BYLAWS

ARTICLE I: Name. Menominee County Parks & Recreation Committee.

ARTICLE II: Purpose. To act as an advisory committee to the Menominee County Parks & Recreation System.

ARTICLE III: Members. Amended December, 2009, by the Parks & Recreation Committee.

The members of this Committee are those persons who have been appointed by the Board of Commissioners. There shall be five (5) public at-large representatives and two (2) County Board representatives. All have voting powers.

The County Board Representatives shall serve for one (1) year terms. All Public at-large representatives will serve three (3) year staggered terms.

Section 1. Voting. All members who are present shall vote whenever the question is put by the Chair. The Secretary or designee shall be the recorder.

Sub. Section 1. Abstention.
No member may abstain from voting "yes or no" unless excused by a majority of those present.

ARTICLE IV: Officers
ARTICLE IV - Amended August 12, 2009 by Parks & Recreation Committee.

Section 1. The officers of this Committee shall be a Chairperson, a Vice Chairperson and a Secretary.

Section 2. The term of office shall be for one year. The individual may succeed her/himself.

Section 3. These officers shall be elected at its first meeting of the year.

Section 4. Candidates for these offices shall be nominated from the floor. It shall take a simple majority vote of the Committee to elect. The vote will be taken by a randomly selected call of the roll.

Section 5. Officer Powers and Duties.

Except for those powers and duties prescribed to the Chair by the County Board, the Chair has no power to act on behalf of the Committee unless the Committee specifically grants that power.

ARTICLE V. Meetings
ARTICLE V - Amended December, 2009 by Parks & Recreation Committee.

Section 1. A schedule containing the date, time and place of regular meetings of the Committee shall be established at the first meeting of the year. The Committee shall meet a minimum of six (6) times per year.

Section 2. Special meetings notice

A special meeting of the Parks & Recreation Committee shall be held only when requested by at least two (2) members of the Parks & Recreation Committee. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place, and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least 18 hours prior to the time of the meeting.

Section 3. Quorum and Majority.
A majority of the members of the County Parks & Recreation Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise at its meetings shall be determined by the votes of a majority of the members present.

Section 4. Minutes. Recording names and votes on actions. The names and votes of members shall be recorded on an action which is taken by the Parks and Recreation Committee if the action is on an ordinance, resolution, or appointment or election of an Officer. A record which is made pursuant to this section shall be available for public inspection.

ARTICLE VI: Rules, Regulations, Policies of the Committee.
ARTICLE VI - Amended December, 2009 by the Parks & Recreation Committee. (Removed Article VI)

ARTICLE VII. Parliamentary Authority.
ARTICLE VII - Amended December, 2009 by Parks & Recreation Committee.

The current edition of "Robert's Rules of Order" shall be the Parliamentary Authority. The rules, with special attention to small Committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable.

ARTICLE VII. Amendment of Bylaws.
ARTICLE: VII - Amended December, 2009 by Parks & Recreation

Committee.

Section 1. These Bylaws may not be suspended.

Section 2. These Bylaws may be amended at any regular meeting of the County Board by a 2/3 majority of the County Board.

Section 3. These Bylaws, Rules, Regulations and Policies shall remain in effect until properly amended.

ATTESTED TO:

Marc Kleiman,
Clerk of Menominee County

Gary Eichhorn, Chairman
Menominee County Board of Commissioners

MENOMINEE COUNTY PARKS & RECREATION COMMITTEE RULES & POLICIES

R96-1 The Order of Business shall be as follows:

1. Call Meeting to Order
2. Review of Previous Meeting Minutes
3. Approval of Agenda
4. Public Comment
5. Business
6. Correspondence
7. Any Other Items Members May Wish to Present
8. Public Comment
9. Adjournment

Adopted: November 25, 1996

R96-2 Complex or controversial issues may be discussed by the Committee prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Committee shall sustain the Chair. Any motion(s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.

Adopted: November 25, 1996

R96-3 To determine the sequential order of a roll call vote, the Secretary shall randomly select the names of the members of the Committee.

Adopted: November 25, 1996

R96-4 Committee members are provided a mileage allowance which shall be the IRS rate per mile.

Adopted: November 25, 1996

R96-5 Committee members attending authorized conferences, seminars, etc. shall be reimbursed mileage, meals and lodging. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary enroute to or from a conference shall be reimbursed at actual cost not to exceed $60.00 per night. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual costs shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with County policy.

Adopted: November 25, 1996

R96-6 Committee members are responsible for submitting all of their own expenses including all meeting expenses. These expenses should be submitted to the County Administrator's office.

Adopted: November 25, 1996

R96-7 DISSEMINATION OF INFORMATION. It shall be the policy of the Committee that all information pertaining to business of the Committee obtained by individual committee members, shall be transmitted in a timely fashion to all Committee members so that they would be better able to make informed decisions. This information shall be made available to the county Administrator so that it may be included in the meeting packet. County Committee packets will be available one week prior to the meeting.

Adopted: November 25, 1996

R96-8 PURCHASING POLICY. Committee has no authority to purchase.

Adopted: November 25, 1996

R96-9 COMMITTEE COMMUNICATION. It shall be the policy of the Committee that the official spokesperson of the Committee shall be the Committee's Chairperson or the County Administrator. Utterances of individual Committee members shall be clearly identified to the media and the public that those public statements are opinions of those committees or member(s) as the case may be and not positions of the Committee.

Adopted: November 25, 1996

R96-10 PUBLIC COMMENT. It shall be the policy of the Committee that for all meetings of the Committee and all committee meetings of the Committee which come under the jurisdiction of the Michigan Open Meetings Law that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Committee on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; the Committee reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Committee relative to a particular item on the agenda at the time it is being considered by the Committee or a Committee member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available along with copies of the agenda, for those meetings at which a previously prepared agenda is available, at the time and place of the meeting.

Adopted: November 25, 1996

R96-11 COMMITTEE MEMBER COMPENSATION - Committee public members receive no meeting compensation.

Adopted: November 25, 1996

CHARTER OF PARKS AND RECREATION COMMITTEE

The Menominee County Parks & Recreation Committee is an advisory committee who purpose is to provide advice, direction, and recommendations to the Parks Superintendent, County Administrator and Menominee County Board of Commissioners. The Committee has no final authority or responsibility for policy making or administration.

Responsibilities of this Committee are as follows:

1. Recommend objectives and goals of the Parks and Recreation System.
2. Recommend rules and policies governing the Parks and Recreation System.
3. Recommend annual and long-term financial plans.
4. Recommend establishing and maintaining an effective public relation program.
5. Recommend short-term and long-term planning necessary to develop a broad variety of programs, facilities, and services to meet community needs.
6. Maintain close coordination with other community agencies involved in parks and recreation and the Board of Commissioners.
7. Encourage broad citizen involvement in the park system.
8. Recommend annually a park fee schedule.
9. Act as mediator between citizens and management disputes.
10. Receive public input on the parks and recreation system.
11. Annually recommend revision to the Menominee County Parks and Recreation Plan.
12. Annually recommend capital improvement plan.
13. Review statistics.
14. Annually tour parks as a Committee to determine goal objectives and to evaluate physical condition of park property.

The Menominee County Parks & Recreation Committee shall follow the rules and policies as set forth by the Menominee County Board of Commissioners.