

Alpena County Parks and Recreation Commission
By-laws

Article 1 – Name and Authorization

Section 1. The Alpena 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 MI under MCL 46.351 et seq and the Alpena County Board of Supervisors action dated April 18, 1967, establishing said Commission. The Alpena County Parks and Recreation Commission shall be referred to as the “Commission” throughout these by-laws.

Article 2 – Mission

Section 1. The Commission shall have custody, control and management of all real and personal property acquired by the County for public parks and recreational facilities. [See Attachment 1 for a List of Parks & Recreational Facilities]. The Commission will follow the Alpena County Operating Policies and Procedures.

Section 2. The Commission will hire manager(s) to implement the rules adopted by the Commission and to run the daily operation of the park(s) during the camping season. All employees shall be hired in compliance with the Alpena County Personnel Policies and Procedures and be subject to the Alpena County Employee Handbook and all other rules and regulations for Alpena County employees.

Article 3 – Membership

Section 1. The Commission shall consist of a total of ten (10) regular members. Seven (7) regular members to be appointed by the Alpena County Board of Commissioners, one of which must be a County Commissioner, but up to three (3) may be appointed, for a term of three (3) years staggered. The Chairperson of the County Road Commission or another Road Commissioner designated by the Board of County Road Commissioners will serve on the Commission. The Drain Commissioner will serve on the Commission. The Chairperson of the County Planning Commission or another member of the County Planning Commission designated by the County Planning Commission will serve on the Commission. The Alpena County Treasurer will be the Treasurer for the Alpena County Parks and Recreation Commission. At the first meeting in January the members shall elect a Chairperson, Vice-Chairperson, a Secretary and such other officers as the Commission shall deem necessary. In the event there is no Chair, Vice-Chair, or Secretary, the County Treasurer shall act as temporary chair until a chair is elected.

Article 4 – Duties of the Chairperson

Section 1. The Chairperson shall preside at all meetings of the Commission and shall have a vote upon all matters as a member of the Commission.

Section 2. The Chairperson may sign contracts and legal documents, only when authorized by the Commission, in the name of the Alpena County Parks and Recreation Commission. The Board may also authorize the Alpena County Administrator to execute properly approved contracts and other legal documents.

Section 3. The Chairperson shall appoint such committees as established by the Commission with the approval of the Commission.

Article 5 – Duties of the Vice-Chairperson

Section 1. The Vice-Chairperson shall perform all the duties of the Chairperson in the absence of the Chairperson.

Article 6 – Duties of the Secretary and Recording Secretary

Section 1. The Secretary shall make sure a record of the proceedings of the Commission meeting was taken and take roll call for the meetings along with recording the vote when necessary.

Section 2. The Secretary shall oversee that all records, except the financial records of the Treasurer, be kept at the office of the Alpena County Board of Commissioners, and open to public examination at all reasonable times, all records, inventories, maps, charts, plans and documents pertaining to the work of the Commission.

Section 3. The Secretary is expected to attend all meetings of the Commission unless excused by the Chairperson for vacation, sickness or unexpected event.

Section 4. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall conduct the above duties of the Chairperson in relation to the Commission.

Section 5. The Parks Commission has the authority to hire a Recording Secretary if so necessary, otherwise the duties of the Recording Secretary are delegated to the Secretary.

Section 6. The Recording Secretary is expected to notify Alpena County Parks and Recreation Commission members and the Alpena County Board of Commissioners Office, and Post meeting notices on the Courthouse Door and on the County Website, (All meetings shall be posted at the Alpena County Courthouse according to the Open Meetings Act. The notice shall include the date, time and location of the meeting.)

Section 7. The Recording Secretary will take minutes of all meetings and follow-up on all items from the meetings and/or as directed by the Commission. The Recording

Secretary is also expected to attend all meetings of the Commission including sub-committee meetings. The Recording Secretary will file all documents and keep copies of all correspondence, contracts, minutes and pertinent information for the Commission.

Article 7 – Duties of the Treasurer

Section 1. 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 Alpena 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.

Article 8 – Duties of the Alpena County Parks and Recreation Commission Members and Committee Structure

Section 1. Commission members shall attend all meetings unless excused by the Chairperson.

Section 2. If a Commission member is not fulfilling his/her duties, the Commission, by majority vote, may request that the Alpena County Board of Commissioners replace that member.

Section 3. By-Laws must be reviewed at the Organizational Meeting annually.

Section 4. The Commission is required to follow all Policy and Procedures established by the County of Alpena.

Section 5. The Commission may constitute such Standing and Ad Hoc Committees as are needed to accomplish the work of the Commission in the most expedient manner. The Committees will be constituted and approved by the Commission and filled by the Chair in accordance with these Bylaws and governed by Robert’s Rules of Order. The Commission may appoint such additional volunteer (non-Commission) member to various Standing and Ad Hoc Committees as may be prudent or needed.

All maintenance/building projects at the parks should be reviewed by the Alpena County Maintenance Superintendent for their recommendation and a price projection. All procurement and purchasing will be governed by the Alpena County Purchasing and Procurement Policy.

Section 6. The County Commissioner’s Office serves as administrative and programmatic support for the Parks & Recreation Commission. The County Administrator is designated as the Department Head for the Parks & Recreation Commission and is the direct line supervisor for all park and facility managers employed

by Alpena County/Alpena County Parks & Recreation Commission under the direction of the Commission.

Article 9 – Finances

Section 1. Members of the Commission shall be paid at the per-diem and mileage rate established by the Alpena County Board of Commissioners.

Section 2. The Commission may propose salaries for the Chairperson, Recording Secretary, the Treasurer and others as the board deems necessary through the annual budget process.

Section 3. The Commission shall prepare an annual budget, due by the scheduled October meeting, and the Chairman must present it to the Alpena County Board of Commissioners through the County Board's Budget process for their approval prior to December 1st annually.

Article 10 – Meetings

Section 1. Meeting Notices. All meetings shall be posted at the Alpena County Courthouse according to the Open Meetings Act. The notice shall include the date, time and location of the meeting.

Section 2. Regular Meetings. Regular meetings of the Commission shall be held monthly, provided the Commission has official business to conduct, in the Howard Male Conference Room of the Courthouse Annex on the 2nd Thursday of each month at **6:00** p.m. The dates and times shall be posted at the Courthouse and a notice should be published in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month in accordance with the Open Meetings Act.

Section 3. Special Meetings. A special meeting may be called by two members of the Commission or at the discretion of the Chairperson. The Recording Secretary shall send written notice of a special meeting to Commission members and the Board of Commissioners Office not less than 48 hours before the meeting. Notices shall comply with P.A. 267 of 1976, as amended.

Section 4. Sub-Committee Meetings. Standing Committee meetings may be called by the Chair of each Committee or the Chair of the Commission upon need or request.

Article 11 – Quorum

Section 1. A majority of the members, one (1) more than half of the Commission Board, shall constitute a Quorum for the transaction of business at a business meeting.

Article 12 – Parliamentary Authority

Section 1. Robert's Rules of Order shall govern. No action shall be taken unless first approved by a majority vote of the members present at a regularly or specially scheduled meeting of the Alpena County Parks and Recreation Commission.

Section 2. Standing Rules. The following order of business shall govern the meetings of the Alpena County Parks and Recreation Commission:

Call to Order:

Pledge of Allegiance

Roll Call:

Adoption of the Agenda

Approval of the last regular meeting Minutes

Treasurer's Finance report:

Approval of Bills

Refunds by Parks Managers

Public Comment: Three (3) minute time limit for each presenter.

During public comment time, a presenter shall be recognized in the following manner; Provide his or her name and address before presenting concern or question(s) to the board.

Written Park & Facility Reports

Grant reports

Old business:

New business:

Public comment: Three (3) minute time limit for each presenter.

Set next meeting date:

Adjournment:

Article 13 – Adoption and Amendment of the By-laws

Section 1. These By-laws, once approved by a majority of the members of the Commission at a regular meeting of said Commission; shall be approved by the Alpena County Board of Commissioners prior to them becoming effective.

Section 2. Amendments.

- a) These by-laws may be altered, amended or repealed by a two-thirds majority of the members of the Commission present at a regular meeting of the Alpena County Parks and Recreation Commission, providing any 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 such changes shall be approved by the Alpena County Board of Commissioners prior to them becoming effective.
- b) No amendments shall be passed unless a formal notice of the proposed amendment has been given at a previous regular meeting of the Alpena County Parks and Recreation Commission.

Approved by the Alpena County Parks and Recreation Commission

Signed: _____
Chairperson

Dated: _____

Approved by the Alpena County Board of Commissioners

Signed: _____
Chairperson

Dated: _____

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