



VAN BUREN PARKS & RECREATION

By-Laws · Charter Township of Van Buren · Recreation Committee

Article I-Name

The name of the organization shall be the Charter Township of Van Buren Recreation Committee.

Article II – Purpose

The purpose of the Committee shall be to act as an advisory and recommending body to the Board of Trustees on matters pertaining to the Charter Township of Van Buren. This shall include, but not be limited to, the review of ordinance, contracts, and agreements.

Article III – Committee Membership

Section 1. Citizen Members

Citizen members are to be appointed for one-year terms by the Board of Trustees at the recommendation of the Township Supervisor. Membership is non-compensated.

[On 2/21/89 it was established the Recreation Committee will consist of 6 members.]

Section 2. Student Representative

A perspective student in Van Buren Township may be appointed as a non-compensated and non-voting member. **The applicant needs to be a high school student enrolled in Van Buren Public School system. The student representative's term is to coincide with the school year and run from September to August.** A Recreation Sub-Committee will be formed and will designate three applicants to be voted on by the Recreation Committee. The candidate voted by the majority of the Recreation Committee will be confirmed by the Board of Trustees.

Section 3. Board Representative

A Board Representative is to be appointed by the Board of Trustees at the recommendation of the Township Supervisor.

Section 4. Department Representative

The Township Recreation Director or delegated alternate.

Article IV – Officers and their Election

The elective offices of the Committee shall be Chair, Vice-Chair, and Secretary. Officers will be elected by a majority vote at the meeting in February of each year and their new term shall commence March 1st. Such other officers as are deemed necessary for the conduction of business shall be appointed by the Committee as required.

Article V – Duties of Officers

Section 1. Chair

The Chair shall preside at all meetings of the Committee and shall exercise the powers and duties conferred upon him through the By-Laws. He/she shall be a citizen member of the Committee and not a member of the Board of Trustees and shall enjoy the privilege of discussing all matters before the Committee and voting thereon.

Section 2. Vice Chair

The Vice Chair shall be a citizen member of the Committee and shall preside and exercise all of the duties of the Chair in his/her absence. In the event both the Chair and Vice-Chair are absent, a Chair Pro Tem shall be elected by a majority vote of the Committee members present.

Section 3. Secretary

The Secretary shall maintain accurate minutes of each meeting and shall submit same to the Township Clerk's Office.

Article VI – Meetings

Section 1.

All Committee meeting shall be open to the public and all minutes shall be made matters of public record and placed on file in the Clerk's Office.

Section 2.

Regular meetings of the Committee shall be held on the second Tuesday of each even numbered month and duly posted. When the regular meeting falls on a holiday, the meeting shall be rescheduled, posted and all members notified.

Section 3.

Special meeting may be called by the Chair. It shall be duty of the Chair to call such a meeting when requested by a majority of Committee members.

Section 4.

A majority of the total membership of the Committee must be present to constitute a quorum. Three unexcused absences will result in termination from the Committee.

Section 5.

A concurring vote of the majority of the members present shall be necessary to pass any matter.

Article VII – Procedure

Section 1.

All agenda items, inquiries, requests and other matters requiring action by the Committee shall be submitted in writing to the Township Clerk or Committee Secretary at least five (5) days prior to the meeting of the Committee at which consideration is requested. The requirements of this section can be waived by a majority vote of the members present.

Section 2.

When the Committee is called upon to hold a public hearing they shall do so in accordance with Public Law and the Open Meetings Act.

Article VIII – Order of Business

The order of Business at regular meeting shall be as follows:

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of Minutes
- Correspondence
- Old Business
- New Business
- General Discussion
- Adjournment

Article IX Censure

The Committee may be disbanded or individual members removed at the discretion of the Board of Trustees.

Article XI– Order

The Committee shall follow Robert’s Rules of Order.

Article XI – Amendments

These By-Laws may be amended only with the approval of the Township Board of Trustees.

I, Leon Wright, do hereby certify that the foregoing is a true and correct copy of the By-Laws of the Charter Township of Van Buren Recreation Committee adopted by the Board of Trustees at a regular meeting held on _____.