

Covert Township Park Advisory Commission

By Laws and Rules of Procedure

The following rules of procedure are adopted by the Covert Township Park Advisory Commission to facilitate the performance of duties of the appointed Covert Township Park Advisory Commission Members; herein referred to as Park Board.

Section 1: Officers

- A. **Selection and Tenure**—At the first regular meeting each calendar year (January), the Park Board shall select from its membership a chairperson and secretary. All officers shall serve a term of office as determined and set forth by the Township Board.
- B. **Chairperson**—The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the Park Board.
- C. **Secretary**—The secretary shall execute documents in the name of the Park Board and shall perform such other duties as the Park Board may determine.
 - 1. **Minutes**—The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
 - 2. **Correspondence**—The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Park Board. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the Park Board.
 - 3. **Attendance**—The secretary shall be responsible for maintaining an attendance record for each Park Board member and report those records annually to the Park Board for inclusion in the annual report to the township board.
 - 4. **Notices**—The township clerk shall oversee the issuance of notices as may be required by the Park Board, including Open Meetings Act notices.

SECTION 2: Meetings

The business the Park Board may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The Park Board may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. **Regular Meetings**—The Park Board shall hold not less than four regular meetings each year and shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Park Board shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

B. Special Meetings—Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the Park Board

Notice of special meetings shall be given to the members of the Park Board at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

C. Public Hearings—All public hearings held by the Park Board must be held as part of a regular or special meeting of the Park Board.

D. Agenda—The chairperson shall be responsible for preparing a tentative agenda for Park Board meetings. The agenda may be modified by action of the Park Board.

E. Quorum: Three members of a five-member Park Board shall constitute a quorum for transacting business and taking official action for all matters. No official action of the Park Board may be taken without a quorum present.

F. Voting—An affirmative vote of the majority of the members of the Park Board is required to approve any part of the master plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the Park Board may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any Park Board member or directed by the chairperson. Except in the case of conflict of interest, all Park Board members, including the chairperson shall vote on all matters.

G. Public Records—All meetings, minutes, records, documents, correspondence and other materials of the Park Board shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

SECTION 3: Duties of the Park Board

The Park Board shall perform the following duties:

- A. The preparation and recommendation to the Township Board for adoption of a master plan for the development of the Township Parks System,
- B. To recommend a budget covering the acquisitions, development, maintenance and operation of the Township Parks System,
- C. To recommend to the Township Board capital improvement projects and funding opportunities for the construction of improvements to the Township Parks System and,
- D. To recommend to the Township Board policies, rules and regulations related to the use, operation and maintenance of the Township Parks System.
- E. Perform duties and responsibilities or respond as requested by the township board.

SECTION 4: Absences, Removals, Resignations and Vacancies

- A. To be excused, members of the Park Board shall notify the Park Board chairperson or other Park Board member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B. Members may be removed by the township board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.
- C. A member may resign from the Park Board by sending a letter of resignation to the township board.
- D. Vacancies shall be filled by the township board. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5: Conflict of Interest

Before casting a vote on a matter on which a Park Board member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Park Board. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

Conflict of interest is defined as, and a Park Board member shall declare a conflict of interest and abstain from participating in Park Board deliberations and voting on a request, when:

1. An immediate family member is involved in any request for which the Park Board is asked to make a decision. "Immediate family member" is defined as:
The Park Board member's spouse, the member and member's spouse's children (including adopted) and their spouses, step-children and their spouses, grandchildren and their spouses, parents and step-parents, brothers and sisters and their spouses, grandparents, parents in-law, grandparents in-law, or any person residing in Park Board member's household.
2. The Park Board member has a business or financial interest in the applicant's company, agency or association.
3. The Park Board member owns or has a financial interest in neighboring property.
4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the Park Board.

SECTION 6: Amendments

These bylaws may be amended at any meeting by a vote of the majority of the membership of the Park Board.

Adopted by the Township Park Board at a regular meeting March 23, 2017