



## Recreation Advisory Board

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### BYLAWS

It is the mission of Mount Clemens Recreation to develop and promote programs, parks, amenities, activities, and services that create an appealing, diverse all-age recreation program.

#### **ARTICLE I: Purpose of the Advisory Board**

The purpose of this organization is:

- a.) To advise and make recommendations to Mount Clemens Recreation that assist in recreation and park matters.
- b.) To inform and educate the public of the importance and need for programs, facilities, and services inclusive to all age groups.
- c.) To share the interests of the public in relation to recreation, programs, parks, and facilities.
- d.) To promote the development and marketing of programs, facilities, and services within the community.
- e.) To assist Mount Clemens Recreation in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of programs.
- f.) To network with business and organizations on behalf of Mount Clemens Recreation to seek financial sponsorships within procedures as set-forth by the department. All sponsorship dollars must be processed through Mount Clemens Recreation in accordance with City of Mount Clemens policy.
- g.) To assist in the development/renewal of a Parks and Recreation Master Plan that meets the present and future needs for programs, services, parks, facilities, open spaces, and trails.
- h.) To provide encouragement, support, and work in partnership with Mount Clemens Recreation to provide recreation opportunities within the operating standards at set forth by Mount Clemens Recreation.

#### **ARTICLE II: Membership**

- a.) The members of the Advisory Board shall be recommended by the Mayor and appointed by the City Commission. The Advisory Board shall consist of five (5) voting members.
- b.) Members are appointed for three (3) year staggered terms except for the initial appointments which shall be three members for a three (3) year term, two members for a two (2) year term. Subsequent appointments shall be for three-year terms.
- c.) Vacancies shall be filled for the balance of the unexpired term by appointment from the City Commission.
- d.) A member should notify Mount Clemens Recreation staff of any anticipated absence prior to the meeting.
- e.) Members will represent themselves in a positive manner appropriate to recreation
- f.) Members must seek the approval of Mount Clemens Recreation prior to purchasing, using branding or marketing on behalf of the City.
- g.) Members must actively organize one recreation program and/or event per year within the operational procedures of Mount Clemens Recreation.

### **ARTICLE III: Officers**

- a.) The officers of the Advisory Board shall be Chairperson and Vice Chairperson. Mount Clemens Recreation staff shall serve as the Secretary.
- b.) The officers shall serve two (2) year terms.
- c.) Terms of office shall run from January 1 – December 31 and expire two (2) years later. Election of Officers takes place in November.

### **ARTICLE IV: Officer Duties**

- a.) The Chairperson shall preside at all meetings of the Advisory Board and will work in conjunction with Mount Clemens Recreation in establishing agenda items.
- b.) In the absence of the Chairperson, the Vice Chairperson will assume all the duties of the Chairperson
- c.) The Secretary will keep a record of the meetings including all official actions. Minutes are adopted by the Advisory Board at the next meeting, signed by the Secretary, and filed in the city department of record. The Secretary will assume all duties of the Chairperson in the absence of the Chairperson and Vice-Chairperson.

### **ARTICLE V: Meetings**

- a.) Regular meetings shall take place on the second Tuesday of every third month at 6:00PM (November, February, May, August) No meeting shall exceed 1.5 hours in length.
- b.) A meeting may be called by the Chairperson, any three (3) members, Mount Clemens Recreation, or the City Manager. A forty-eight (48) hour notice of such meeting must be given to all members.
- c.) The absence of one (1) regular meeting yearly without due and acceptable excuse shall constitute a vacancy on the Advisory Board. If a member cannot attend a scheduled meeting their absence will be considered excused if they contact Mount Clemens Recreation prior to the meeting.
- d.) A meeting will be considered official if a quorum is present. A quorum is met when three (3) of the five (5) members are present.
- e.) The order of business at the meetings shall be:
  - Call to order
  - Roll call
  - Adoption of agenda
  - Approval of minutes
  - New business
  - Staff updates
  - Public participation
  - Board comments
  - Adjournment

### **ARTICLE VI: Special Committees**

At the request of the Advisory Board, the Chairperson shall appoint temporary committees for special purposes. These committees shall be discharged on the completion of their assignment.

### **ARTICLE VII: Amendments**

- a.) Proposed amendments to these by-laws must be submitted in writing at a regularly scheduled meeting. They cannot be voted on until the next regularly meeting or subsequent meeting.
- b.) Any amendment will become effective upon approval of the City Commission.

Adopted by the Recreation Advisory Board on \_\_\_\_\_, 2022.  
Approved by the City Commission on \_\_\_\_\_, 2022.