

BYLAWS OF THE  
RECREATION ADVISORY COMMISSION

ARTICLE I

NAME

The name of this organization shall be the Recreation Advisory Commission pursuant to the modified joint resolution of the Ann Arbor City Council and the Ann Arbor Board of Education which established the Recreation Board (April 6, 1978 Council amended; April 9, 1987 Education amended).

ARTICLE II.

OBJECT

The objectives and purposes of the Recreation Advisory commission shall be those set forth in the modified resolution of the Ann Arbor city council and the Ann Arbor Board of Education (April 6, 1978 Council amended).

ARTICLE III.

MEMBERSHIP

Section 1. Members of the Recreation Advisory Commission shall be appointed pursuant to the modified resolution of the Ann Arbor City Council (amended April 21, 1980; amended and the Ann Arbor Board of Education (amended April 30, 1980; amended August 11, 1982)

Section 2. Any member of the Commission who misses three consecutive meetings without informing the chair in advance shall be considered to have resigned.

ARTICLE IV.

OFFICERS

Section 1. The officers shall be a Chair, Vice-Chair, Representative to the Parks Advisory Commission. The Director of Community Education and Recreation or the Director's designee shall be the ex-officio Secretary of the Commission.

Section 2. The Chair shall preside at all meetings and hearings of the commission and shall have the duties conferred by the parliamentary authority on such officers. The Chair shall have the privilege of discussion of all matters before the Commission and of voting thereon.

Section 3. The Chair and Vice-Chair shall be elected by the majority of members present each September.

Section 4. Should the Chair resign during his/her term of office the Vice-Chair shall immediately assume the office of Chair at the first regular meeting of the Commission. Thereafter the Commission shall elect a Vice-Chair in the manner prescribed above.

Section 5. No member shall hold more than one office at a time unless approved by majority vote of appointed members.

Section 6. The Secretary shall perform such duties as the commission may determine, in addition to preparing the official record for each meeting.

Section 7. The Representative to the Parks Advisory Commission shall be elected by the majority of members present in June. The Representative shall be elected to serve in that capacity for two years beginning in September with the term expiring at the Call To Order of the following September meeting of the commission two years hence.

## ARTICLE V.

### MEETINGS

Section 1. Regular meetings shall be held on the first Tuesday of each month at the Rec&Ed offices, 1515 S. Seventh St., Ann Arbor at 7:00 p.m. unless otherwise scheduled and posted.

Section 2. Special meetings may be called by the Chair or any seven (7) members of the Commission. The purpose of the meeting shall be stated in the call.

Section 3. The Director of Community Education & Recreation or his or her designee shall give written notice of all meetings, both regular and special, to all members of the Commission, at least forty-eight hours in advance of the meeting.

Section 4. A majority of appointed members of the Commission shall constitute a quorum. A majority vote of the appointed members of the Commission present shall be necessary to act on any issue before the Commission except as may be authorized by the Bylaws.

Section 5. The meetings shall be conducted in accordance with the “Open Meetings Act”.

Section 6., All persons shall be allowed to address the Commission on any issue related to the Commission’s purpose at a specified place in the order of business. Such person shall give his name and address for the record. Reasonable time limits may be established by the Chair for individual and group presentations.

Section 7.

- A. The order of business at a regular meeting shall be:
  - 1. Call To Order
  - 2. Public commentary
  - 3. Supplemental Agenda Information
  - 4. Reading and Approval of Minutes
  - 5. Old Business
  - 6. New Business
  - 7. Briefing Agenda
    - a. Items from the Director of Rec&Ed or his or her designee
    - b. Items from the Manager of Parks and Recreation or his or her designee
    - c. Items from the PAC Representative
  - 8. Transmittals
  - 9. Adjournment
- B. Standing orders for the September meeting shall include:
  - 1. Approval of the Bylaws
  - 2. Election of Officers

Section 8. Minutes shall be kept showing the record of all important facts pertaining to each meeting, which shall include but not limited to, the following: names and addresses of all persons appearing before the Commission; a record of all public hearings; all exhibits presented to the Commission; a copy of each resolution acted upon by the Commission; members present; members absent. The Secretary shall cause any other details to be included within the record as may be ordered by the Commission or its Chair. Such records shall be filed in the Community Education and Recreation Department and shall be a public record.

## ARTICLE VI.

### PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the commission in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Commission may adopt.

## ARTICLE VII.

### SUB-COMMITTEES

Section 1. Sub-Committees, standing or special, of the Recreation Advisory Commission, shall be created as deemed necessary to carry on the work of the Commission.

Section 2. Sub-Committees, standing or special, shall work under the Commission's supervision and according to specific instructions and charge. The subordinate group shall not act independently of the Commission except as may be authorized by the Bylaws or within the charge to the sub-committee.

Section 3. Membership on sub-committees, standing or special, shall be open to members of the community as deemed appropriate by the Chair. Membership on sub-committees will be solicited via public media.

Section 4. Appointments to sub-committees, standing or special, shall be made by the Chair of the Recreation Advisory Commission in consultation with the Director of Community Education and Recreation and/or the Manager of Parks and Recreation and with subsequent advice and consent of the Commission membership.

Section 5. A standing sub-committee shall be constituted by name and by a specific amendment to the Bylaws if any of the following conditions apply:

- a) the sub-committee is to have standing authority to act for the Recreation Advisory Commission on matters of a certain class without specific instructions from the Recreation Advisory Commission.
- b) All issues and business of a certain class are to be automatically referred to the sub-committee.

Section 6. A standing sub-committee shall be chaired by a member of the Recreation Advisory Commission.

Section 7. A special sub-committee shall be chaired by a member of the Recreation Advisory Commission.

Section 8. Special sub-committees shall prepare and submit a report to the Recreation Advisory commission; this report shall address the following topics:

1. a description of the way in which the reporting body undertook its charge;
2. the facts identified and/or information obtained;
3. the findings or conclusions derived from the facts or information; and recommendations or resolutions

Section 9. There shall be a standing sub-committee on nominations to the Recreation Advisory commission and its sub-committees. The sub-committee on nominations shall consist of three members of the Recreation Advisory Commission appointed by the Chair for one-year terms.

## ARTICLE VIII

### AMENDMENT OF BYLAWS

Section 1. These Bylaws can be amended at any regular meeting of the Recreation Advisory Commission by the affirmative vote of nine (9) members provided that the amendment has been submitted in writing at the previous regular meeting.

Section 2. The Bylaws of the Recreation Advisory Commission shall be reviewed each September and acted accordingly. The Commission may approve the Bylaws at the September meeting without change. If acceptance of the Bylaws is not forthcoming the previous Bylaws will remain in full force and effect until amended and approved.

Amended 11.1.83

Amended 10.2.84

Amended 9.2.84

Amended 11.1.88

Amended 3.6.90

Amended 11.5.91

Amended 11.3.92

Amended 9.7.93

Amended 9.6.94

Amended 9.3.96

Accepted 9.2.97

Accepted 9.1.98

Amended 12.4.07

Amended 10.5.10

