

**City of Belding**  
**Recreation Advisory Board**  
**By-Laws**

AUTHORITY

The following rules of procedure are hereby adopted by the Recreation Advisory Board to facilitate the performance of its duties and responsibilities as provided for in the Belding City Code.

MEMBERSHIP

Membership of the Recreation Advisory Board shall consist of five members appointed by the Belding City Council. Each member of the Board shall have been a resident of the City for at least one year immediately prior to the day of his appointment and shall be a qualified and registered elector of the City on such day and throughout his tenure of office, except that a minority of the members of the Board may be non-residents of the City.

OFFICERS

At its first meeting in January of each year, the Recreation Advisory Board shall select from its membership a Chairperson and Vice Chairperson. All officers shall serve for one year or until their successors are appointed and assume office. All officers shall be eligible for re-election for three consecutive terms for the same office.

DUTIES

**CHAIRPERSON.** The Chairperson shall preside at all meetings, appoint committees as needed, and perform such other duties as may be ordered by the members of the Recreation Advisory Board.

**VICE-CHAIRPERSON.** The Vice-Chairperson shall act in the capacity of the Chairperson in his or her absence. In the event that the position of Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the members of the Recreation Advisory Board shall select a successor to the office of Vice-Chairperson for the unexpired term.

## CITY COUNCIL

The Mayor may appoint a member of the City Council to the Recreation Advisory Board to serve as a liaison to the City Council. Such appointees are not eligible to serve as a voting member of the Recreation Advisory Board.

## MEETINGS

The Recreation Advisory Board shall hold a regular monthly meeting on the second Monday of each month, provided, however, that if there is no business to transact, the Chairperson may cancel the meeting.

A quorum of the Recreation Advisory Board, or three members, is required to transact business. In the event that a quorum is not present, the meeting will adjourn and no interested parties shall be heard on any matter.

Meetings without a quorum where public hearings are scheduled will be adjourned until the next regularly scheduled meeting or rescheduled as a special meeting. No testimony will be taken unless a quorum is present. No additional notice will be required to be posted.

All meetings will be held in accordance with the provisions of the Michigan Open Meetings Act, Act No. 267 of the public acts of 1976, as amended.

Each member attending shall be allowed to cast one vote on each item presented for action.

Parliamentary procedure shall prevail at all meetings and shall be governed by Robert's Rules of Order, current edition.

Special meetings may be called by the Chairperson, or by a majority of the entire membership. Notice of a Special Meeting shall be provided to members of the Recreation Advisory Board at least eighteen hours in advance of the meeting. Such notice shall state the time, location and purpose of the meeting. Notice of Special Meetings shall also be posted on the City of Belding website and posted in City Hall as required by the Michigan Open Meetings Act.

All Recreation Advisory Board meeting minutes, records, documents, correspondence and other materials shall be open and available for public review, except as may otherwise be required by law.

A written notice containing the decision of the Recreation Advisory Board shall be sent by U.S. mail or electronic mail, to the applicant or originator of the request.

Written minutes of the meeting of the Recreation Advisory Board shall be available for public inspection within seven days following adjournment of the meeting.

## RECORDS

A written record of the actions of the Recreation Advisory Board during any regular or special meeting shall be maintained by the City Clerk. In addition to any requirements set forth by the Michigan Open Meetings Act, the minutes shall include a brief synopsis of the meeting, but not a verbatim record.

Included in the minutes shall be the following:

- A recording of the attendance by members.
- A restatement of all motions.
- A summary of the pertinent points and conditions related to the item under consideration.
- A summary of the pertinent points of discussion.
- A recording of the votes on the motion.

All records related to the activities of the Recreation Advisory Board shall be maintained by the City Clerk and shall be open to public inspection upon request.

## CONFLICT OF INTEREST

A “conflict of interest” is defined as meeting one of the following conditions:

- A member of the Recreation Advisory Boards’ immediate family is involved in any request for which a Recreation Advisory Board decision is requested. Immediate family means the Recreation Advisory Board’s spouse, children (including adopted and or step-children), parents, brothers and sisters, grandchildren, or any person residing in the Recreation Advisory Board members household.
- A member of the Recreation Advisory Board has a business or financial interest in the property for which the decision is sought.
- A member of the Recreation Advisory Board owns or has a financial interest in the neighboring or abutting property for which a decision is sought.
- A member of the Recreation Advisory Board has close ties with the applicant for whom the decision is sought, which is apparent to the casual observer, such as a long-term or close friendship.

- There is a reasonable appearance of a conflict of interest as determined by a majority vote of the remaining members of the Recreation Advisory Board.

In the case of a conflict of interest, the member of the Recreation Advisory Board shall state the conflict for the record and recuse themselves from discussing or voting on the matter.

#### AGENDA FORMAT

A written agenda shall be prepared in advance for every meeting held by the Recreation Advisory Board.

The format shall be as follows:

1. Call to Order
2. Excuse of absent members
3. Approval of Agenda
4. Approval of Minutes from past meetings
5. Reports, if necessary
6. Unfinished Business
7. New Business
8. Citizen Comments
9. Member Comments
10. Adjournment

#### ABSENCES, REMOVALS, RESIGNATIONS, VACANCIES

Members of the Recreation Advisory Board are expected to attend all regular and special meetings.

If a member intends to be absent from a regular or special meeting, that member MUST notify the Chairperson or the City Clerk that he or she will be unavailable for the upcoming meeting. The Recreation Advisory Board will formally excuse the subject member at its next regular or special meeting and so note that excuse in the minutes of that meeting.

Members who miss three consecutive regular or special meetings without being excused by the Recreation Advisory Board or three unexcused regular or special meetings during any twelve month period, will automatically lose their seat on the Recreation Advisory Board. The City Council will declare the position vacant and seek candidates to fill the position. No action by the sitting body will be necessary for the position to be declared vacant by the City Council.

Members of the Recreation Advisory Board may be removed by the City Council upon written request by the majority of the members of the Recreation Advisory Board, or by majority action of the City Council for dereliction of duty, impropriety or other willful neglect while in office.

#### FILLING OF VACANCIES

The appointment of a candidate to fill a vacant position on the Recreation Advisory Board is the responsibility of the City Council. When a vacancy occurs, a notice of the same will be posted on the city's website for one month following the vacancy. Interested persons will be encouraged to submit an application for the position on a form provided by the City Clerk. At the end of the one-month period, the City Clerk will provide copies of interested applicants to the Recreation Advisory Board and schedule them for a personal interview at their next regularly scheduled meeting. Following the interview process, the Recreation Advisory Board will recommend their preferred candidate for approval by the City Council at its next regularly scheduled meeting. If no applications are submitted, the process will remain open until such time as an acceptable candidate is determined.

#### AMENDMENTS

These by-laws may be amended or changed by the Belding City Council.

Adopted by the Belding City Council on May 1, 2018

*(this format was adopted by Belding City Council on July 18, 2017)*