADOPTED, as amended, by the City of Linden Parks and Recreation Commission at a regular meeting on the 17th day of January, 2013.

, Chairperson

Attest:

, Secretary