



## Recreation Advisory Board

CITY OF GLADSTONE  
1100 Delta Ave  
Gladstone, MI 49837

### Staff Report

**Agenda Date:** 09-03-2024

**Department:** Parks and Recreation

**Presenter:** Wendy Taavola

**AGENDA ITEM TITLE:** Parks & Recreation Advisory Board Meeting Proposed Bylaws

**BACKGROUND:** The city ordinance for the Parks & Recreation Advisory Board Meeting is as follows:

*Sec. 38-37. - Meetings.*

*The parks and recreation commission shall elect one of its members as chairman and such other officers as the members deem necessary. The parks and recreation commission shall adopt bylaws for the orderly conduct of its meetings, which shall be held on a monthly basis or as often as may be deemed necessary by the chairman. A copy of the minutes of all parks and recreation commission meetings shall be filed with the city clerk for submittal to the city commission.*

*(Ord. No. 486, § 1(91.46), 9-26-1994)*

A file search and inquiry indicate that the board does not have adopted bylaws.

**FISCAL EFFECT:** None

**SUPPORTING DOCUMENTATION:** Sample document to initiate compilation of meeting bylaws

**RECOMMENDATION:** Requesting the board to collaborate on bylaws to be followed for the meetings. Once adopted, the bylaws shall be submitted to the City Commission for approval.