



**BUCHANAN AREA  
RECREATION BOARD  
City of Buchanan  
&  
Buchanan Charter Township  
Michigan  
ByLaws**

**ARTICLE I**

**Name – Purpose – Authority**

1. **Name.** The name of this organization is the **BUCHANAN AREA RECREATION BOARD** of the City of Buchanan, a Municipal Corporation.
2. **Purpose and Authority.** The purpose and authority of the organization shall be as defined and authorized by Ordinance No. 204 of the City of Buchanan, Berrien County, Michigan.

**ARTICLE II**

**Board**

1. **Board of Directors.** The Board shall consist of seven (7) members, The City Commission shall appoint four (4) members; two (2) that are residents of the City of Buchanan, one (1) City of Buchanan Commissioner and one (1) member at large. The Township Board of Trustees at Buchanan Charter Township shall recommend to the City Commission to appoint (3) members; two (2) that are residents of Buchanan Charter Township and one (1) Buchanan Charter Township Board of Trustees member. The City Manager of Buchanan, or his or her designee, shall attend each Board meeting but may not hold office or have voting rights.
2. **Term.**
  - a) The City Commission and Township Board, upon initial appointments as listed in this section, shall appoint one (1) member for a term of two (2) years, and two (2) members for a term of three (3) years, each appointment to terminate on June 30 of the year following the full extent of time of the original appointments. At the expiration of the terms of the members as above provided, the appointing authority for the specific membership shall fill the vacancy by an appointment for a three-year term. Any member may succeed himself.
  - b) All appointments for vacancies shall be for the unexpired term. If the unexpired term is less than two (2) years in length, such appointment shall not be considered a term for purposes of the two term limit described in Article II, paragraph 2a. If the unexpired term equals or exceeds two years, such appointment shall be considered a term for purposes of the two-term limit.

3. **Resignation and Removal.**

- a) Any Board member may resign by the delivery of a written resignation to the Mayor of the City of Buchanan, Buchanan Charter Township Clerk\_or the Chairperson of the Board.
- b) The Board may, by the majority vote of the board members present at any regular or special meeting, recommend to the City Commission of the City of Buchanan the removal of any Board Member for acts of omission or commission not conducive to the best interest of the Board, or if said member fails to attend regularly (two-thirds (2/3) of the regular meetings in any fiscal year). Such recommendations, together with reasons therefore, shall be transmitted in writing to the City Commission of the City of Buchanan.

**ARTICLE III**  
**Officers**

- 1. **Number.** The officers of the Board shall be Chairperson of the Board, Vice-Chairperson and Secretary.
- 2. **Election, Term of Office and Qualifications.**
  - a) The officers shall be elected by a majority of the Board annually at the first meeting in July, for a one year term.
  - b) City staff members elected to officer positions may not vote on matters brought before the Board.
  - c) Officers shall not serve more than three (3) years in succession in any given office.
- 3. **Vacancies.** In case any office of the Board becomes vacant for any reason, a majority of the Board shall elect an officer to fill such vacancy for the unexpired portion of the term.
- 4. **Chairperson of the Board.** The Chairperson of the Board shall preside at all meetings of the Board and may cast a vote in all matters brought before the Board. The Chairperson or a Representative of the Board appointed by him or her shall be the only person to represent the Board to the City Commission, press, or other public forum.
- 5. **Vice-Chairperson.** The Vice-Chairperson shall preside in the absence of the Chairperson.
- 6. **Secretary.** The Secretary shall have charge of such books, documents and papers as the Board may determine and shall attend and keep minutes of all the meetings of the members. In the absence of the Secretary, the Chairperson of the Board shall designate a member to record the minutes. Copies of all minutes shall be mailed or emailed to all members promptly after each meeting, but not less than four (4) days prior to the next regular meeting.
- 7. **Removal.** Officers may be removed for the same reasons as Board members may be removed and by a majority vote of the members present.

**ARTICLE IV**  
**Meetings**

1. **Regular Meetings.** The Board shall hold regular meetings at the City Hall in Buchanan, Michigan, or such other places as shall be designated by the Chairperson at 6:00 p.m. on the ~~second~~ **third** Wednesday of each month hereafter. Alternating meetings shall take place at Buchanan City Hall, 302 North Redbud Trail, Buchanan on odd months (January, March, May, July, September and November) and Buchanan Charter Township, 15235 North Main Street, Buchanan on even months (February, April, June, August, October and December), unless otherwise requested and published.
2. **Special Meetings.** A special meeting may be called by the Chairperson of the Board, or any three (3) Board members at such times and places as indicated in the call for a special meeting. Notice and an Agenda of the Special meeting shall be given to all members at least 24 hours prior to the meeting and be given in a reasonable manner under the circumstances then existing.
3. **Quorum.** A quorum shall be a simple majority of the Board members.
4. **Voting.**
  - a) All business of this Board with the exception of bylaw amendments, purchases, sales, and any legal actions taken against another persons, or entity which must be by a 2/3 majority of the entire Board and as otherwise provided by these by-laws, shall be decided by a simple majority of the members present.
  - b) In event a member abstains, the reasons shall be stated on the record.
5. **Open to Public.** All meetings of the Board shall be open to the public with the exception of business conducted in closed session under the rules of the Open Meeting Act. To go into closed session, there must be a 2/3 majority vote by roll call vote of all members serving and must meet the statutes for utilizing closed session.
6. **Business at Meetings.** The Chairperson or Secretary with consultation of the City Manager shall prepare an agenda for each meeting, and provide said agenda to members at least 72 hours prior to the meeting with the exception of special meetings.
7. All meetings shall be conducted in accordance with Roberts Rules of Order unless these bylaws otherwise provide.

## **ARTICLE V**

### **Subcommittees**

1. At times it may be deemed necessary and/or appropriate for subcommittees to fall under the responsibility of the BUCHANAN AREA RECREATION BOARD jurisdiction for direction and guidance. The City Commission of Buchanan, at their discretion, will determine what boards or committees fall under the BUCHANAN AREA RECREATION BOARD direction.
2. In such instances where a board or committee falls under the BUCHANAN AREA RECREATION BOARD there will be a representative member that attends the BUCHANAN AREA RECREATION BOARD meetings to report out on the activities of that group and to make recommendations and or requests but they do not have voting rights on items relative to the board they represent; however, in all other regards they are considered voting members of the Board.

## **ARTICLE VI**

### **Amendments**

These bylaws may be altered, amended or repealed by a vote of at least 2/3 of the entire Board as constituted.

All said alterations, amendments or repeals of these bylaws shall be subject to the approval of the City Commission of the City of Buchanan.

## **ARTICLE VII**

### **Approval of Updated ByLaws**

These updated bylaws were approved by the City Commission on March 13, 2023. Buchanan Charter Township were presented the bylaws as approved by the City Commission during their Regular Board of Trustee meeting held April 20, 2023, and voted to continue partnership with the City of Buchanan to develop, maintain and protect the recreational areas and activities working for our residents safety and best interests in the shared community.