

# Menominee County Parks and Recreation

## BYLAWS

### ARTICLE ONE: NAME

Menominee County Parks and Recreation Committee

### ARTICLE TWO: PURPOSE

To act as an advisory committee to the Menominee County Parks and Recreation System

### ARTICLE THREE: MEMBERS

(Amended Dec 2009)

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 Commissioners. All seven will have voting rights.

The County Board Commissioners will serve one (1) year terms. All public 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.

#### Section 1.1 ABSTENTION

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

**ARTICLE FOUR: OFFICERS**

(Amended August 12, 2009)

**Section 1: POSITIONS**

The Officers of this Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary.

**Section 2: TERM of OFFICE**

The term of office shall be for one (1) year. An individual may serve successive terms.

**Section 3: ELECTION of OFFICERS**

The Officers shall be elected at its first meeting of the calendar year.

**Section 4: VOTING**

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 & 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 FIVE: MEETINGS**

(Amended Dec 2009)

**Section 1: SCHEDULE**

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

**Section 2: SPECIAL MEETINGS NOTICE**

A special meeting of the Parks and Recreation Committee shall be held only when requested by at least two (2) members of the Parks and 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 receipt of a request for a special meeting, 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 & MAJORITY**

A majority of the members of the County Parks and 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 the 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 SIX: RULES, REGULATIONS, POLICIES of the COMMITTEE**

(Amended Dec 2009) *This Article was removed. (See separate documents.)*

**ARTICLE SEVEN: PARLIAMENTARY AUTHORITY**

(Amended Dec 2009)

The current edition of the "Robert's Rules of Order" shall be the Parliamentary Authority. The rules, with special attention to small Committees, contained in the

aforementioned reference, shall govern the Committee in all cases to which they are applicable.

**ARTICLE EIGHT:            AMENDMENT OF BYLAWS**

Section 1:    These bylaws may not be suspended.

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

Section 3:    These Bylaws shall remain in effect until properly amended.

ATTESTED TO:



Marc Kleiman,

Clerk of Menominee County



Charlie Meintz, Chairman

Menominee County Board of  
Commissioners

Signed (date):

5/10/16

History:

ADOPTED: November 25, 1996;

Amended: May 10, 2016

## Menominee County Parks and Recreation Committee

# CHARTER

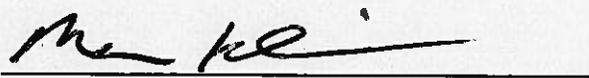
The Menominee County Parks and Recreation Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Parks' Superintendent, Menominee County Administrator, and the Menominee County Board of Commissioners. The Committee has no final authority or responsibility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

Responsibilities of this Committee are as follows:

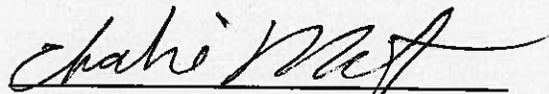
1. Recommend objectives and goals for the Parks and Recreation System.
2. Recommend rules and policies governing the Parks and Recreation System.
3. Recommend annual and long-term financial plans; continually monitor.
4. Recommend, establish, and maintain an effective public relations program.
5. Recommend 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 Menominee County Board of Commissioners.
7. Encourage broad citizen involvement in the parks system.
8. Recommend annually a park fee schedule.
9. Act as mediator for disputes between citizens and management.
10. Receive public input on the parks and recreation system.
11. Annually tour parks as a Committee to determine goal objectives and to evaluate physical condition of park property.
12. Annually recommend revisions to the Menominee County Parks and Recreation Plan.
13. Annually recommend capital improvement plan/projects.

14. Review statistics to assist with future planning.
15. Conduct comprehension review of five-year County Park Plan every five years for long-range future planning purposes and projects.

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



Marc Kleiman,  
Menominee County Clerk



Charlie Meintz, Chairman  
Menominee County Board of  
Commissioners

SIGNED: (date)

5/10/14

HISTORY:

Adopted: November 25, 1996

REVISED: May 10, 2016

## Menominee County Parks and Recreation Committee

# RULES & POLICIES

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

1. Call meeting to order
2. Pledge of Allegiance
3. Approval of Agenda
4. Review / Approval of Previous Minutes
5. Public Comment (*limited to agenda items only*)
6. Business
7. Correspondence
8. Any other business to be presented
9. Public Comment
10. Adjournment

**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 discussion 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 discussion shall be reduced to writing prior to being voted upon, upon the request of any member.

**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.

**R96-4** (*Rescinded*)

**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./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.

**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, as soon as possible upon return.

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

**R96-8** PURCHASING POWER

Committee has no authority to purchase.

**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 those public statements are opinions of those Committee members as the case may be and not the positions of the Committee.

**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 laws that the following rules apply:

1. Speakers shall identify themselves and if representing a group, the name of the group;
2. Only one speaker may address the Committee on behalf of a group;
3. Speaker shall state their residential address;
4. Speaker shall be limited to five (5) minutes on agenda items;
5. Thirty (30) minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda;
6. Committee reserves the right to extend the abovementioned time limits;
7. Member of the public can request permission to address the Committee relative to a particular agenda item during the discussion phase of the meeting at the yield of the floor to a member of the public;
8. Rules for such public comment shall be available along with agenda for those meetings at which a previously prepared agenda is available, at the time and place of the meeting.

**R96-11**      COMMITTEE MEMBER COMPENSATION

Committee public at-large members may receive a \$50 meeting fee as well as the IRS mileage rate to and from meeting location.

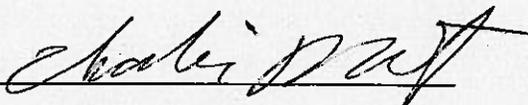
SIGNED (date):

5/10/14

  
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Marc Kleiman,

Menominee County Clerk

  
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Charlie Meintz, Chairman

Menominee County Board of  
Commissioners

History:

Adopted:      November 25, 1996

AMENDED:    March 24, 2015

May 10, 2016