

**RESOLUTION NO. 150-2021**

**TO ADOPT THE  
PARKS & RECREATION COMMISSION BYLAWS**

WHEREAS, the Parks & Recreation commission is a public commission which is responsible for holding its own meetings in accordance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended; and

WHEREAS, the commissioners of the Parks & Recreation Commission of the City of Owosso have drafted and approved bylaws to direct the conduct and activities of such meetings and are submitting them to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED that the Owosso City Council hereby approves the bylaws of the Parks & Recreation Commission as follows, such bylaws to be effective immediately:

**BYLAWS  
PARKS & RECREATION COMMISSION  
CITY OF OWOSSO, MICHIGAN**

**ARTICLE 1: PURPOSE AND AUTHORITY**

The purpose and authority of the Commission shall be defined and authorized by Ordinance No. 691 of the City of Owosso, Shiawassee County, Michigan.

**ARTICLE 2: ORGANIZATION**

**SECTION 1: MEMBERS**

The members of the Commission shall be appointed by the Mayor and approved by the City Council. The Commission shall consist of seven (7) voting members. The Mayor or designee of the Mayor shall be the ex officio member of the Commission with Council approval. The ex officio does not have a vote.

**SECTION 2: OFFICERS**

- a) The officers of the Commission shall be Chairperson and Vice Chairperson.
- b) The ex officio member of the Commission, appointed by the Mayor, shall serve as Secretary of the Commission
- c) The officers shall serve two (2) year terms and the Secretary shall serve for an indefinite term
- d) Terms of office shall run from July 1 – June 30 and expire two (2) years later.

**SECTION 3: OFFICER DUTIES**

- a) The Chairperson shall preside at all meetings of the Commission and will attend appropriate meetings of City Council
- b) In the absence of the Chairperson, the Vice Chairperson will assume all the duties of the Chairperson
- c) The Secretary will keep a book of all meetings and records of all the meetings. Additionally, they will prepare agendas and shall give notice of regular and special meetings of the Commission. Finally, the Secretary will be in charge of the annual report and action plan to be reported to the City Council. The annual report must be approved by majority vote before presentation to the Council.

### ARTICLE THREE: MEETINGS

- a) The Parks & Recreation Commission shall hold monthly meetings in the City Council Chambers, City Hall, Michigan on the fourth Wednesday of each month. Meetings shall begin at 7:00 p.m. and conclude by 8:00 p.m., unless adjournment is postponed by action of a majority of the Commission
- b) Any member of the Commission may call special meetings of the Commission with prior notice to each member of the date and purpose. Notice shall be given at least five (5) days in advance.
- c) All meetings will be in compliance with the Michigan Open Meetings Act.
- d) A quorum or simple majority of the Commissioners shall decide all issues.
- e) The Chairperson, or Vice Chairperson if appropriate, shall preside over all meetings.
- f) Parliamentary procedure at all meetings of the Commission shall be in accordance with Roberts Rules of Order.
- g) The Commission, through a motion and support may recess a meeting. For the recess to be in order, the time, day, month, date, year, and location to reconvene shall be stated as part of the action to recess. If the meeting does not reconvene within 36 hours after the action for recess, then the reconvened meeting shall be posted at least 18 hours prior to the reconvened meeting, per the Michigan Open Meetings Act.

### ARTICLE FOUR: ADOPTION AND AMENDMENTS

- a) These by-laws are to be adopted by a simple majority vote at a regularly scheduled meeting of the Commission
- b) The Commission shall annually review these bylaws during its first regular meeting in March to determine any needed amendments
- c) Amendments shall be made by a simple majority vote.

*I hereby certify that the foregoing document is a true and complete copy of a resolution authorized by the Owosso City Council at the regular meeting of August 16, 2021.*

  
Amy K. Kirkland, City Clerk

ADOPTED: May 27, 2008  
AMENDED: August 15, 2016  
AMENDED: July 28, 2021

