



Charter Township of Orion Parks & Paths Advisory Committee

Bylaws

These Bylaws are intended to state the rules adopted by The Parks & Paths Advisory Committee to conduct its meetings. It is the Committee's intent that in adopting these rules and written uniform procedures for the conduct of its meetings, it will help facilitate the fair sharing of information with the public and the members of the Charter Township of Orion Board of Trustees, hereinafter called the "Board."

Section 1 - Name

The name of this organization shall be the Parks & Paths Advisory Committee, hereinafter called the "Committee."

Section 2 – Purpose

The purpose of this Committee is to communicate with, and forward recommendations to the Parks & Recreation Director and/or the Board on programming selection, program coordination, facility development, land acquisition, staffing, funding, construction priorities, and all maintenance of recreation facilities including parks, paths, and trails.

Section 3 - Members

The Committee shall be composed of seven (7) voting members: All members must be residents of Orion Township. One voting member shall be a Charter Township of Orion Board member. Members shall be of diverse interest and demographics and shall be appointed by the Board. The Committee may appoint non-voting members.

In addition, there shall be two (2) non-voting members. One non-voting member shall be the Orion Township employee responsible for parks & paths. The other non-voting member shall be an "alternate" who meets the same requirements as a voting member. The alternate will become a voting member in the absence of a voting member. The alternate will also automatically become a voting member upon the resignation or removal of a voting member, whereupon the Board shall appoint a new alternate.

Any member of the Committee may be removed by the Charter Township of Orion Board with cause by his/her unexcused absence of three (3) meetings during a single three-year term without notice, the Chairperson may request that a member be asked to resign, with a report to that effect shall be sent to the Township Supervisor along with a request to remove that member from the Committee and any office held by that member shall be vacated.

In the event a vacancy is created within the Committee, either by resignation or an inability to perform the functions of this office, a new alternate replacement will be appointed by the Board to fill that vacancy.

Section 4 – Offices

Chairperson: The Chairperson may establish committees, shall develop the agenda, preside at all meetings, and shall present an annual, mid-year report to the Board.

Vice-Chairperson: The Vice-Chairperson shall act in the absence of the Chairperson. The Vice Chairperson shall be responsible for periodically reviewing the condition of parks, paths, and recreation facilities and giving a mid-year report regarding such facilities to the Committee.

Secretary: The Secretary shall act in the absence of the Chairperson and the Vice-Chairperson. The Secretary shall keep the minutes of all the Committee meetings and forward a copy of them to the Supervisor's Office. The Secretary shall also keep all other records of the Committee. Upon adoption of the minutes by a majority vote of the Committee, the Secretary shall have the authority to sign all minutes, and these minutes shall become a public record and a copy shall be forwarded to the Township Clerk's office for distribution to the Township Board.

The Charter Township of Orion Board members shall be prohibited from holding an officer position.

Section 5 - Terms

Terms of members are three years.

The officers of the Committee shall be elected each year for one-year terms, by the Committee, at the first regular meeting in January. The new elected officers are to preside at the next meeting and shall hold office until their successors' are elected and assume office in the next year.

Section 6 – Meetings

The regular meeting of the Committee shall be held on the third Thursday of odd months beginning at 6:00p.m. Adjourned or special meetings may be held at any time or place established by the Committee. The Chairperson, Parks & Recreation Director, or any four (4) Committee members may call special meetings. Meeting will be limited to two (2) hours in length with a unanimous vote required to extend the meeting.

The Committee shall abide by the provisions of the Open Meetings Act, Public Act 267 of 1976, as amended.

Section 7 - The Order of Business

A. The order of business for a Regular Meeting shall be:

1. Call to order by the Chairperson
2. Roll Call
3. Determination of a quorum
4. Approval of minutes of last preceding meeting
5. Approval of Agenda
6. Public Comments
7. Pending Business
8. New Business

9. Reports
 10. Committee Comments
 11. Adjournment
- C. The Chairperson shall have the discretion of changing the order of business, with approval of the Committee, whenever it is advisable to do so either before, or during the progress of the meeting.
- D. The order of business for the Annual Meeting, to be the Committee's first regular Meeting in January, shall be:
1. Call to order by the Chairperson
 2. Roll Call
 3. Determination of a quorum
 4. Public Comment
 5. Election of new officers
 6. Regular order of business
 7. Committee Comment
 8. Adjournment

Section 8 - Quorum

For the transaction of ordinary business, at any Regular, Adjourned or Special Meeting, four (4) members shall constitute a quorum. An affirmative vote of at least four (4) members of the Committee shall be necessary in order to make a decision.

Section 9 - Amendment of Bylaws

Changes to these Bylaws may be made or added to by the affirmative vote of five (5) out of seven (7) members. Bylaw changes shall be submitted to the Orion Township Clerk's office for Board approval.