

**VILLAGE OF LAKE ORION
PARKS & RECREATION ADVISORY COMMITTEE
RULES OF PROCEDURE**

ADOPTED October 27, 2003

Preamble.

These Rules of Procedures (Rules) have been adopted with the approval of the Village Council of the Village of Lake Orion for the Parks & Recreation Advisory Committee for the Village, to be applied and followed for meetings of the Committee.

Section 1 Authority

The Parks & Recreation Advisory Committee (Committee) is a committee appointed by and subject to the authority of the Village Council as expressed in Council Resolutions, specifically including the Resolution Regarding Parks and Recreation Committee attached hereto.

Section 2 Amendment

Amendments to these Rules may be recommended to the Village Council by the affirmative vote of at least five (5) voting members of the Committee. The final decision on any amendment rests with the Village Council.

Section 3 Meeting Attendance

Members of the Committee are expected to attend all scheduled meetings. A member who is unable to attend a given meeting is responsible to notify the Village Offices or Police Dispatch of their absence.

Attendance will be taken at all meetings to establish that a quorum is present and that action can be taken on agenda items.

A member who fails to give notice of their absence as provided above shall be deemed to have an unexcused absence.

The Committee may vote to notify the Village Council of what it considers to be an excessive number of unexcused absences by a member and ask that the Village Council take appropriate action, which request may include a request to remove that member and fill the vacancy for the remainder of their term.

Section 4 Order of Business

The order of business for the Committee at its meetings shall be:

1. Call to Order
2. Roll Call and Determination of a Quorum
3. Minutes of Previous Meeting(s)
4. Call to the Public
5. Approval of the Agenda (the placement of items on the agenda may be changed at this point)
6. Pending Business (listed as separate items on the meeting agenda)
7. New Business (listed as separate items on the meeting agenda)
8. Reports (listed as separate items on the meeting agenda)
9. Committee Member Comments
10. Items to be Placed on the next Agenda
11. Date of Next Meeting
12. Adjournment

By separate action, the Committee may vote to limit the time allowed for any item of business, including comments by individual members under Call to the Public, provided such limitations are no more restrictive than those applied by the Village Council and are perceived as necessary due to the length or complexity of an agenda or items on it.

As provided in the Council Resolution, the election of officers shall take place at the first meeting after April 1 of each year, and shall take place after the determination of a quorum. The newly elected or re-elected officers shall take office at that time and conduct the remainder of the meeting business.

Section 5 Meetings

Meetings shall be held in the Council Chambers at Village Hall unless another location within the Village that is available to the general public and otherwise in compliance with the Open Meetings Act, has been selected and such location is identified in the notice of the meeting.

Meetings shall be limited to two (2) hours in length. The meeting may be extended by the affirmative vote of four voting (4) members of the Committee.

All meetings are open to the public and shall be held in conformance to the Open Meetings Act.

All Committee action shall be by motion or resolution.

**Parks and Recreation Advisory Committee
Rules of Procedures**

To the extent necessary and appropriate, the Committee shall conduct its business in accordance with Roberts or other recognized Rules of Parliamentary Procedure. However, a failure to follow the technical requirements of such Rules that does not alter or impact on the action taken by the Committee and that is clearly reflected in the minutes shall not invalidate such action, which is advisory only.

Motion by President Pro Tem Harry Stephen]

Seconded by Council Member Hollenbeck

AYES: 7;

NAYS: 0;

Resolution declared and adopted at the Monday, October 27, 2002 regular Village Council Meeting