



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

**Parks and Recreation Committee
Rules & Procedures**

These rules & procedures are meant to expand upon the laws and requirements set forth by the City of Lathrup Village Ordinances and the Michigan Open Meetings Act with procedural guidance from Robert’s Rules of Order. Nothing in these rules is meant to contend with laws with proper jurisdiction over the local governing body.

A. CREATION AND ORGANIZATION OF COMMITTEE

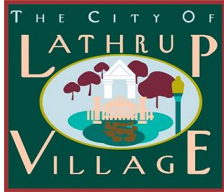
1. **Board Members:** The Parks and Recreation Committee will consist of five (5) members appointed by the Mayor with the consent of the City Council. The term of each appointed member shall be for one year or until his or her successor takes office. One of the Board members must be a member of the City Council and such member’s term shall not exceed such member’s term of office as a member of the City Council. All members shall serve at the pleasure of the Mayor and Council and may be removed by the Mayor with the consent of the Council.
2. **Election of Chairperson and Secretary:** The Parks and Recreation Board shall elect one of its members as Chairperson and one as Secretary. Elections of a Chairperson and a Secretary will be held during the first regular meeting of each calendar year.

Board members will be allowed to nominate themselves or other board members for the Chairperson position and the Secretary position. Board members may state why they feel the nominee they put forth is a good fit for the position. Once a board member is finished nominating another board member, or themselves, the nominee will accept or decline the nomination. If only one member is nominated for chair or secretary the board can elect each individually by a motion, second, final discussion, and roll call vote. If more than one member is nominated for a position members will vote by writing the nominated member and position, they wish to vote for down on a piece of paper and hand it to the Council Liaison and/or Staff Liaison. The Council/Staff Liaison will tally the votes and announce the winner to the board.

3. **Chairperson Role:** Per Robert’s Rules of Order 12th ed., §49:21 the elected Chair retains all the rights of a regular member of the board. The chair may vote on all motions, propose, and second motions like any other member. The elected chairperson is responsible for creating the agenda for each meeting and sharing it along with the minutes for the previous meeting (created by the elected Secretary) with all board members, the Council Liaison, and the Staff Liaison on or before the Friday before each regular meeting. The Chair is responsible for conducting each meeting according to the approved agenda and per these rules & procedures.

The Chair will create and maintain a list of board members, each member’s term expiration date, and each member’s email address with the assistance of the Council Liaison and/or Staff Liaison. The Chair will provide the updated list to City Hall and each board member anytime there is a change.

The Chair will develop the annual Parks & Recreation board meeting schedule with the assistance of the Council Liaison and/or Staff Liaison and prepare it for a vote for the board at the November



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meeting each year. The schedule should adhere to the first Thursday of every month at 4:30 PM, except when a national holiday observance or a major local event prevents a conflict. If a conflict exists, the meeting should be set for the following Thursday at 4:30 PM if possible. After the Parks & Recreation Board votes to approve the annual schedule, the Chair will keep the schedule placed at the bottom of each monthly agenda.

The Chair will often confer with the Council Liaison and/or Staff Liaison, and various outside individuals and organizations to move the Parks and Recreation Board's decisions forward.

4. **Secretary Role:** The elected secretary retains all the rights of a regular board member and may motion, second, and vote on all matters before the board. The elected secretary is responsible for recording the minutes of each meeting. Under the Michigan Open Meetings Act sections 15.269 & 15.262, the minutes must include the meeting date, time, place, members present, members absent, and any decisions voted on at the meeting. The names and votes of each member will be included in the minutes any time a roll call vote is taken. The secretary will provide the draft minutes of each meeting to the elected Parks & Recreation Board Chair and Lathrup Village City Hall within eight (8) business days of each meeting. Any edits to the first draft should be included in all subsequent and final drafts. The secretary will provide the final approved minutes of each meeting to Lathrup Village City Hall within five (5) business days after the meeting at which the draft minutes of each previous meeting are approved by the Parks and Recreation Board.
5. **City Council Member Role:** The board member who is a sitting Lathrup Village Council member has the same motioning, seconding, and voting rights as any other member on all matters before the board. They are responsible for presenting all the parks board's approved motions and decisions to the Three Oaks Village Council at each subsequent Village Council meeting. The council member should review the Parks and Recreation Board budget with the Parks Board at the March & April meetings of the board annually. The council member should be prepared to furnish a budget approved by the Parks and Rec Board to the City Council at the May council meeting each year.
6. **Staff Liaison:** The staff liaison is welcome to speak during discussion on all agenda items before the Parks and Recreation Board. Though they do not have the right to motion or vote, their input is invaluable to the board and its proceedings.

B. REGULAR MEETINGS: All meetings of the City Parks and Recreation Board will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules. All deliberations of a public body constituting a quorum of its members must take place at a meeting open to the public. In other words, if three or more Parks and Recreation Board members are conversing in an email thread, through text message, via phone, in person, or any other way outside of a public meeting of the board they may not discuss topics before the Parks Board.

1. **Regular meetings:** Regular meetings of the Parks and Recreation Board will be held on the 1st Thursday of each month beginning at 4:30 PM at City Hall unless otherwise rescheduled by resolution of the Parks Board. Parks Board meetings shall conclude no later than 6:30 PM, subject to extension by a vote of the Parks Board.
2. **Study Sessions:** Upon the call of the Parks and Recreation Board Chairperson or by vote of the

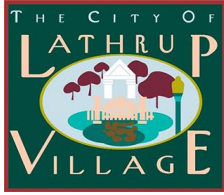
Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Dalton Barksdale
Council Member

Jason Hammond
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Parks and Recreation Board and with at least 72 hours notice to the Board members and the public, the board may convene a work session devoted exclusively to the exchange of information relating to Parks and Recreation affairs. No votes shall be taken on any matters under discussion, nor shall any Board member enter into a formal commitment with another member regarding a vote to be taken subsequently.

C. CONDUCT OF MEETINGS

1. **Meetings to be public:** Under the Open Meetings Act all meetings of the Board shall be open to the public, and citizens shall have a reasonable opportunity to be heard. All official meetings of the Board and its committees shall be open to the media, freely subject to a recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.
2. **Quorum:** A majority of the entire number of appointed members of the Board must be present at each scheduled public meeting for decisions to be voted on. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.
3. **Attendance at Board meetings:** Appointment to the Parks and Recreation Board is a privilege freely sought by each Board member. It carries with it the responsibility to participate in Board activities and represent the City's Parks. Attendance at Board meetings is critical to fulfilling this responsibility. In the event a Board member is absent for three or more consecutive meetings the Chairperson will refer the matter to the Mayor for action. In the event a Board member is absent for four or more meetings within a calendar year the Chairperson will refer the matter to the Village President for action.

D. DISCUSSION AND VOTING

1. **Rules of parliamentary procedure:** The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order or as set by precedent of the Lathrup Village Council shall govern the Board in all cases to which they are applicable, provided that they are not in conflict with these rules, City ordinances or applicable state statutes.
2. **Motion Procedure:** A board member may make a motion concerning a particular agenda item. The Chairperson will announce that a motion has been made and repeat the motion in its entirety. If the Chair feels the motion is not clear or is improper, they may ask the member making the motion to rephrase or refine the motion. Members should refrain from speaking on any matters or seconding the motion until a clearly defined motion has been repeated by the chair. Another board member may then second the motion. If seconded, the Chairperson will announce that the motion has been seconded and call for final discussion. Once each board member has been given the opportunity for final discussion the Chairperson will call for an "all in favor" and "all opposed" vote and assess and announce the results. If the motion addresses a contentious topic or a topic that includes a monetary expense the Chairperson will instead hold a Roll Call vote. In addition, any board member, the Council Liaison, or the Staff Liaison may call for a Roll Call vote at any time before or after a vote on any motion. During a roll call vote the chair will call each member's name and allow the secretary to record the vote of each individual. The chair will then announce the result of the vote. A motion passes when a majority of the members present at the meeting vote

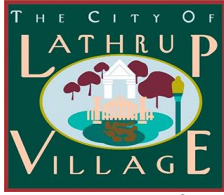
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in favor. If the majority of the members present at the meeting vote against the motion or there is a tie in the votes, the motion fails.

3. **Public Comment:** If a member of the public wishes to speak the Chair will request the individual to share their name and home address. If a resident chooses not to share their information they will still be allowed to speak. Each member of the public will be limited to three minutes of speaking time.
4. **Affirmation from City Council:** After each Parks and Recreation Board meeting, but before the following City Council meeting the Council Liaison and Staff Liaison will determine which motions by the Parks and Recreation Board need to be confirmed by a vote of the City Council.

E. ANNUAL OBLIGATIONS

Once a year in the Spring the parks board will schedule a walkthrough of all City parks to be performed before June 1st. Board members will walk through each park and assess the needed maintenance of the parks. At the regular parks board meeting following the walkthrough, the board will vote to approve a list of low-cost maintenance needed to bring the parks up to regular order for the year. That list will be furnished to the City Administrator for action. The board may also create a list of larger cost goals for the parks at this time.

The Parks and Recreation Board is responsible for preparing its annual budget and submitting it to the City Council its normal budgeting process. The parks board should review its annual budget during the regular March & April board meetings so that the parks board member who is a member of the City Council can present an approved budget to the Council at the April Council meeting.

The Board is responsible for making regular maintenance and upgrade decisions concerning the City's parks throughout the year, sending recommendations to the Council, maintaining the Parks and Recreation 5-Year Plan with MI DNR, and applying for park grants.

F. ADOPTION OF RULES

1. **Adoption and amendment of rules of procedure:** These rules of procedure of the Parks and Recreation Board will be distributed to each board member annually in December. The Board will hold a vote to reaffirm the contents of this document annually in January following the election of Chair & Secretary. The Board may alter or amend its rules at any time by a vote of a majority of its existing appointed members. This means a simple majority of the members present at a given meeting may not always meet the threshold for changing the rules.

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