

**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 and two (2) non-voting members as described below:

- a) Seven (7) Voting Members;
- b) One (1) Student Member:
 - I. The Student Member does not have a vote;
 - II. The Student Member shall be between the ages of 15-18, and be enrolled in any public or private high school within the City;
 - III. Student Member term shall consist of one year starting in September.
 - IV. The Student Member shall be entitled to and abide by all applicable rules of procedure pertaining to any meeting of the Commission;
 - V. The Student Member shall be subject to all applicable rules of conduct pertaining to members of the Commission;
 - VI. The Student Member shall retain membership so long as the Student Member is in regular attendance at a high school during the school year which falls within the one-year term;
 - VII. The Student Member's attendance shall not be counted to qualify the Commission's quorum.
- c) One (1) Ex Officio:
 - I. The Ex Officio does not have a vote;
 - II. The Mayor or designee of the Mayor shall be the Ex Officio member of the Commission with Council approval.

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 bylaws established by the Owosso City Council at the regular meeting of October 21, 2024.


Amy K. Kirkland, City Clerk

ADOPTED: May 27, 2008
AMENDED: August 15, 2016
AMENDED: July 28, 2021
AMENDED: October 21, 2024

