



**AMENDED BYLAWS OF THE GRAND TRAVERSE COUNTY  
PARKS AND RECREATION COMMISSION  
Effective July 19, 2012**

**Amended March 14, 2019; April 5, 2018; April 20, 2017; March 16, 2017; July 19, 2012**

**1. AUTHORITY**

These rules are adopted by the Grand Traverse County Parks and Recreation Commission pursuant to Resolution No. 82-2010 of the Grand Traverse County Board of Commissioners, as authorized by MCL 46.353.

**2. MEETINGS**

**2.2 Regular Meetings.**

Regular meetings of the Commission shall be held monthly on a day of the week (example: the second Thursday of each month) and at a time to be determined by the Parks and Recreation Commission each year during its organizational meeting, held in January. Thereafter, the Commission may change the day of the week and time by majority vote. All meetings for the year will occur on the chosen weekday and at the chosen time, unless proper notice is provided of a different weekday or chosen time. Notice of the dates, days, and times for all meetings will occur in compliance with the Michigan Open Meetings Act. [Amended by vote of the Commission March 14, 2019]

**2.3 Emergency Meetings.**

Emergency meetings of the Commission may be held only with the approval of two-thirds of the members of the Commission and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before the public notice as provided in rule 4 can be given.

**2.4 Place of Meetings.**

Meetings of the Commission or any of its committees shall be held in the Governmental Center located at 400 Boardman Avenue, Traverse City, Michigan, unless public notice of the meeting states a different location. Whenever the regular meeting place shall appear inadequate for members of the public to attend, the president may change the meeting location to a larger facility in the county. A notice of such change shall be prominently posted on the door of the regular meeting place. The director shall also give notice of the change in the meeting place in a newspaper if time permits.

**2.5 Time of Regular Meetings.**

Regular meetings of the Commission shall begin at a time as determined by the Commission during its organizational meeting each year in January. The Commission shall not begin considering any matter on the agenda not yet under consideration by the time two hours and 30 minutes have passed since the start of the meeting, except upon the unanimous consent of the members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or a special meeting if one is called. [Amended by vote of Commission March 14, 2019]

## **2.6 Special Meetings.**

### **2.6.1 Method of Calling Special Meeting; Notice to Commissioners.**

By a majority vote of the Commission members elected and serving, changes may be made to the meeting schedule including time and place, or to recess any meeting to a later date. A special meeting of the Commission shall be held only when requested by at least 3 Commission members. The request shall be in writing, shall be addressed to the director, and shall specify the purpose of the meeting. Upon the receipt of a request, the director shall notify Commissioners of the date, time, place and purpose of the meeting at least 3 days prior to the meeting, except in the case of an emergency meeting called in accordance with MCL § 15.265. In the case of committees or subcommittees, the notice must be given to committee members at least 18 hours prior to the meeting.

### **2.6.2 Manner of Giving Notice to Commissioners.**

Notice to Commissioners shall be in one of the following manners: by causing notice to be delivered to the Commissioners personally; or by leaving the notice at the residence of the Commissioner; or, by telephone, including leaving a message on a telephone answering machine, to a telephone number previously supplied for such purposes by the Commissioner; or, by email to an address previously supplied for such purpose by the Commissioner; or, by confirmed facsimile transmission to a fax number previously supplied by the Commissioner. Public notice of the time, date, and place of the meeting shall be given in the manner required by the Open Meetings Act and rule 4. [MCL 15.265]

## **3. QUORUM**

A majority of the members of the parks and recreation Commission constitutes a quorum for the transaction of the ordinary business of the Commission. [MCL 46.353; BOC Resolution No. 82-2010 Creating Parks Commission]

## **4. PUBLIC NOTICE OF MEETINGS**

### **4.1 Director to Provide Notice of Meetings.**

The director shall provide proper notice for all meetings of the Commission. A meeting of the Commission shall not be held unless public notice is given as provided in this section and the Open Meetings Act, MCL 15.261, *et. seq.* Such notice shall include, but not necessarily be limited to the following.

### **4.2 Regular Meetings.**

For regular meetings, the director shall post, within ten (10) days after the Commission's first meeting in January, a public notice stating the dates, times, and places of its regular meetings.

### **4.3 Changes in Meeting Schedule; Recessed Meetings; Special Meetings.**

If there is a change in the schedule of regular meetings of the Commission, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings. Except as provided in this subsection, for a rescheduled regular or a special meeting of the Commission, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting. The requirement of 18-hour notice shall not apply to special meetings of subcommittees of the Commission.

### **4.4 Recessed Meetings.**

A meeting of the Commission which is recessed for more than 36 hours shall be reconvened only after public notice, which is equivalent to that required by rule 4.3, has been posted.

### **4.5 Emergency Meetings.**

Nothing in this section shall bar the Commission from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.

### **4.6 Notification to Media and Others.**

The director shall notify, without charge, any newspaper or radio or television station of the Commission's meeting schedule, schedule changes, or special or emergency meetings whenever such media establishment has filed with the director a written request for such notice. The director shall also notify other individuals or organizations of regular meetings schedules, or special or emergency meetings, but only upon their written requests and agreement to pay the county for printing and postage expenses. The director shall mail all such notices required by the rule by first class mail or email. [MCL 15.265 and 15.266]

## **5. AGENDA AND MEETING PACKETS**

### **5.1 Agenda for Regular Meetings.**

The director, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled Commission meetings. The president shall review and add or delete issues as he/she considers proper. Any Commissioner, or committee or subcommittee member, or other board or Commission of the county, including the board of Commissioners, desiring to place a matter on the agenda shall notify the director of such item prior to 9 a.m. on the ninth calendar day preceding the next regular meeting of the Commission, so that the president may consider it for inclusion on the agenda. Notification shall be in writing, clearly stating the agenda item, and provide a reason why the item should be on the agenda. Notification shall also state who will present the item during the meeting. Any supporting documentation for the item to be included in the meeting packet shall also be provided with such notification. Items not received by the director by the stated deadline shall not be considered by the Commission except upon the vote of a majority of the Commission members elected and serving. [Amended by vote of Commission March 14, 2019]

### **5.2 Agenda for Special Meetings.**

Whenever the Commission is called into session pursuant to rule 2.6, Changed, Recessed and Special meetings, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and passed by the concurring vote of not less than seven Commission members.

### **5.3 Distribution of Agenda and Materials.**

Upon the completion of the agenda, the director shall immediately distribute copies of the agenda together with copies of reports, supporting information and documentation that relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials not later than 5. p.m. six (6) days immediately preceding the next regular meeting. Distribution shall be sufficient if the agenda and all materials are sent to all Commissioners via email to an email address supplied by the Commissioner for such purpose. [Amended by vote of Commission March 14, 2019]

### **5.4 Consent Calendar**

#### **5.4.1 Consent Calendar – Defined.**

The consent calendar shall consist of those matters that the Commission has determined to be “routine” and usually matters about which the Commission commonly concurs. Among such matters are the approval of minutes, reports of committees, and such other matters as the director considers appropriate.

#### **5.4.2 Consent Calendar – Procedure.**

The director, in preparing the meeting agenda, shall list those matters under the heading of “consent calendar” and include the associated materials with those distributed to the members in accordance with rule 5.2. At a meeting of the Commissioners where a consent calendar has been prepared, the Commission, upon the motion of a Commissioner, shall vote on the approval of the matters included under the consent calendar. Before putting the question to the Commissioners, the president shall permit the Commissioners, or a member of the public, to remove any item from the consent calendar. The president shall then direct the secretary to remove such matters and place them in their usual place on the meeting’s agenda. A vote shall not be required to remove a matter from the consent calendar.

### **5.5 Order of Business and Agenda for Regular Meetings.**

The following is a suggested order of the business for regular meetings of the Commission:

- A. Pledge of Allegiance
- B. Call to Order
- C. Roll Call
- D. First Public Comment
- E. Additions to Agenda
- F. Special Orders of Business/Presentations
- G. Action on Consent Calendar
- H. Items Removed from Consent Calendar
- I. Director’s Report
- J. Old Business
- K. New Business
- L. Second Public Comment

- M. Notices and Commissioner Comments
- N. Adjournment

In addition to the public comment provided in Rule 5.4, the president may allow, prior to the Commission taking final action on any item, relevant public comment on that action item. [Amended by vote of Commission February 23, 2017.]

## **6. CONDUCT OF MEETINGS**

### **6.1 Presiding Officer.**

The president shall preside at all meetings of the Commission. In the absence of the president, the vice-president shall preside. If neither the president nor vice-president is present, the secretary shall call the meeting to order and preside until the immediate election of a chairman pro-tem by the Commissioners present. [See RRONR, pp. 442-443 Duties of Secretary]

### **6.2 Rights and Duties of Commission Members.**

Commission members shall have the following rights and duties:

- When a member is speaking on any question before the Commission, the member shall not be interrupted except to be called to order.
- When a member is called to order, the member shall immediately cease speaking. The Commission, if appealed to, shall decide the case. If there is no appeal, the ruling of the president shall be final.
- When a member is commenting on a question before the Commission, the member cannot conclude their comments by moving the previous question.
- The president shall vote on all questions decided by yea and nay vote except on an appeal from his or her own decision.

### **6.3 Rights of the Public.**

#### **6.3.1 Right of the Public to be Present.**

All persons shall be permitted to attend any meeting unless a closed meeting may be held in accordance with the provisions of sections 7 and 8 of the Open Meetings Act. No conditions on attendance may be placed on the public such as requiring that an attending person provide his name or other information. A person shall not be excluded from a public meeting except for a breach of the peace actually committed at the meeting.

#### **6.3.2 Right of the Public to Address the Meeting.**

Any person shall be permitted to address a meeting of the Commission which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended, MCLA 15.261, *et. seq.* Public comment shall be carried out in accordance with the following procedure:

##### **6.3.2.1 Name and Address.**

Any person wishing to address the Commission shall state his or her name and may state his or her address.

##### **6.3.2.2 Permitted Topics.**

Persons may address the Commission on matters or issues which are relevant and germane to the Parks and Recreation Commission.

#### **6.3.2.3 Individuals.**

No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions. The president shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The president may, at his or her discretion, extend the amount of time any person is allowed to speak.

#### **6.3.2.4 Groups.**

Whenever a group wishes to address the Commission, the group shall identify itself and make it known ahead of time that it wishes to address the Commission in order to facilitate the planning of time allotments to various portions of the agenda. The president may require that the group designate a spokesperson; the president shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed ten (10) minutes. The president may, at his or her discretion, extend the amount of time the spokesperson is allowed to speak.

#### **6.3.2.5 Special Presentations.**

Special presentations by people invited by the Commission to provide information on a specific item shall be limited to ten (10) minutes, exclusive of questions. The Commission shall limit its questions to five (5) minutes. The president may, at his or her discretion, extend the amount of time for the presentation, the questions, or both.

### **6.4 Form of Address.**

Commission members wishing to speak shall first obtain the approval of the president and each person who speaks shall direct his/her comments to the president.

### **6.5 Disorderly Conduct.**

The president shall call to order any person who is behaving in a disorderly manner by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities.

Such person shall thereupon be seated until the president shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave of the Commission. If the person shall continue to be disorderly and to disrupt the meeting, the president may order the sergeant-at-arms, who shall be the county sheriff or any of his deputies, to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting. [MCL 15.263]

## **7. OFFICERS**

### **7.1 Election.**

Each January, as its first item of business of the new year, the Commission shall elect from its membership a president, a vice-president, a secretary, and such other officers as it considers

necessary. The officers shall hold office for the calendar year in which they are elected and until their successors are elected and qualified. The county treasurer shall be treasurer.

The director, or a staff person designated by the director, shall preside at the meeting until a new president has been elected. The director or his designee shall call for nominations for the office of president and when nominations are closed by majority vote or no other nominations are forthcoming, the director or his designee shall order the roll of Commissioners to be called. When one nominee receives a majority of the votes of the members elected and serving, the nominee shall be declared the president. The newly elected president shall immediately assume the chair of president and proceed with the election of the vice-president, secretary, in the same manner as election of the president. The president shall make appointments to all standing committees, subject to approval by the Commission. [MCL 46.353]

### **7.2 Term of Office.**

Officers shall take office immediately following their election and shall hold office until the next election of officers in January.

### **7.3 Vacancy.**

Any office that becomes vacant shall be filled by special election by the Commission at any meeting in the same manner as set forth for election of officers set forth in rule 7.1.

### **7.4 Duties of President.**

The president shall preside at all meetings of the Commission. The president shall be the agent for the Commission in the signing of contracts, orders, resolutions, determinations, Commission minutes and certifications.

The Commission may designate one member to affix his or her signature to contracts, bonds, and other documents requiring the signature of the president, if the president is unable to do so because of illness or other exigency which, in the opinion of the Commission, prevents the president from performing the functions of the office.

### **7.5 Duties of Vice-President.**

The vice-president shall preside at a meeting of the Commission if the president is absent.

### **7.6 Duties of Secretary.**

The secretary, or his designee as provided in rule 8.5, shall keep a record of all proceedings of the Commission to be called "the minutes," to keep the Commission's official membership roll, and to call the roll where it is required. In the absence of the president and vice-president, the secretary shall preside at a meeting until a president pro-tem is elected in accordance with rule 6.1. [See RRONR, pp 442-443].

## **8. RECORD OF MEETINGS**

### **8.1 Minutes and Official Records.**

The secretary shall be responsible for maintaining the official record and minutes of each meeting of the Commission. The minutes shall include all the actions and decisions of the Commission with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover, the person seconding the action, and the vote of the Commissioners. The record shall also state whether the vote was by voice or by roll call, and shall show how each member voted.

The secretary shall maintain copies of each resolution and ordinance or other matter acted upon by the Commission in the principal place of business of the Commission. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

### **8.2 Record of Discussion.**

The secretary shall not be responsible for maintaining a written record or summary record of the discussions or comments of the Commission members, nor of the comments made by members of the public. The secretary, though, shall be responsible for keeping an electronic record of each meeting of the Commission. Each such recording shall be maintained in the principal office of the Commission for a period of thirteen months following the date of the meeting. Thereafter, the recording may be discarded unless the recording shall be pertinent to any legal proceeding then underway, pending, or reasonably anticipated.

### **8.3 Public Access to Meeting Records.**

The secretary shall make available to members of the public the records and minutes of the Commission meetings in accordance with the Freedom of Information Act. Commission minutes, prepared but not approved by the Commission, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Commission shall be available within five business days after the date of the meeting in which the minutes were approved.

The secretary shall promptly mail copies of the minutes to persons who have subscribed and paid the fee as determined by the Commission of Commissioners.

### **8.4 Publication of Minutes.**

Immediately following each session of the Commission, the secretary shall prepare a report of the proceedings of the Commission at that meeting and make the report available as soon as possible in the office of the parks and recreation Commission for public inspection and copying without charge, and mail copies of the report upon request without charge, and advertise that the report is available from the office of the parks and recreation Commission in the Traverse City Record Eagle or other well-established newspaper in the county. [MCL 46.9]

### **8.5 Delegation of Authority.**

The secretary may delegate any or all of the above tasks to the director or other persons qualified. [See generally MCL 15.269; see also MCL 15.231-15.244 and MCL 15.261-15.275.]

## **9. OFFICIALS NOT TO BENEFIT**

### **9.1 Contracts Between the Commission and Commission Members.**

Commission members shall comply with all requirements of Michigan law relating to contracts of public servants and public entities, MCL 15.321, *et. seq.*

## **10. RULES OF ORDER**

### **10.1 Method of Making Motions.**

No motion shall be put before the Commission for discussion or decision unless seconded and shall be restated by the president prior to debate. Any motion shall be put in writing at the request of any member. Any motion may, with the permission of the member who made the motion and the member who seconded the motion, be withdrawn at any time before the motion has been adopted. All motions and amendments or substitutes thereto shall be entered in the minutes of the Commission unless withdrawn.

### **10.2 Resolutions to Be in Writing.**

All resolutions and ordinances shall be presented in writing and must be seconded before debate. Any resolution may, with the permission of the member who made the motion and the second, be withdrawn at any time before the same has been adopted.

All resolutions and amendments or substitutes thereto shall be entered in the minutes of the Commission unless withdrawn.

### **10.3 Procedural Motions.**

#### **10.3.1 Motion to Adjourn.**

A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Commission, or when a member has the floor; provided that there shall be other intervening business or a change in the circumstances between the two motions to adjourn. If no motion or discussion is in progress, the president has the authority to adjourn meetings without a motion and a vote by the Commission to adjourn. [Amended by vote of Commission February 23, 2017.]

#### **10.3.2 Motion to Clear the Floor.**

This motion may be made by the president or a member at any time procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

#### **10.3.3 Motion to Reconsider.**

A motion to reconsider shall be in order on any question the Commission has decided except for a motion to clear the floor. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken and the next regular meeting following. The motion to reconsider shall be made only by a member who voted with the prevailing side. A main motion on a question the Commission has decided shall be in order at the next regular Commission meeting at which a motion to reconsider the questions is no longer in order.

#### **10.3.4 Appeal Ruling of the President.**

Any Commissioner may appeal the ruling to the president. On all appeals receiving a second, the question shall be, "Shall the decision of the president stand as the decision of the Commission?"

#### **10.3.5 Division of Question.**

If a pending main motion (or an amendment to it) contains two or more parts capable of standing as separate questions, the Commission can vote to treat each part individually in succession. Such a course is proposed by the motion for division of a question.

### **11. VOTING**

#### **11.1 Roll Call Votes.**

The names and votes of Commissioners shall be recorded on Commission actions to adopt final measures as resolutions, ordinances, appointment or election of officers. The president or any Commissioner may request a roll call vote be taken on any item.

#### **11.2 Votes Required.**

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute or Commission rule to have a higher authority, shall be decided by a majority of the members present.

#### **11.3 Method of Voting.**

The names and votes of members shall be recorded on an action taken by the Commission or by a committee of the Commission. A record that is made pursuant to this section shall be available for public inspection. All other measures shall be voted by voice vote. If a Commissioner present does not respond to the call for the voice vote, his or her vote shall be recorded as an affirmative vote, unless good cause is shown for abstaining. If there is abstention or a nay vote, there shall be a roll call vote.

#### **11.4 Procedure for Conducting Roll Call Vote.**

All roll call votes shall be conducted in accordance with the following procedures:

Prior to the first meeting of the board in each year, the secretary shall prepare four lists of the members of the board in the following sequences, provided, however, that the name of the chairperson shall appear as the final name on each of the four lists:

1. alphabetical order by surname
2. reverse alphabetical order by surname
3. alphabetical order by given name
4. reverse alphabetical order by given name

In the event that two surnames or given names are the same, substitute middle names.

The secretary shall randomly mix the four different lists prior to each meeting of the board.

For each roll call vote at each meeting of the board, the secretary shall proceed to select one list and call the roll in descending order in which the members appear on that list for all roll calls at the meeting. [MCL 46.3a]

## **12. RULES OF ORDER; APPEAL**

### **12.1 Questions of Procedure Not Covered by Standing Rules.**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these rules and any special rules of order the Commission may adopt.

### **12.2 Appeal.**

The Commission as a whole, not the president, is the final authority in judging whether these rules have been violated. A Commission member who disagrees with a ruling by the president may appeal the ruling to the Commission as a whole. Without waiting to be recognized, a member wishing to appeal the ruling shall say, "I appeal from the decision of the president." An appeal requires a second. The appeal may be debated, however, unlike other motions, each member may speak only once. The president may speak in debate twice, the first time in preference over other members and the second time to close debate. An appeal is stated and put to a vote as "Shall the decision of the president be sustained?" It requires a majority vote in the negative to overturn the president's ruling. A tie sustains the decision of the president, and loses the appeal. [RONR (10<sup>th</sup> Ed.), pp. 247-252]

## **13. COMMITTEES**

Each committee shall thoroughly investigate any matter referred to it by the Commission and shall report in writing the findings to the Commission without undue delay. Upon the motion of any Commission member, and approval by a majority of the Commission, the Commission may discharge a committee from further consideration of any matter.

### **13.1 Standing Committees.**

#### **13.1.1 Appointment of Committee President and Vice-president.**

At its first meeting in January, after the election of officers, the newly elected president shall appoint members to all standing committees and, for each committee, appoint a chairperson and vice-chairperson to preside at all meetings of their respective committees. All appointees to chairperson and vice-chairperson shall be ratified by the Commission. The terms of all standing committee members and officers shall expire at midnight on December 31<sup>st</sup> of the calendar year in which they are appointed.

### **13.2 Special Committees.**

The Commission may create such special or advisory committees as it deems necessary or appropriate. Special or advisory committees shall automatically expire on December 31<sup>st</sup> of the year in which they are created unless a different term is specified in the resolution establishing the special or advisory committee, such as until a date certain, or until completion of the appointed task. The term of a special or advisory committee may be extended by the Commission.

The terms of all members of a special or advisory committee shall automatically expire upon the termination of the special or advisory committee. Special or advisory committees may consist, in whole or in part, of persons who are not Commission members. Members of special committees shall be made by the Commission president subject to Commission approval.

### **13.3 Rules of Order.**

The rules of order adopted by the Commission, to the extent that they are applicable, shall govern all matters of procedure related to standing and special committees.

### **13.4 Open Meetings Act.**

Meetings of all committees of the Commission shall conform to the requirements of the Open Meetings Act. [MCL 46.353]

## **15. EXECUTIVE SESSIONS**

### **15.1 Motion for Executive Session.**

The vote to hold an executive meeting shall be recorded in the minutes of the meeting at which the motion was made.

### **15.2 Two-thirds Vote.**

The Commission may meet in executive session, closed to the members of the public, upon the motion of any member and a roll call vote approval by two-thirds of the members appointed and serving for the following purposes:

- to consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.
- to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Commission.
- to meet with an attorney to consider the attorney's written opinion.
- to review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the Commission meets to interview an applicant, it shall be in open session.

### **15.3 Other Reasons.**

The Commission may also meet in executive session for the following reasons without the requirement of the two-thirds vote:

- to reconsider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting
- to consider strategy connected with the negotiation of a collective bargaining agreement

### **15.4 Minutes, Executive Meetings.**

For each executive meeting, the secretary or his or her designee shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The secretary or his or her designee may destroy the minutes after one year and one day have passed after the meeting at which the approved minutes of the meeting at which the Commission voted to hold the executive meeting.

## **16. ATTENDANCE POLICY**

The intent of this bylaw is to encourage and support full contributions of all board members. Absences are unexcused if the Commission member does not contact the Parks and Recreation Director, Secretary, or the President of the Commission.

An attendance problem occurs if the following take place during **regularly scheduled** Commission meetings:

1. the member has two (2) unexcused absences in a row
2. the member misses three (3) meetings (excused or unexcused) in a row
3. the member misses one third of the total number of regularly scheduled Board meetings in a twelve-month period

An attendance problem occurs if the following take place during **special** Commission meetings:

1. the member has two (2) unexcused absences in a row
2. the member misses more than 50 percent of special Commission meetings during a twelve month period in instances that there are more than 3 special Commission meetings during said period

In the event of a board member's attendance problem, the Commission president will promptly contact the individual to discuss the problem. The individual's response will be shared with the full Commission at its next meeting, at which point the Commission shall decide what action will be taken concerning that individual's future membership on the Commission. If the Commission does not vote affirmatively to retain the member, then the Parks and Recreation president's request will be submitted to the Board of Commissioners for further action regarding attendance. [MCL 15.267; *Booth Newspapers v City of Wyoming* (425 NW2d 695)]

## **17. AMENDMENT TO AND EFFECTIVE DATE**

### **17.1 Suspension of Bylaws.**

These bylaws may be suspended only by a super-majority vote of seven (7) members of the Commission elected and serving.

### **17.2 Amendment of Bylaws.**

These bylaws may be amended by a majority vote of the members elected and serving at a meeting held after the meeting at which the amendment was proposed.

### **17.3 Effective Date.**

These bylaws shall become effective immediately once approved by a majority vote of the members elected and serving, and approved by the county board of Commissioners.