

**PARKS AND RECREATION ADVISORY BOARD
BYLAWS**

ARTICLE I

Section 1 – NAME

The name of the advisory board, in accordance with Chapter 23, Article III, Section 23-29 through 23-35, of the Code of Ordinances of the City of Kalamazoo, is the **Parks And Recreation Advisory Board, hereinafter known as the Board.**

Section 2 – DUTIES

The duties of the Board as set forth in the Code are as follows:

- (a) Elect a chairperson and such other officers as it may desire from its own members;
- (b) Adopt rules and make regulations for its own activities;
- (c) Consult with and make recommendations to the City Commission regarding parks and recreation planning and programming;
- (d) Have access to all records, information and data concerning the activities and operations of the Department of Parks and Recreation.;
- (e) Have the privilege of visiting and inspecting at reasonable times all Parks and Recreation facilities of the City.

ARTICLE II

Section 1 – MEMBERS

Members shall be appointed in January and abide by the City Commission rules as amended January 5, 2004, Section 12 Advisory Board.

Section 2 – OFFICERS

The officers of the Board shall be chairperson, vice chairperson and secretary, all of whom shall be voting members of the Board unless the Board appoints a staff Recording Secretary with no voting privileges.

Section 3 – ELECTION OF OFFICERS

The nomination and election of officers of the Board shall be held at the January meeting of each year. A majority vote of members present is required for election to an office.

Section 4 – VACANCIES

In the event a vacancy occurs during the term of any officer, the vacancy shall be filled in the same manner as the regular election of officers.

Section 5 – DUTIES OF THE CHAIRPERSON

The chairperson shall:

- (a) Preside at all meetings of the Board following the order of business as herein provided;
- (b) Be responsible to prepare monthly agenda;
- (c) Appoint all special committees unless otherwise ordered;
- (d) Call special meetings as may herein be provided;
- (e) Prepare an annual report to be filed with the City Commission no later than December 1 of each calendar year;
- (f) The Chair, or Recording Secretary, shall file with the City Clerk, a draft of the minutes within 2 weeks of the meeting, and shall promptly file the approved minutes with City Clerk as required by the City Commission Rules;
- (g) Perform such other duties as may be prescribed by action of the Board.

Section 6 – DUTIES OF THE VICE CHAIRPERSON

The vice chairperson shall have the power to perform the duties of the chairperson in case of absence of that officer and such other duties as the chairperson or Board may direct.

Section 7 – DUTIES OF THE SECRETARY

The secretary shall:

- (a) Keep records of the proceedings of all regular and special meetings of the Board;
- (b) Keep (or cause to be kept) in custody all records of the Board, except such as are assigned to others;
- (c) Cause to be printed the approved minutes of all regular and special meetings of the Board. A copy of all minutes is to be sent to all members, ex-officio members, the City Manager and others requesting copies;
- (d) Send out proper notices of all regular and special meetings of the Board;
- (h) Conduct the official correspondence of the Board unless otherwise ordered;

- (i) Inform the City Commission of any member whose absences exceed the prescribed number;
- (j) Perform such duties as prescribed by action of the Board.

ARTICLE III

Section 1 – MEETINGS

- (a) Regular meetings of the Board shall be held monthly at a time and location determined by the Board;
- (b) Special meetings may be called by the chairperson or by any three (3) or more members. Announcements shall be given in writing or by telephone twenty-four (24) hours in advance of the meeting. The time, place and purpose of the meeting shall be plainly stated in the announcement;
- (c) The Board shall operate under the Open Meetings Act and citizens shall be afforded an opportunity to speak on any matter before the Board. The Board meeting agenda shall include a time for citizen comment on non-agenda PRAB items.

Section 2 – QUORUM

A majority of the voting members of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn to a future date.

Section 3 – ORDER OF BUSINESS

The order of business/agenda for all regular meetings shall be:

- a) Roll Call (Members Present; Members Absent; City Commission Liaison; Staff Present);
- b) Procedural Matters;
- c) Introduction of Guests;
- d) Changes to Agenda;
- e) Special Presentations;
- f) Approval of Minutes (previous meeting);
- g) Old Business;
- h) New Business;

- i) Event Approvals;
- j) Comments (Citizen Non-Agenda Items; Commission Liaison; Parks and Recreation Director/Monthly Report; Staff; Board Members);
- k) Adjournment.

Section 4 – RULES OF PARLIAMENTARY PRACTICES

“Roberts Rules of Order, Revised” shall govern the Board in all cases not otherwise herein provided.

Section 5 – PUBLIC INVITED

All regular meetings of the Parks and Recreation Board shall be open to the public. Opportunity for those present to address the Board will be given under Part J of the Order of Business. It is further provided that the Board is not obligated to consider any request immediately.

ARTICLE IV

Section 1 – AMENDMENTS

These Bylaws may be amended by a super majority of existing members of the Board at a regular meeting only, and not unless such amendment shall have been proposed at a previous regular meeting.

Section 2 – SUSPENSION

Any Bylaw may be suspended by a super majority of existing members of the Board at any meeting.

ARTICLE V

Section 1 – RATIFICATION

These Bylaws will be considered ratified when approved by a super majority of existing members of the Board.

Ratified:

Parks And Recreation Advisory Board July 5, 2005