

# **HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE**

## **BYLAWS & RULES OF PROCEDURE**

### **Article I - Name**

Hamburg Township Parks & Recreation Committee

### **Article II - Purpose**

The Parks and Recreation Committee shall be an advisory body to the Hamburg Township Board of Trustee's for the following:

- 2.1 Management of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use.
- 2.2 Review of an Annual Business Plan and Supporting Budget as presented by the Clerk.
- 2.3 Development of recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4 Development and oversight of all grant proposals related to the Township's Parkland facilities and/or operations.
- 2.5 Development and maintenance of a five year Parks and Recreation Master Plan.
- 2.6 Development of agreements with schools and community groups, e.g. scouts, charitable and not-for-profit organizations, etc., to undertake cooperative programs, projects and events.
- 2.7 Marketing of various recreational programs to the community-at-large.
- 2.8 Oversight for programmatic development and use of the Lakelands Trail.
- 2.9 In cooperation with the Township's Building & Grounds and Clerk's Departments, responsible for providing management oversight of all physical modifications and enhancements to the Parks and Recreation property and facilities to ensure that all work is done with the appropriate permits, licenses, inspections, and liability protection, e.g. bonding.
- 2.10 Working closely with the Township's Public Safety Department (Police and Fire) to ensure that residents receive the proper level of protection during the time they are using the Townships Parks and Recreation facilities.
- 2.11 Working with Volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain important feedback about their experiences and suggestions for improvement and usage.

### **Article III – Membership**

The Committee shall consist of five (5) voting members. All members shall be appointed by the Township Board according to the terms of these Bylaws.

**3.1 Five (5) voting members shall consist of the following:**

- **Hamburg Township Clerk.**
- **One (1) additional member of the Hamburg Township Board of Trustees to be nominated by the Clerk and appointed by the Township Board.**
- **Three (3) members at-large nominated by the Hamburg Township Clerk to be appointed by the Hamburg Township Board to serve for two year terms. All such members must be citizens of Hamburg Township. Such members shall not hold a position as an officer or a Board member of any category of user of the Township Park Facilities as set forth in the Hamburg Township Park Facility Use Policy, Sections 3.2, 3.3 and 3.4. Member may also be a Pinckney Community High School student as recommended by the acting PHS Athletic Director or Superintendent of Schools.**

**3.2 Attendance of non-voting staff members on as needed basis:**

- **Parks & Recreation Coordinator**
- **Public Safety representative**
- **DPW/Building & Grounds representative**
- **Senior Center Director**

**3.3 Removal. Any member may be removed by a majority vote of the Township Board for whatever reason.**

**3.4 Trustee, citizen and hourly staff members that are not serving during business hours will be paid at the per diem rate as outlined in the Hamburg Township Salary Step Progression Plan for all regularly scheduled and special meetings.**

**3.5 Members may be reimbursed for expenses authorized by the Committee incurred while performing duties related to the work of the Committee. Mileage authorized by the Committee for Committee activities will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.**

**3.6 Expenses incurred by members relating to attendance at recreational related seminars, conventions, or other meetings must be pre-approved by the Township Board.**

#### **Article IV - Officers**

- 4.1 **Selection.** The Clerk, or other Hamburg Township official named as Park Administrator, shall be the primary Chair of the Parks and Recreation Committee. The Chairperson, or appointed staff person, shall be responsible for establishing the agenda and providing supporting material for all meetings. The Chairperson will preside over all meetings and relay any change in schedule to the Clerk's Office. In the absence of the Clerk, another committee member shall be appointed to run the meeting by passing vote of the committee.

#### **Article V - Meetings**

- 5.1 **Meeting Notices.** All regularly scheduled and special meetings shall be posted at the Hamburg Township Hall by the Hamburg Township Clerk, and shall otherwise comply with the requirements of 15.261 et seq., commonly referred to as the Open Meetings Act.
- 5.2 **Meetings.** Regular meetings shall be held monthly according to the schedule adopted by the Township Board each year. They are held on the fourth Tuesday of each month at 3:30 p.m. unless otherwise posted by the Township Clerk.
- 5.3 **Special Meetings.** Special meetings may be called by the Township Clerk, or the Chairperson of the Committee or by a majority of the voting members of the Committee.
- 5.4 **Quorum.** In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting.
- 5.5 **Voting.** An affirmative vote of the majority of the quorum shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting.
- 5.6 **Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall include:

Call to Order

Approval of the Agenda

Approval of the Minutes

Call to the Public

Old Business

Current Business

Call to the Public

Committee Comments

Adjournment

- 5.8 Rules of Order.** All meetings of the Committee shall be conducted in an orderly manner using parliamentary procedure and utilizing Robert's Rules of Order simplified per Section 2.4(d) Board Rules of the Hamburg Township Administrative Policy and Procedure Manual.

#### **Article VI - Minutes**

- 6.1** Committee minutes shall be prepared by the Township Clerk. The Township Clerk may appoint a staff member as the minute's recorder who will be compensated according to current Township policy. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

#### **Article VII - Open Meetings and Freedom of Information Provisions**

- 7.1** All Committee meetings shall comply with the terms and provisions of MCL 15.261 et seq., commonly referred to as the Open Meetings Act.
- 7.2** All business conducted by the Committee or any and all of its documents are subject to the provisions of MCL 15.231 et seq., commonly referred to as Freedom Of Information Act (FOIA).
- 7.3** A person shall not be excluded from a meeting of the Committee except for a breach of peace committed at the meetings.

#### **Article VIII - Amendments**

- 8.1** These Bylaws may be amended from time to time by the Hamburg Township Board. The Committee, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS DATE: December 17, 2019

**Original:** January 4, 2011 **Amended:** April 19, 2011, November 15, 2011, November 27, 2012, February 17, 2015, December 6, 2016, December 19, 2017, December 17, 2019, October 5, 2021, August 12, 2022, June 18, 2024, August 5, 2025