

**BY- LAWS OF THE
TOWNSHIP OF MILFORD
PARKS AND RECREATION COMMISSION**
Revised 11/19/2014

ARTICLE I – PURPOSE

The purpose of these by-laws is to provide procedural guidelines for the Parks and Recreation Commission.

ARTICLE II – OFFICERS AND THEIR DUTIES

Section 1 The officers of the Parks and Recreation Commission shall consist of a Chairperson, Vice-Chairperson and Secretary,

Section 2 The Chairperson shall preside at all meetings and hearings of the Parks and Recreation Commission and shall have the duties normally conferred by parliamentary usage.

Section 3 The Chairperson shall be one of the citizen members of the Commission. He/She shall have the privilege of discussing all matters before the Commission and to vote thereon.

Section 4 The Vice-Chairperson shall act for the Chairperson in the absence of the Chairperson. He/she shall be a citizen member of the Commission.

Section 5 The Secretary shall record all motions and inform the Township Supervisor. Prepare an annual report at the request of the Township Supervisor.

Section 6 The Township Clerk shall keep the minutes and records of the Commission, prepare the agenda of regular and special meetings. The Township Supervisor shall also attend to all correspondence of the Commission.

ARTICLE III – ELECTION OF OFFICERS

Section 1 Nomination of officers shall be made from the floor at the first meeting of each year. The Commission shall determine when the election shall take place immediately after the nominations are closed.

Section 2 A candidate receiving a majority vote of the members present shall be declared elected and shall serve for one year or until his/her successor shall take office.

Section 3 Vacancies in offices shall be filled immediately by regular election procedure. Such an elected official shall complete the unexpired term.

ARTICLE IV – MEMBERSHIP

Section 1 The number of voting members of the Commission shall not exceed nine (9).

Section 2 A Commission member term is for a period of three years. Commissioners may serve for consecutive terms and do so at the pleasure of the Township Board.

Section 3 The Commission shall consist of at least one member of the Township Board and all must be residents of the Township.

Section 4 Any resident seeking an appointment to the Commission may submit a letter of intent to the Township Parks & Recreation Commission expressing their interest for recommendation to the township board for approval.

Section 5 Junior Commissioner/Liaison
The Junior Commissioner is a non-voting, volunteer position serving at the pleasure and direction of the Milford Township Parks and Recreation Commission. Milford Township residents currently enrolled in grades 8-12 are eligible to apply for Appointment.

Primary responsibilities for Junior Commissioners will include attendance at Monthly Parks and Recreation Committee Meetings, developing Parks and Recreation programming targeted to middle school and high school students, Assisting with planning and staffing Parks and Recreation Commission activities, And serving as a liaison between the Parks and Recreation Commission and area Middle schools and high schools.

ARTICLE V – MEETINGS

Section 1 Regular meetings will be held on the third Monday of each month at 7:00 pm at the Civic Center, 1100 Atlantic St., Milford, Michigan. At the discretion of the Chairperson, any regular meeting may be cancelled providing there is no business to be brought before the Commission. When the regular meeting falls on a holiday, the meeting shall be held on such other day as determined by the Parks and Recreation Commission. All meetings shall be open to the public.

Section 2 A majority of the membership of the Commission shall constitute a quorum and the number of votes necessary to transact business shall be a majority

of the membership present. Voting shall ordinarily be by voice vote; provided however that roll call vote shall be required, if requested by any Commission member or directed by the Chairperson. A record of a roll call vote shall be kept as a part of the meeting minutes.

Section 3 Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call such meetings when requested to do so, in writing, by the members of the Commission. The notice of such a meeting shall specify the purposes of the meeting and no other Commission business may be considered except by the unanimous consent of the Commission. The Township Clerk shall notify all members of the Commission in writing not less than seventy-two hours in advance of such special meetings.

Section 4 All meetings at which official action is taken and all records and accounts of such meetings shall be open to the general public.

Section 5 After a Commissioner's three (3) unexcused absences for a regular or pre-scheduled event within a twelve (12) month period, the Milford Township Parks and Recreation Commission may recommend to the Township Board for termination from the Commission. Unexcused absence defined as: Any absence not due to illness, hardship or pre-meeting notification to the Township office.

Section 6 Reasons for removal may also include but are not limited to residency, six or more meetings missed in a twelve (12) month period, following the procedure in Section 5.

ARTICLE VI – ORDER OF BUSINESS

The order of business at regular meetings shall be:

- Call to order
- Determine Quorum
- Approval of Minutes
- Correspondence
- Call to Public
- Unfinished Business
- New Business
- Comments
- Adjourn

ARTICLE VII – COMMITTEES

Section 1 The Chairperson shall make assignments as he/she deems necessary, and these committees shall continue at the pleasure of the Chairperson during his/her term of office.

Section 2 Junior Commissioner/Liaison

The Junior Commissioner is a non-voting, volunteer position serving at the pleasure and direction of the Milford Township Parks and Recreation Commission. Milford Township residents currently enrolled in grades 8-12 are eligible to apply for appointment. Up to three Junior Commissioners may serve concurrently representing each of the local middle schools and high schools.

Primary responsibilities for Junior Commissioners will include attendance at monthly Parks and Recreation Committee Meetings, developing Parks and Recreation programming targeted to middle school and high school students, assisting with planning and staffing Parks and Recreation Commission activities, and serving as a liaison between the Parks and Recreation Commission and area middle schools and high schools.

ARTICLE VIII – ANNUAL REPORTS

The Parks and Recreation Commission, at the request of the Township Supervisor, shall prepare for the last meeting of each fiscal year an Annual Report for presentation to the Township Board.

ARTICLE IX – HEARINGS

Section 1 In addition to those required by law, the Commission may at its discretion, hold public hearings when it decides that such hearings will be in the public interest.

Section 2 Notice of such hearings shall be published in the official newspaper of the Township or in a newspaper of general circulation as required by the Township Ordinance and/or State Law.

Section 3 The case before the Commission shall be presented in summary by the Chairperson or a designated member of the Commission and parties in interest shall have the privilege of the floor. No statement of record shall be recorded or sworn to as evidence for any Court of Law without notice of the parties.

Section 4 A record shall be kept of those speaking before the Commission.

ARTICLE X – PUBLICATIONS

No member of the Commission may publish a report or study based on the work of the Commission without prior approval of the Commission, demonstrated by a majority vote of the nine Commissioners.

ARTICLE XI – AMENDMENTS

These by-laws may be amended by a two-thirds vote of the entire membership of the Park and Recreation Commission.