

CITY OF ROYAL OAK

PARKS AND RECREATION ADVISORY BOARD BYLAWS

Approved by the Parks and Recreation Advisory Board on 6/6/2024

I. NAME

The name of this board is the Parks and Recreation Advisory Board.

II. PURPOSE

As established by Chapter 142 of City of Royal Oak Code of Ordinances, the purpose of the Parks and Recreation Advisory Board shall be to function in the following capacities:

1. In an advisory capacity to the City Manager and City Commission in all matters affecting City parks and grounds.
2. In an advisory capacity to the City Manager and City Commission regarding the administration of the recreation program of the City.
3. In an advisory capacity to the City Manager and City Commission regarding the leased recreational facilities of the City.
4. In an advisory capacity to the City Manager and City Commission regarding all matters concerning the operations of the Royal Oak Farmer's Market.

III. MEMBERSHIP AND VACANCIES

- a. The Parks and Recreation Advisory Board shall be made up of 9 total members, one of which shall include a member of the City Commission, of which shall possess voting rights.
- b. The Director of Recreation and Public Service, or his or her designee, shall serve as an ex-officio non-voting member of the board.
- c. The board, at its desire and pursuant to Chapter 12 of the City Code of Ordinances may appoint non-voting student members.
- d. Appointed members shall serve a term of three (3) years, or until his or her successor is appointed, and appointments will be made in such a manner that the terms of office of three members will expire on December 31 of each year.
- e. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
 - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
 - ii. The Parks and Recreation Advisory Board members shall keep the City Clerk's office informed of changes in their names, addresses,

phone number, email address or other basic contact information or anything that might change their status as a commission member.

- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.

IV. OFFICERS

The Parks and Recreation Advisory Board shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

The Parks and Recreation Advisory Board has the authority to remove a member from being an officer of the Parks and Recreation Advisory Board but does not have the authority to remove them from the Parks and Recreation Advisory Board. The Board may remove a member from being an officer, by motion, second, and the concurring affirmative vote of 5 members of the board, or, in the case of existing vacancies, 51% of appointed members.

V. NOMINATIONS AND ELECTIONS OF OFFICERS

The Parks and Recreation Advisory Board shall hold the election of officers annually at its first meeting in the calendar year, nominations for which shall be accepted at the same. Voting members may nominate themselves or any other appointed voting member of the Parks and Recreation Advisory Board for an officer position.

The affirmative vote of 51% of members present for the election shall be required to be elected as an officer.

VI. CODE OF CONDUCT

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of Parks and Recreation Advisory Board with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members.

Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Parks and Recreation Advisory Board by the City Commission.

VII. MEETINGS

a. Meeting Schedule

Regular Meetings. The Parks and Recreation Advisory Board shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the Parks and Recreation Advisory Board may be called by the chair or by two members of the Parks and Recreation Advisory Board in accordance with the Michigan Open Meetings Act. The Parks and Recreation Advisory Board shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the Parks and Recreation Advisory Board shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

b. Order of Business. All meeting agendas shall include, at a minimum, the following items:

1. Call to order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Approval of Minutes
6. Business Items
7. Adjournment

c. Quorum. A minimum of the majority of members (50% plus one) of the Parks and Recreation Advisory Board shall constitute a quorum.

d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Parks and Recreation Advisory Board.

e. Action. All action by the Parks and Recreation Advisory Board shall be made by motion adopted by the concurring affirmative vote of majority of members present unless otherwise required by ordinance or state ordinance.

- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

VIII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the Parks and Recreation Advisory Board is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

IX. ADOPTION OR AMENDMENT OF BYLAWS

- a. The Parks and Recreation Advisory Board makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the Parks and Recreation Advisory Board.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Parks and Recreation Advisory Board shall review these bylaws annually at its second meeting of the calendar year. If there are no proposed amendments then no action is needed.

X. GENERAL PROVISIONS

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

The Parks and Recreation Advisory Board shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the Parks and Recreation Advisory Board in compliance.

XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

The Parks and Recreation Advisory Board shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

XIII. ACCESSIBILITY

Anyone planning to attend a public meeting of the Parks and Recreation Advisory Board who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.