

**FRENCHTOWN CHARTER TOWNSHIP
RECREATION COMMISSION
BYLAWS AND RULES OF PROCEDURE**

**Adopted May 17th, 2016
Amended February 21st, 2023**

Section 1. Commission Name. The Frenchtown Charter Township Recreation Committee will hereafter be known as the Frenchtown Charter Township Recreation Commission (Recreation Commission).

Section 2. Purpose. The Recreation Commission was created pursuant to the authority granted to the Township by Public Act 156 of 1917. The Recreation Commission shall be an advisory body to the Frenchtown Charter Township Board and shall advise the Board on matters including but not limited to the following:

- A. Management of Parks and Recreation buildings and facilities.
- B. Development of an annual Recreation Budget.
- C. Expenditures for recreation programs.
- D. Development of grant proposals related to the Township's Recreation facilities and/or operations.
- E. Development and maintenance of a five year Recreation Master Plan.
- F. Development of proposed agreements with schools and community groups to undertake cooperative programs, projects and events.
- G. Marketing of recreational programs to the community.
- H. Recommendations as to physical modifications and enhancements to Township Parks and Recreation buildings and facilities.
- I. Working with volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain feedback about their experiences and suggestions for improvements.

Section 3. Membership. The Commission shall consist of seven (7) voting members. All members shall be appointed annually by the Township Board according to the terms of these Bylaws and Rules.

- A. The seven (7) voting members shall consist of the following:

1. Liaison of a Public School located within the Township (recommended by the applicable School Board and appointed by the Township Board). If no liaison is recommended by a School Board, an additional Member at large shall be recommended by the Township Supervisor and appointed by the Township Board.

2. Two (2) Members of the Frenchtown Charter Township Board (recommended by the Township Supervisor and appointed by the Township Board).

3. Four (4) Members at large (recommended by the Township Supervisor and appointed by the Township Board). Such Members shall be citizens of Frenchtown Charter Township.

B. Removal. Any member may be removed by a majority vote of the Township Board for any or no reason.

C. Members at Large and the Liaison Member will be paid at the rate set by the Township Board per diem for regularly scheduled meetings.

D. Members shall not be reimbursed for any expenses unless specifically authorized by the Township Board.

Section 4. Officers.

A. Selection. At the first scheduled meeting of a new year, the Commission shall elect from its voting members, a Chairperson, Vice Chairperson and a Secretary who shall serve for the calendar year or until such time as a successor has been appointed. The Recreation Director shall be responsible for establishing the agenda for all meetings. The Chairperson shall preside over all meetings. The Secretary shall be responsible for keeping minutes of the meetings.

Section 5. Meetings.

A. Meeting Notices. All regularly scheduled and special meetings shall be posted at the Frenchtown Charter Township Hall by the Frenchtown Charter Township Clerk, and shall otherwise comply with the requirements of the Open Meetings Act.

B. Meetings. Regular meetings shall be held on the 1st Tuesday in February, April, June, August, October and December or according to the schedule as otherwise adopted by the Board.

C. Special Meetings. Special meetings may be called by the Chairperson of the Commission or by a majority of the voting members of the Commission. Special meeting notices are to be provided to the Township Clerk by the Recreation Director sufficiently in advance of the meeting to comply with meeting notice requirements.

D. Quorum. In order for the Commission to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Commission must be present.

E. Voting. An affirmative vote of a majority of the quorum shall be required for the approval of any motion before the Commission. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. If a roll call vote is taken, the individual vote yea or nay, of each Commission member shall be recorded in the minutes of the meeting.

F. Order of Business. A written agenda for all meetings shall be prepared as follows. The order of business shall be:

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Call to the Public
5. Old Business
6. New Business
7. Recreation Director Report
8. Public Comment
9. Commission Members Comments
10. Adjournment

G. Parliamentary Rules of Procedure. All meetings of the Commission shall be conducted in an orderly manner and in accordance with Roberts Rule of Order as much as possible.

Section 6. Minutes.

A. Commission minutes shall be prepared by the Secretary of the Commission and provided to the Township Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk. The Clerk shall provide the minutes to the Township Board for its information.

Section 7. Open Meetings and Freedom of Information Provisions.

A. All Commission meetings shall comply with the terms and provisions of the Open Meetings Act.

B. All business conducted by the Commission or any and all of its documents are subject to the provisions of the Freedom of Information Act.

C. A person shall not be excluded from a meeting of the Commission except for a breach of peace committed at the meetings.

Section 8. Amendments.

A. These Bylaws may be amended from time to time by the Frenchtown Charter Township Board. The Commission, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

THESE BYLAWS AND RULES OF PROCEDURE WERE ADOPTED MAY 17th, 2016
AND AMENDED ON FEBRUARY 21, 2023.

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