

**CITY OF MANISTEE
PARKS AND BEAUTIFICATION COMMISSION
BYLAWS AND PROCEDURES**

Section 1. NAME

The name of this commission shall be the “City of Manistee Parks and Beautification Commission” as established by Chapter 289 of the Manistee Code of Ordinances.

Section 2. PURPOSE

To advise the City Council on matters pertaining to the orderly development and maintenance of the City park system for the use of all people regardless of age, race, sex, creed, physical or mental ability and to advise the City Council, City Departments and City Boards in identifying, planning and implementing public and private beautification projects within the parks system.

Section 3. MEMBERSHIP

The Commission shall consist of seven (7) members to be appointed by the Manistee City Council. The City Council shall appoint members initially to serve one year, serve two years, and to serve three years; thereafter, all members will serve three year terms. The members shall represent a cross section of the resident population of the City of Manistee, two (2) members may be non-residents of the City, but who (a) own real estate within the City, or (b) own a business or profession having a licensed business location within the City. (Per Ordinance)

Section 4. VACANCIES / BOARD ABSENCES

Vacancies shall be filled for unexpired terms in the same manner as original appointments, but not to exceed the original term of appointment.

In order to maintain the maximum participation of all appointed Parks and Beautification members at all scheduled meetings, the following is the attendance guide and Board member replacement policy for “excused” or “unexcused” absences:

1. When appointed, each Board member should state his/her willingness and intention to attend each scheduled meeting of the Parks and Beautification Commission.
2. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the Board member from attending the scheduled meeting; the Board Chair or staff liaison to the Parks and Beautification Commission should be notified as soon as possible prior to the time of the scheduled meeting of their inability to attend. The Board member upon this notification will receive an “excused absence” for the involved scheduled meeting.

3. If any Board member is absent from three (3) consecutive scheduled meetings without an “excused absence” for any of the three (3) meetings, the Board member shall be reported in writing to the City Manager. The City Manager will contact the Board member in writing and question his/her continued ability or interest in being on the Board, giving the member a chance to rectify the attendance issue or submit a resignation.
4. There will be no limit on the number of consecutive “excused absences” for any Board member. However, if the Board member is repeatedly absent for at least 50% of the yearly scheduled meetings, that member will also be reported in writing to the City Manager. The City Manager will contact the Board member in writing and question the member’s continued ability or interest to be on the Board. The Board member will be considered for an appointment nullification when the absences total six in the calendar year.
5. The appointment nullification action would be initiated by the City Manager and forwarded on to the City Council for official action.

Section 5. OFFICERS

Officers of Chair, Vice-Chair and Corresponding Secretary shall be open for election among the membership at its regular July meeting annually. A recording secretary may be appointed who is not necessarily a member of the Commission.

Section 6. OFFICER DUTIES

The chair shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chair shall act in the capacity of the chair in the absence of the chair or in the event of a vacancy in the office of chair; in which case, the Commission shall select a successor to the office of vice-chair at the earliest practicable time. The recording secretary shall be responsible for execution of documents in the name of the Parks and Beautification Commission, the preparation of minutes, keeping of pertinent public records, delivering communications, reports, and related items of business of the Commission, issuing notices of public hearings and performing related administrative duties. In the event the secretary is absent, the chair or acting chair shall appoint a temporary secretary for such meeting.

Section 7. MEETINGS,

Meeting Notice. Notice of all meetings shall be posted at City Hall by June 30th of each year. The notice shall include the date, time and place of the meeting. Any changes in the date or time of the regular meetings shall be posted. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meeting Act.

Removal from Office. The legislative body may remove a member of the Parks and Beautification Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

Section 8. Quorum.

In order for the Commission to conduct business or take any official actions, a quorum consisting of at least the four (4) of the seven (7) members of the Commission shall be present. When a quorum is not present, discussion may proceed by consensus and recommendations brought back to the table at the next meeting.

Voting. Voting shall ordinarily be by voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last.

Section 9. Order of Business.

A written agenda for all regular meetings shall be prepared as follows:

Call to Order
Roll Call
Approval of Minutes
Correspondence
Public Hearings
Old Business
New Business
Communications
Adjournment

Section 10. CONDUCT OF MEETINGS

All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure as adopted by City Council for all Boards and Commissions within the City of Manistee.

Conflict of Interest. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Parks and Beautification Commission.

Open Meetings and Freedom of Information Provisions. All meetings of the Commission shall be open to the public and held in a place available to the general public.

Annual Review of Bylaws. The Commission shall annually review its Bylaws at the regularly scheduled meeting in July.

Amendments. These rules may be amended by the Commission subject to approval by City Council during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

Section 11. DUTIES OF THE COMMISSION

Duties of the Commission shall be:

- A. To make recommendations to City Council for the purpose of providing a comprehensive park system plan.
- B. To advise the City Council, City Departments and City Boards and Commission in identifying, planning and implementing public and private beautification projects. Other purposes and duties are defined in Chapter 289 of the Manistee Code of Ordinances.
- C. To recommend policies, appropriate activities, fees and other items pertaining to the safe and orderly use of park properties.
- D. To review and advise on all proposed improvements and developments to the parks system.
- E. To report orally at least annually to City Council on the activities of the Committee.
- F. To annually conduct a Park Bus Tour in the spring of each year.

Adopted by Parks and Beautification Committee:

Chair Lynne Reinhardt
Lynne Reinhardt

10/20/09
Dated

Approved by City Council:

Mayor Pro Tem Robert Hornkohl
Robert Hornkohl

11/4/2009
Dated