

**PARKS AND RECREATION ADVISORY BOARD
CITY OF BANGOR, MICHIGAN
BYLAWS**

ARTICLE I

Name – Purpose – Authority

1. **Name.** The name of this organization is the PARKS AND RECREATION ADVISORY BOARD of the City of Bangor, a Municipal Corporation.
2. **Purpose and Authority.** The purpose and authority of the organization shall be as defined and authorized by Resolution 08-04 of the City of Bangor, Van Buren County, Michigan.
3. **Mission Statement.** The Parks and Recreation Advisory Board of the City of Bangor shall promote the use and enjoyment of the Parks and Green spaces of the City by the citizens, while ensuring the safety, health and welfare of all the users. The Board will preserve and protect the natural resources while keeping in mind the rights and wishes of its neighbors.

ARTICLE II

Board

1. **Board of Directors.** The Board shall consist of seven (7) members, The City Council shall appoint two (2) members, that are City Council Members and the other five (5) members from the City of Bangor, the Surrounding Townships and the Bangor Public School system. The City Manager of Bangor, or his or her designee, shall be a member of the Board but may not hold office. The Board may also have two (2) additional non voting members who are students attending Bangor Public Schools.
2. **Term.** Board Members shall have terms that do not expire. Once appointed by the City Council, Board members shall remain on the board until they a) resign b) no longer fit the criteria of a board member or c) are removed from the board.
3. **Resignation and Removal.**
 - a) Any Board member may resign by the delivery of a written resignation to the Mayor, City Manager of the City of Bangor or the Chairperson of the Board.

- b) The Board may, by the majority vote of the board members present at any regular or special meeting, recommend to the City Council of the City of Bangor the removal of any Board Member for acts of omission or commission not conducive to the best interest of the Board, or if said member fails to attend regularly (two-thirds (2/3) of the regular meetings in any fiscal year). Such recommendations, together with reasons therefore, shall be transmitted in writing to the City Council of the City of Bangor.

ARTICLE III **Officers**

1. **Number.** The officers of the Board shall be Chairperson of the Board, Vice-Chairperson, and Secretary.
2. **Election, Term of Office and Qualifications.**
 - a) The officers shall be elected by a majority of the Board annually at the first meeting in July, for a one year term.
 - b) City staff members elected to officer positions may not vote on matters brought before the Board.
 - c) Officers shall not serve more than three (3) years in succession in any given office.
3. **Vacancies.** In case any office of the Board becomes vacant for any reason, a majority of the Board shall elect an officer to fill such vacancy for the unexpired portion of the term.
4. **Chairperson of the Board.** The Chairperson of the Board shall preside at all meetings of the Board and may cast a vote in all matters brought before the Board. The Chairperson or a Representative of the Board appointed by him or her shall be the only person to represent the Board to the City Council, press, or other public forum.
5. **Vice-Chairperson.** The Vice-Chairperson shall preside in the absence of the Chairperson.
6. **Secretary.** The Secretary shall have charge of such books, documents and papers as the Board may determine and shall attend and keep minutes of all the meetings of the members. In the absence of the Secretary, the Chairperson of the Board shall designate a member to record the minutes. Copies of all minutes shall be mailed or emailed to all members promptly after each meeting, but not less than four (4) days prior to the next regular meeting.

7. **Removal.** Officers may be removed for the same reasons as Board members may be removed and by a majority vote of the members present.

ARTICLE IV **Meetings**

1. **Regular Meetings.** The Board shall hold regular meetings at the City Hall in Bangor, Michigan, or such other places as shall be designated by the Chairperson at 4:30 p.m. on the First Tuesday of each month hereafter.
2. **Special Meetings.** A special meeting may be called by the Chairperson of the Board, or any three (3) Board members at such times and places as indicated in the call for a special meeting. Notice and an Agenda of the Special meeting shall be given to all members at least 24 hours prior to the meeting and be given in a reasonable manner under the circumstances then existing.
3. **Quorum.** A quorum shall be a simple majority of the Board members.
4. **Voting.**
 - a) All business of this Board with the exception of bylaw amendments, purchases, sales, and any legal actions taken against another persons, or entity which must be by a 2/3 majority of the entire Board and as otherwise provided by these by-laws, shall be decided by a simple majority of the members present.
 - b) In event a member abstains, the reasons shall be stated on the record.
5. **Open to Public.** All meetings of the Board shall be open to the public with the exception of business conducted in closed session under the rules of the Open Meeting Act. To go into closed session, there must be a 2/3 majority vote by roll call vote of all members serving and must meet the statutes for utilizing closed session.
6. **Business at Meetings.** The Chairperson or Secretary with consultation of the City Manager shall prepare an agenda for each meeting, and provide said agenda to members at least 72 hours prior to the meeting with the exception of special meetings.
7. All meetings shall be conducted in accordance with Roberts Rules of Order unless these bylaws otherwise provide.

ARTICLE V
Subcommittees

1. At times it may be deemed necessary and/or appropriate for subcommittees to fall under the responsibility of the Parks and Recreation Advisory Board of the City of Bangor's jurisdiction for direction and guidance. The City Council of Bangor, at their discretion, will determine what boards or committees fall under the Parks and Recreation Advisory Board's direction.

2. In such instances where a board or committee falls under the Parks and Recreation Advisory Board, there will be a representative member that attends the Parks and Recreation Advisory Board's meetings to report out on the activities of that group and to make recommendations and or requests but they do not have voting rights on items relative to the board they represent; however, in all other regards they are considered voting members of the Board.

ARTICLE VI
Amendments

These bylaws may be altered, amended or repealed by a vote of at least 2/3 of the entire Board as constituted.

All said alterations, amendments or repeals of these bylaws shall be subject to the approval of the City Council of the City of Bangor.

Amended: Regular City Council Meeting 06/03/24 by Resolution 2024-05