

CITY OF TRAVERSE CITY
PARKS AND RECREATION COMMISSION BY-LAWS

I. GENERAL

a. Name

The name of this body shall be the City of Traverse City Parks and Recreation Commission.

b. Address

The mailing address shall be:
625 Woodmere Avenue
Traverse City, MI 49686

II. MEETINGS

a. Regular

The Parks and Recreation Commission shall hold a regular meeting on the first Thursday of each month at a time and location agreed upon by said Commission. This meeting shall be posted as per the requirements of the Michigan Open Meetings Act.

b. Special

Special meetings of the Parks and Recreation Commission may be called by the Chairperson, or a majority of the members at any time deemed necessary. Notice of any such meeting shall be given to all members at least twenty-four (24) hours in advance and shall be posted as per the requirements of the Michigan Open Meetings Act.

c. Notice

Notice of any meeting shall be in accordance with the Open Meetings Act (1976 Public Act 267) as amended. The Parks and Recreation Superintendent shall give notice of all meetings as required by law and post a copy of the notice at the Governmental Center at 400 Boardman Avenue.

d. Quorum

Four of the seven members must be present to constitute a quorum for the transaction of business.

e. Vote Required

The vote of a majority of the members present at a meeting at which a quorum is present, constitutes the action of the Parks and Recreation Commission.

f. Parliamentary Procedure

Robert's Rules of Order shall be used as the proper procedure for conducting the business meetings of the Parks and Recreation Commission.

III. OFFICES

a. Election

The Parks and Recreation Commission shall elect by a majority vote, a Chairperson and Vice Chairperson, annually at the September meeting.

b. Chairperson

The Chairperson shall preside at all meetings and is a voting member.

c. Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

d. Recording Secretary

An office staff member from the Parks and Recreation Division shall be the recording secretary for the Parks and Recreation Commission and keep the minutes and records of any voting.

e. Vacancies

A vacancy in the Chairperson or Vice Chairperson position may be filled at any meeting for the unexpired portion of the term of that office.

f. Delegation of Duties

In the absence of the Chairperson and Vice Chairperson, or the Recording Secretary, the remainder of the Parks and Recreation

Commission may delegate the duties of that office to another member by a majority vote of the quorum present.

IV. COMMITTEES

a. Appointments

The Parks and Recreation Commission may appoint standing, ad-hoc or special committees as deemed necessary.

b. Meetings

Any committee meetings will comply with the Public Meetings Act and appropriate records shall be maintained.

V. AMENDMENTS

- a. The Parks and Recreation Commission may recommend by-law amendments to the City Commission for action.

VI. VACANCIES AND REMOVALS

a. Vacancies

Any vacancies of the Parks and Recreation Commission shall be filled by the City Commission in the same manner as the original appointments.

b. Removals

Any member of the Parks and Recreation Commission that is absent without an acceptable excuse for three (3) consecutive regular meetings, may be removed by the City Commission. Any member may also be removed by the City Commission for just cause.

VII. ANNUAL REPORTS

a. Reports

An annual report of the year's Parks and Recreation Commission activities will be provided to the City Commission and the Planning Commission by March 1 of the following year.

Adopted 2/5/2009 by a vote of 7 – 0 by the Parks and Recreation Commission.