

DATE: May 24, 1993

**MONTCALM COUNTY PARKS & RECREATION COMMISSION
BY-LAWS AND RULES OF PROCEDURE**

**ARTICLE I
ORGANIZATION AND LOCATION**

- Sec. 1 The Montcalm County Parks and Recreation Commission, organized under Act 261, Public Acts of 1965, as amended, here-in-after called the Commission.
- Sec. 2 The Commission shall meet each January in the county building to elect from its membership a president, vice, president, and secretary. The officers shall hold office for the calendar year in which they are elected and until their successors are qualified and elected.
- Sec 3 The Commission may meet at other times during the year as called by the president.

**ARTICLE II
OBJECTIVES**

- Sec. 1 The objectives of the Commission are to pursue implementation of the Montcalm County Recreation Plan which includes the following typical functions:
- (a) To define the objectives of public recreation services and determine fundamental policy of the Commission not otherwise prescribed;
 - (b) The interpretation of the community recreation program to public officials and citizenry in the terms of adequate moral and financial support;
 - (c) The maintenance of high standards in recreation leadership and in quality of service;
 - (d) The recommendation of the recreation director and the defining of the scope of his/her duties;
 - (e) The determination and establishment of general policies to be followed in carrying out the purposes for which the Commission was established;
 - (f) The consideration of, and passing judgment upon, the recommendations coming from any source outside the Commission, especially if such suggestions involve matters of general policy;
 - (g) To establish a sound fiscal plan to achieve recreation goals;

- (h) To provide for an adequate system of recreation facilities and areas;
- (I) A full report to the public of all activities of the Commission during the year (Annual Report)

**ARTICLE III
EXECUTIVE COMMITTEE**

- Sec. 1 The Executive Committee shall be comprised of three (3) persons; the president; vice-president; and the secretary.
- Sec. 2 Organizational Procedures of the Executive Committee:
 - (a) The responsibility of the Executive Committee is to manage day-to-day functions of the Commission according to policies and procedures approved by the Commission.
 - (b) The Executive Committee may meet monthly, or as otherwise called by the president.
 - (c) Minutes of Executive Committee meetings shall be prepared by the secretary and circulated to the full membership of the Commission.
 - (d) Two (2) members of the Executive Committee shall constitute a quorum for Executive Committee business.

**ARTICLE IV
ATTENDANCE**

- Sec. 1 Absenteeism

Any member of the Commission missing three (3) or more consecutive meetings during the calendar year without a reasonable excuse shall be referred to the Board of Commissioners for appropriate action.

**ARTICLE V
BYLAWS**

- Sec. 1 Adoption of Bylaws

- (a) A favorable vote by two-thirds (2/3) of the members of the full membership of the Commission is required to adopt the Bylaws.

Sec. 2 Proposed Amendments of the Bylaws

- (a) The Bylaws shall be amended only when two-third (2/3) of the members of the full membership of the Commission are present and voting in favor of the proposed amendments(s).

Sec. 3 Editorial Changes

- (a) Editorial changes in the Bylaws, which do not materially alter the intent of the Bylaws or proposed changes, may be made by the Executive Committee, and submitted to the Commission for approval at its next called meeting.

Sec. 4 Robert's Rule of Order

- (a) Robert's Rule of Order shall prevail for conducting all meetings.