

# RECREATION COMMISSION OF THE CITY OF GROSSE POINTE PARK

## RESTATED BYLAWS

Adopted, effective immediately, March 11, 2024

### I. Name and Purpose

- A. The Commission's full name shall be the Recreation Commission of the City of Grosse Pointe Park, hereinafter known as the "Recreation Commission."
- B. The Recreation Commission is defined and authorized by Ordinance No. 213 of the City of Grosse Pointe Park, Wayne County, Michigan.

### II. Membership

- A. Members.
  - 1. Voting Members of the Recreation Commission shall be appointed by the Mayor subject to the approval of the City Council.
  - 2. The Recreation Commission shall consist of twelve total members with eleven (11) voting members.
  - 3. One member shall be a member of the City Council appointed by the Mayor subject to approval by a majority vote of the City Council. A City Councilmember shall cease to be a member of the Recreation Commission if she/he ceases to be a member of the City Council.
  - 4. Ten (10) members shall be residents of the City appointed by the Mayor subject to approval by a majority vote of the City Council. A resident member shall cease to be a member of the Recreation Commission if he/she ceases to be a resident of the City
  - 5. One (1) member shall be an ex-officio member of the City Administration selected by the Mayor. The ex-officio member of the City Administration is a nonvoting member.
  - 6. Resident members shall serve for three (3) year terms, with terms ending on December 31.
  - 7. No member of the Recreation Commission, other than City Council Members or *ex-officio* members, shall hold any other office or position with the City. Members of the Recreation Commission shall be qualified electors of the City.

### III. Meetings

- A. Attendance. If any member of the Recreation Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the City Council to remove a member from the Recreation Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter, The Recreation Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the council whenever any member of the Recreation Commission is absent from three consecutive regularly scheduled meetings, so the Council can consider further action allowed under law or excuse the absences.
- B. If a member of the Recreation Commission is appointed to another office, which is an incompatible office with his or her membership on the Recreation Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Recreation Commission. If a member of another office is appointed to the Recreation Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Recreation Commission, that shall result in an automatic resignation from the other office.
- C. Rules for Meetings.
  - 1. All meetings of the Recreation Commission shall be held in accordance with Robert's Rules of Order as closely as possible.
- D. Regular meetings.
  - 1. Regular meetings of the Recreation Commission will be held at least quarterly.
  - 2. Notices of regularly scheduled Recreation Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L.A. §15.261 *et seq.*).
- E. Special Meetings.
  - 1. Special meetings of the Recreation Commission may be called by the Chairperson, or at the request of the City Manager.
  - 2. Notices of special meetings shall be given to members of the Recreation Commission at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition, notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L.A. §15.261 *et seq.*).
- F. Quorum. More than half the total number of seats for members of the Recreation

Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Recreation Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

- G. Recreation Commission Action. Action by the Recreation Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

#### **IV. Officers**

- A. Selection. At the first regularly scheduled meeting of each year, the Recreation Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All offices are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Recreation Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, the Recreation Commission shall appoint a successor for the unexpired term. The Recreation Commission or Secretary may also designate another person who is not a member of the Recreation Commission to be the recording secretary.
- B. Tenure. The Chair, Vice-Chair and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall have all duties and powers as provided under the Ordinance and at law.
- D. Vice-Chair's Duties. The Vice-Chair shall act in the capacity of Chair, with all the powers and duties found herein of these Rules, in the Chair's absence.
- E. Secretary's Duties. The Secretary shall have all duties as provided under the Ordinance and at law.
  - 1. Execute documents in the name of the Commission;
  - 2. Be responsible for the minutes of each meeting, pursuant to these Bylaws if there is not a recording secretary.
  - 3. Review the draft of the minutes, sign them, and submit them for approval to the Recreation Commission. Copies of minutes shall be distributed to each member of the Recreation Commission prior to the next meeting of the Recreation Commission (the Secretary may delegate this duty to Recreation Commission staff);
  - 4. Receive all communications, petitions, and reports to be addressed by the Recreation Commission, delivered or mailed to the Secretary in care of the Parks & Recreation Department Office.

**V. Record**

Minutes and Records. The Recreation Commission Secretary (or his or her designee) shall keep, or cause to be kept, a record of Recreation Commission meetings, in accordance with the requirements of the Michigan Open Meetings Act.

**VI. Committees**

- A. Ad Hoc/Advisory Committees. The Recreation Commission or Chair may establish and appoint ad hoc/advisory committees for special purposes or issues, as deemed necessary, to provide recommendations to the full Recreation Commission. Ad hoc/advisory committees are only allowed to make recommendations to the Recreation Commission.
- B. Citizen Committees. The Recreation Commission or Chair may establish citizen committees with the consent of the Recreation Commission. Membership can be any number, so long as less than a quorum of the Recreation Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and community involvement, to receive input from individuals who are knowledgeable or expert in the particular issue before the Recreation Commission and to better represent various interest groups in the City.

**VII. Powers.**

The Recreation Commission shall have all powers provided under the City's Charter, the City's Code of Ordinances and at law.