

Rik Kowall, Supervisor
Anthony L. Noble, Clerk
Mike Roman, Treasurer



Trustees
Scott Ruggles
Liz Fessler Smith
Andrea C. Voorheis
Michael Powell

WHITE LAKE TOWNSHIP

7525 Highland Road • White Lake, Michigan 48383-2900 • (248) 698-3300 • www.whitelaketwp.com

WHITE LAKE TOWNSHIP PARKS AND RECREATION COMMITTEE

Virtual Regular Meeting

April 14, 2021 @ 7:00 p.m.

1 312 626 6799 US (Chicago) or

1 888 788 0099 US Toll-free

Meeting ID: 840 8678 9422

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Minutes:**
 - a. Minutes of March 10, 2021
5. **Call to the Public**
6. **New/Continuing Business:**
 - a) Presentation – Huron River Watershed Council
 - b) Stanley Park picnic tables
 - c) Summer Event – Hawley Park
7. **Other Business:**
 - a) Bylaw Amendments
8. **Communications:**
 - a) Member Comments

Adjournment: Next meeting is scheduled for Wednesday, May 12th, 2021.

All interested parties are welcome to attend. Individuals with disabilities requiring auxiliary aids or services should contact the Clerk's Office as least 5 days before the hearing. For more information regarding this public hearing notice, please call the White Lake Township Planning Department at 248-698-3300 ext. 5 or visit www.whitelaketwp.com

WHITE LAKE TOWNSHIP PARKS AND RECREATION COMMITTEE MEETING – APRIL 14, 2021 @ 7:00 PM

NOTE: THIS MEETING WILL BE HELD ELECTRONICALLY AS AUTHORIZED UNDER THE OPEN MEETINGS ACT, PUBLIC ACT 267 OF 1976, AS AMENDED. MEMBERS OF THE PUBLIC BODY AND MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY, AS DESCRIBED BELOW.

Reason for allowing participation by electronic means:

To mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable citizens, in-person contact should be limited. Critical mitigation measures include social distancing and limiting the number of people interacting at public gatherings. This includes public meetings.

Members of the public may access the agenda materials via the Township website – <http://www.whitelaketwp.com/Government/Boards-Commissions/Meetings-Minutes-Agendas> by end of day, **Friday, April 9, 2021**, but possibly sooner.

Members of the public wishing to participate in the electronic meeting may do so by:

Dialing the phone number below and enter the meeting ID and password when prompted.

Telephone Access: 1 312 626 6799 US (Chicago) or
US Toll-free: 1 888 788 0099

Meeting ID: 840 8678 9422

Where to watch the meeting:

The meeting will be available to view live on our YouTube Channel which can be easily reached from the live meeting link located on the White Lake Township website home page www.whitelaketwp.com or by visiting:

https://www.youtube.com/channel/UCYPorjfGrhCNd368R_Cyg_w/featured. Closed captioning will be available after YouTube fully renders meeting video.

Procedure for public participation by electronic means:

In order for the Township to allow electronic participation in the meeting, there must be full opportunity for both the general public and the members of the public body to both hear and be heard at appropriate times during the meeting, except during any closed session portions of the meeting. Public participants will be muted upon entry to the meeting, but will have a chance to speak during public comment or at public hearings if one is involved.

Once connected to the meeting, members of the public wishing to participate in the virtual public comment or virtual public hearing must alert us that they wish to speak by pressing *9 on their telephone keypad. Pressing *9 will activate the “raise hand” feature signaling to us that you wish to comment. Because of limitations with muting and unmuting members of the public, there will only be one public comment period which will be announced by the meeting moderator at the appropriate time. Participants who have “**raised their hand**” to **speak during public comment or public hearings** will be called on one at a time, as would happen during an in-person meeting. When you are unmuted, please introduce yourself by stating your name and address for the record. You will then have (3) minutes to share your comments with the Parks & Rec Committee. At the conclusion of your comments or your (3) minutes, you will be muted and removed from the public comment queue.

Participants may also choose to submit written comments that will be read into record during public comment by the Chairperson. Submit any written comments via e-mail to justing@whitelaketwp.com by **Noon, April 13, 2021**, the day before the meeting.

Procedures by which persons may contact members of the Parks & Rec Committee prior to the meeting:

Members of the public may contact members of the Parks & Rec Committee prior to the meeting via e-mail to justing@whitelaketwp.com.

Procedures for accommodations for persons with disabilities:

The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Township Clerk’s office at (248) 698-3300 X-113 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations.

**WHITE LAKE TOWNSHIP
PARKS AND RECREATION COMMITTEE**
Virtual Regular Meeting
7525 Highland Road, White Lake, MI 48383
March 10, 2021 @ 7:00 p.m.

Ms. Carlock called the regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Roll was called.

ROLL CALL: Andrea Voorheis – Township Board Liaison, White Lake Township
 Merrie Carlock, Chairperson, White Lake Township
 CJ Bratta, White Lake Township
 Rhonda Grubb – Planning Commission Liaison, White Lake Township

Absent: Kathleen Aseltyne
 Deb Deren, Vice Chair

Also Present: Justin Quagliata, Staff Planner
 Sherri Barber, Recording Secretary

APPROVAL OF AGENDA

Ms. Voorheis moved to approve the agenda as presented. Ms. Grubb supported and the MOTION CARRIED with a voice vote, 4 yes votes.

APPROVAL OF MINUTES:

Ms. Grubb moved to approve the minutes of January 27, 2021 as presented. Mr. Bratta supported and the MOTION CARRIED with a voice vote, 4 yes votes.

PUBLIC COMMENT:

No one raised their hand from the public virtually to make public comment.

NEW BUSINESS:

a. Stanley Park Grant Application Update

Mr. Quagliata reported the Township engaged Kidorf Preservation Consulting to complete the SHPO application at a cost of \$ 1,500. He would email the proposal to the Park and Recreation Committee members. Kidorf had done several SHPO applications. An archaeologist will come to the site and it will be done well before the grant deadline of April 1. The Township Supervisor approved the expenditure. Beckett & Raeder would also be paid \$500 to review and submit the SHPO application. SHPO expenses may be reimbursable according to Ms. Carlock.

Mr. Quagliata added Ms. Aseltyne made the recommendation for Kidorf and recognized her assistance. A public hearing would be held next Tuesday for the grant application during the Township Board meeting. The Board agenda was online and the public hearing was advertised, the meeting would be Tuesday, March 16th at 7:00 p.m. There would need to be letters of support for the grant application.

b. Stanley Park picnic tables

Mr. Quagliata reported he and Supervisor Kowall discussed adding picnic tables to Stanley Park. People would use the park in advance of the development. We would have bought tables in the future anyhow, but could buy them now so they could be used. Some waste receptacles would be added too. They received a quote from the same company that provided the tables at Bloomer Park. Ms. Carlock noted at least two ADA tables were needed and she supported the same tables as the other parks for consistency. Mr. Quagliata said two tables will cost \$6,657.86. There wasn't a price break until you purchased a large quantity. The tables were steel framed. Mr. Bratta asked how many pavilions were planned for Stanley Park and thought using the same tables throughout the Township was a good idea. Mr. Quagliata said the Township was going to need tables anyway, and we could make an investment now. Mr. Bratta stated we wanted to get people excited and down in the park.

Mr. Bratta motioned to recommend to the Township Board the approval of the purchase of six picnic tables at a cost not to exceed \$20,000. The purchase will include two barrier free tables and 4 standard tables. Ms. Grubb supported and the MOTION CARRIED with a roll call vote: Voorheis – yes; Grubb – yes; Carlock – yes; Bratta – yes. 4 yes votes.

Ms. Voorheis would see if this could be discussed at the April Township Board meeting so we could get the tables ordered. Ms. Voorheis suggested dog waste stations too. Mr. Quagliata would get prices for those, and the Committee members directed staff to order the dog waste stations.

OTHER BUSINESS:

Mr. Quagliata had a conversation with Ms. Aselyne. She was the Township liaison to the Huron River Watershed Council, and asked if they could come to the April meeting or a meeting this spring for a presentation. Ms. Carlock suggested they could talk about their organization and what they do for communities. Mr. Quagliata suggested the Committee could have green theme presentations a couple times per year. Ms. Carlock suggested Ms. Aselyne could organize some speakers for the Committee. Ms. Carlock would like to see people from Oakland County parks and trails, the schools, Friends of Highland Recreation Area, etc. Ms. Carlock thanked Ms. Aselyne for her ideas. Mr. Quagliata suggested two presentations per year.

COMMUNICATIONS:

a. Member Comments

Mr. Bratta noted the Committee was concerned about the environment. The Stanley Park would be improved for the community and the property was in much better hands with Township ownership.

Ms. Grubb reported the Planning Commission granted final site plan approval for the Eagles Landing development near Lakeland. They also discussed the proposed Pontiac Lake Overlook apartments.

Ms. Carlock mentioned the Planning Commission asked the developer of Eagles Landing for a cut through at the back of the development for kids to go to the school property. Ms. Carlock would be interested in meeting with the school to get some type of limestone path.

Ms. Voorheis reported that Ms. Carlock had been reappointed to the Parks and Recreation Committee for her 15th year and thanked her for her service. She would like people to be at the Board meeting in support of the grant application. It had been a busy month with the CCDC.

Ms. Carlock appreciated all of the Committee members and the work from everyone on the plan for Stanley Park. She would like to start meeting outside at some of the Township parks in May.

Adjournment:
7:47 p.m.

The next meeting is Wednesday, April 14, 2021 at 7:00 p.m.

Quote #
WQ 284776

Here is the Quote as per your request. The 'Shipping' total has been applied.
To place an order, simply click 'Submit Order Confirmation' below.
Please print this page for your records.
Customer Order Confirmation is **required** to process order.



627 Amersale Drive
Naperville, IL. 60563
sales@belson.com

Toll Free: 1-800-323-5664
Phone: 1-630-897-8489
Fax: 1-630-897-0573

QUOTE #
WQ 284776

Model #	Description	Lbs	Quantity	Unit Price	Unit Total
PMB-6PCE	Park Master Table, Black Frame, 6' Recycled Plastic - Cedar	249	4	\$1,173.00	\$4,692.00
PMB-HPCE	Park Master ADA Table, Black Frame, Recycled Plastic - Cedar	325	2	\$1,475.00	\$2,950.00
		Subtotal	1,646	Subtotal	\$7,642.00
				<input checked="" type="checkbox"/> 6.0000% Tax	\$458.52
				Shipping	\$667.70
				Grand Total	\$8,768.22

Customer Order Confirmation is required to process order.

Your Order will not be shipped without your "Order Confirmation"

Bill To:**Ship To:**

First Name* Justin

First Name Justin

Last Name* Quagliata

Last Name Quagliata

Company White Lake Township

Company White Lake Township

Address* 7525 Highland Road

Address* 7525 Highland Road

Address 2

Address 2

City* White Lake

City* White Lake

State* MI

State* MI

Zip Code* 48383

Zip Code* 48383

Country US

Country US

Phone* 2486983300

Phone

Fax

Fax

Email justinq@whitelaketwp.com

Email justinq@whitelaketwp.com

Additional Delivery Services Phone Call 24 Hours Prior to Delivery◇ Delivery to Residential or Non-Commercial Truck Route Addresses Power Liftgate Service◇ - Driver will lower shipment from the truck to the ground (Only)

Order Power Liftgate Service if — You will be unable to unload the shipment from the truck.

◇ Does Not apply to UPS shipments

Quote #
WQ 284823

Here is the Quote as per your request. The 'Shipping' total has been applied.
To place an order, simply click 'Submit Order Confirmation' below.
Please print this page for your records.
Customer Order Confirmation is **required** to process order.



627 Amersale Drive
Naperville, IL. 60563
sales@belson.com

Toll Free: 1-800-323-5664
Phone: 1-630-897-8489
Fax: 1-630-897-0573

QUOTE #
WQ 284823

Model #	Description	Lbs	Quantity	Unit Price	Unit Total
PB4-SQPIC	Square Recycled Plastic Resinwood Table With Black Powder-Coated Frame CED (Cedar Top/Seats) with Umbrella Hole	250	2	\$1,079.00	\$2,158.00
PMB-6PCE	Park Master Table, Black Frame, 6' Recycled Plastic - Cedar	249	2	\$1,173.00	\$2,346.00
PMB-HPCE	Park Master ADA Table, Black Frame, Recycled Plastic - Cedar	325	2	\$1,475.00	\$2,950.00
Subtotal		1,648		Subtotal	\$7,454.00
				<input checked="" type="checkbox"/> 6.0000% Tax	\$447.24
				Shipping	\$913.71
				Grand Total	\$8,814.95

Customer Order Confirmation is required to process order.

Your Order will not be shipped without your "Order Confirmation"

Bill To:**Ship To:**

First Name* Justin

Last Name* Quagliata

Company White Lake Township

Address* 7525 Highland Road

Address 2

City* White Lake

State* MI

Zip Code* 48383

Country US

Phone* 2486983300

Fax

Email justinq@whitelaketwp.com

First Name Justin

Last Name Quagliata

Company White Lake Township

Address* 7525 Highland Road

Address 2

City* White Lake

State* MI

Zip Code* 48383

Country US

Phone 2486983300

Fax

Email justinq@whitelaketwp.com

Additional Delivery Services

- Phone Call 24 Hours Prior to Delivery◇
- Delivery to Residential or Non-Commercial Truck Route Addresses
- Power Liftgate Service◇ - Driver will lower shipment from the truck to the ground (Only)



Model # PMB-6PCE | Cedar Recycled Plastic Park Master Picnic Table | 6' Length

Print | Close Window





Model # PMB-6PCE | Cedar Recycled Plastic Park Master Picnic Table | 6' Length

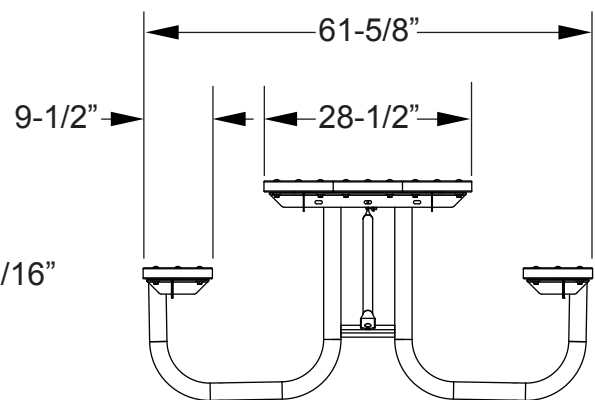
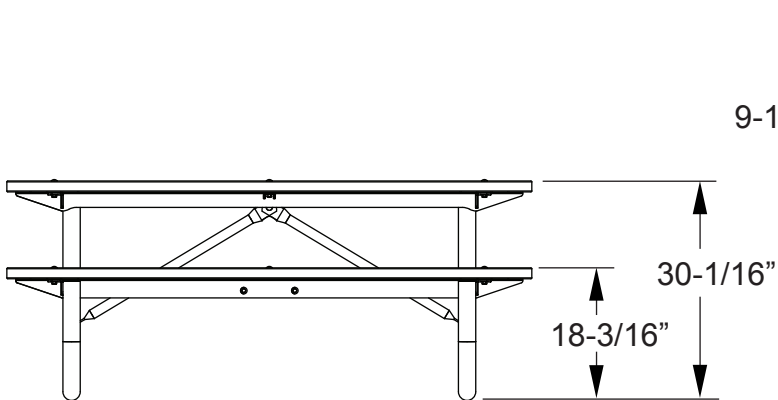
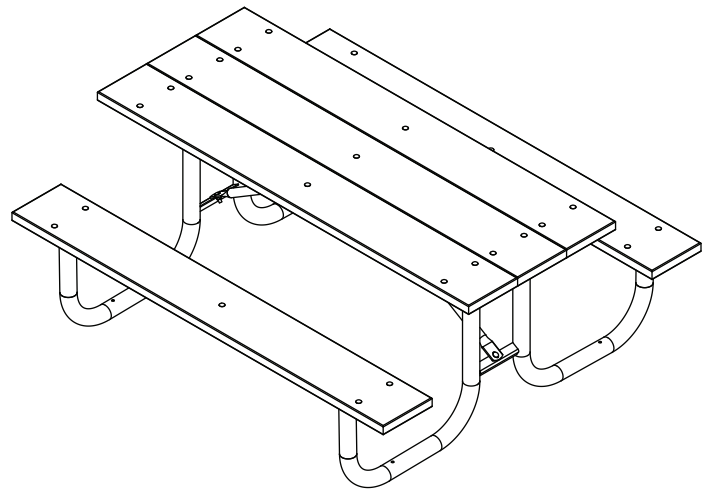
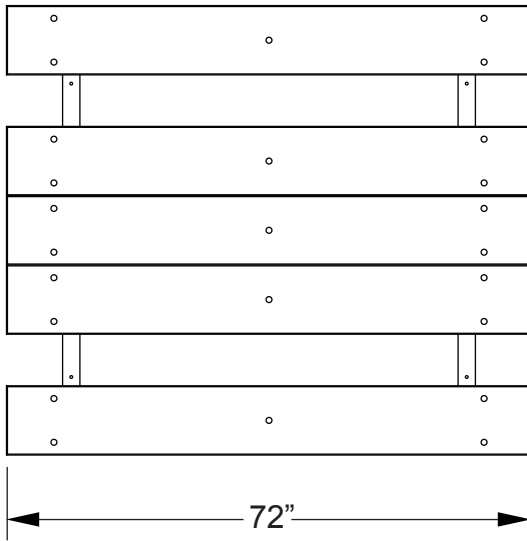
Print | Close Window



Model # PMB-6PCE

Dimension Sheet

PARK MASTER TABLE 6' RECYCLED PLASTIC





Model # PMB-HPCE | Cedar Recycled Plastic Park Master Picnic Table | Universal Access

Print | Close Window



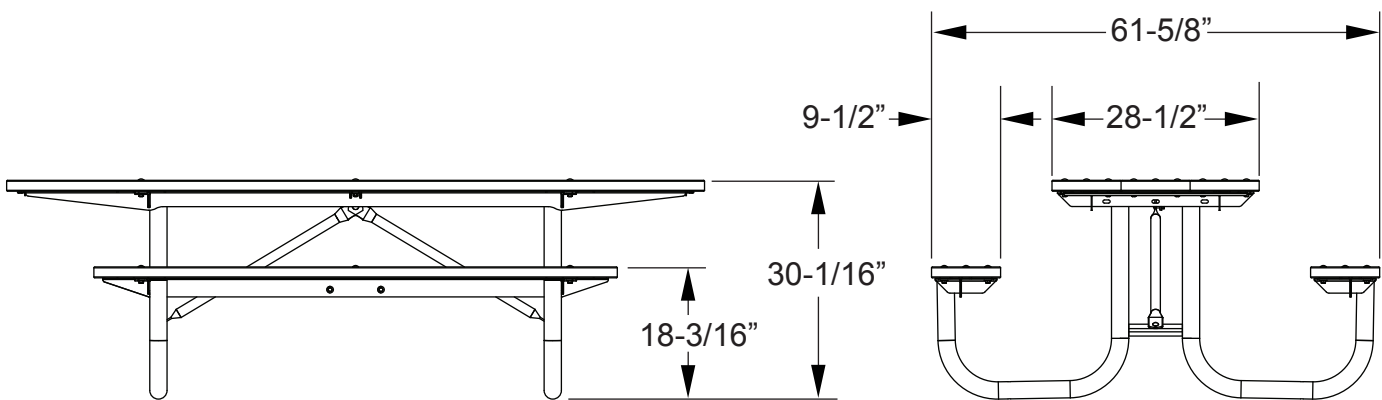
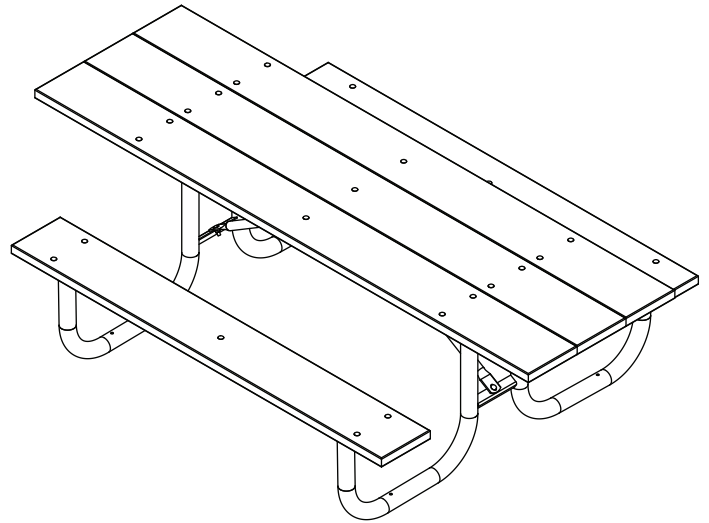
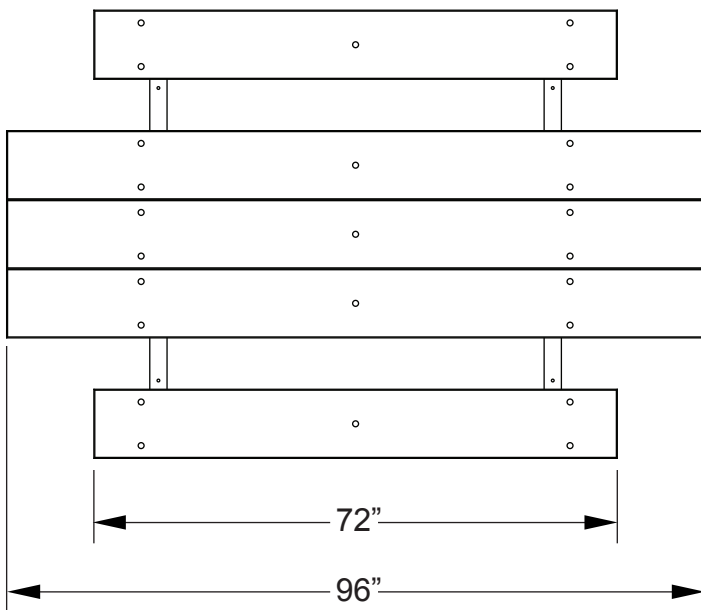


Model # PMB-HPCE | Cedar Recycled Plastic Park Master Picnic Table | Universal Access

Print | Close Window



PARK MASTER ADA TABLE RECYCLED PLASTIC





Model # PB4-SQPIC | Recycled Plastic Resinwood Table | Black Powder-Coated Frame

Print | Close Window





Model # PB4-SQPIC | Recycled Plastic Resinwood Table | Black Powder-Coated Frame

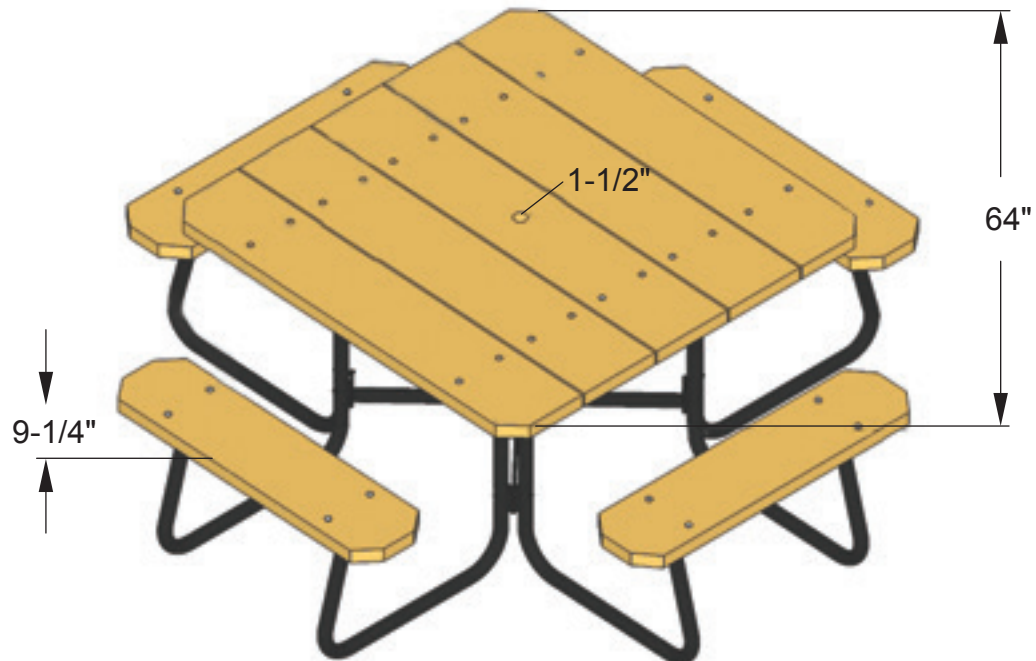
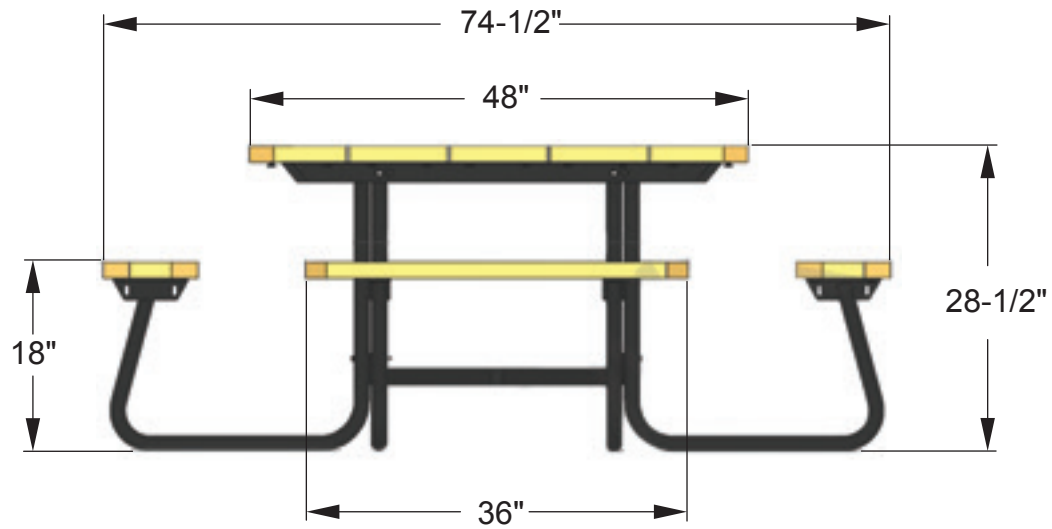
Print | Close Window



Model # PB4-SQPIC

Dimension Sheet

**RECYCLED PLASTIC RESINWOOD
SQUARE PICNIC TABLE**



CHARTER TOWNSHIP OF WHITE LAKE, MICHIGAN
PARKS AND RECREATION COMMITTEE BY-LAWS

ARTICLE I
AUTHORITY

The **CHARTER TOWNSHIP OF WHITE LAKE PARKS AND RECREATION COMMITTEE**, hereinafter referred to as the "Committee" created pursuant to unanimous consent of the Township Board on February 18, 1997, and shall be governed by all of the following rules and regulations, which shall hereafter be referred to as the Committee By-Laws:

1.1 REQUIREMENT FOR FAMILIARITY WITH STATE STATUTES AND LOCAL ORDINANCES AND RULES AFFECTING THE COMMISSION

Upon taking office, all members of the Committee shall familiarize themselves with these By-Laws and relevant local ordinances applicable to the Committee, and while in office, members shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of the affairs of the Committee.

1.2 RULES OF THE COMMITTEE TO BE AVAILABLE TO THE PUBLIC

The official copy of the By-Laws of the Committee, adopted thereby from time to time, shall be kept current by the Secretary of the Committee and shall be made available to the public upon request, at the office of the Township Clerk.

1.3 LOCATION OF COMMITTEE OFFICE

The office of the Committee shall be located at the White Lake Township Hall at 7525 Highland Road, White Lake, Michigan 48383, which shall be open for business from 8:00 a.m. to 5:00 p.m. each weekday, except Saturdays, Sundays and holidays or other hours specified by the Township Board. All communications to the Committee shall be addressed to its Chairperson through the Supervisor's office.

ARTICLE II
COMMITTEE POWERS AND MEMBERSHIP

2.1 Powers of the Committee

The Committee shall have all and only such powers as are delegated to it by the White Lake Township Board of Trustees and shall exercise such powers only in the manner, for the purposes and in accordance with the procedures set forth therein.

2.2 Number of Members; Appointment; Terms; Procedures for Removal; Procedures for Filling Vacancies; and Terms of Members Appointed to Fill Vacancies

The number of members, the method of appointment, qualifications, terms, procedure for filling vacancies, and terms of members appointed to fill vacancies shall be established by act of the Township Board of Trustees. Accordingly, the Committee shall consist of not less than five (5) nor more than nine (9) members, who shall be representative of a cross section of the population of White Lake Township. All members shall be qualified electors and residents of the Township. One member of the Township Board shall be a member of the Committee.

All members of the Committee shall be appointed by the Township Supervisor with the approval of the Township Board.

The term of each member of the Committee shall be three (3) years from the date of appointment. A successor shall be appointed not more than one (1) month after the term of the preceding Committee member has expired. All vacancies for unexpired terms shall be filled for the remainder of such term.

2.3 Causes For Removal From Committee

Causes for removal of members from the Committee by the Township Supervisor, with the approval of the Township Board, shall include malfeasance, misfeasance and nonfeasance (wrong doing, misconduct, and failure to perform duties).

2.4 Resignations and Vacancy of Office

A member wishing to resign shall give written or verbal notice of intent to resign to the Township Supervisor and the Committee. When a member dies or resigns, the Chairperson of the Committee shall promptly advise the Supervisor that a vacancy exists. When a member becomes unable to perform the duties of office permanently or for what appears to be a protracted period, or moves from White Lake Township, or becomes no longer qualified for office for any other reason, and fails to resign, the Chairperson shall notify the Supervisor of such relevant facts and request that appropriate investigation and action be taken. Such action may include appointment of a replacement member.

2.5 Annual Budget

The Chairperson and the Township Supervisor shall annually prepare a proposed budget for submittal to the Committee for its approval, after which it shall be submitted to the Township Board for final approval. Such budget shall address all expected expenditures and contracts necessary for the performance of the Committee's duties. If the Committee fails to prepare a budget, it shall abide by the budget prepared and adopted by the Township Board.

ARTICLE III
OFFICERS, COMMITTEES, EMPLOYEES, DUITES

3.1 Appointment and Tenure of Chairperson, Vice-Chairperson, Secretary

- A. Appointment of Chairperson. The Township Supervisor, with the advise and consent of the Township Board, will appoint the Chairperson of the Committee. The Chairperson shall be appointed for a term of two (2) years.
- B. Election. At the first regular meeting in January of each year, the Committee shall elect from its membership a Vice-Chairperson and Secretary. All officers are eligible for re-election.
- C. Tenure. The Vice-Chairperson and Secretary shall take office at the first meeting following the meeting at which their election occurred, and shall hold office for a term of one (1) year or until their successors are elected and assume office. In no case shall a member serve more than two (2) consecutive terms in any elected office. The effective date of officers elected in 1997, shall be April 2, 1997.

3.2 Succession of Office

If the Chairperson resigns his/her office or becomes no longer a member of the Committee, the Vice-Chairperson shall succeed him/her in office for the remainder of the term or until a successor is named by the Township Supervisor and approved by the Township Board, whichever event occurs first. If the Vice-Chairperson resigns his/her office, becomes no longer a member of the Committee, or succeeds to the office of the Chairperson, the Secretary shall succeed him/her in office for the remainder of the term. If the Secretary resigns his/her office, becomes no longer a member of the Committee, or succeeds to the office of the Vice-Chairperson, a special election shall be held at the next regular meeting of the Committee to elect a Secretary to complete the unexpired term.

3.3 Duties of Chairperson and Vice-Chairperson; Appointment of Temporary Chairperson and Preside at Meetings

- A. Presiding at Meetings. The Chairperson shall preside at all meetings and hearings of the Committee. If the Chairperson is absent or unable to preside, the Vice-Chairperson shall preside. If both are absent or unable to preside, the remaining members present shall appoint a temporary Chairperson to preside. In accordance with these and other applicable rules, the presiding officer shall decide all points of procedure or order and may, at any time, change the order of business at his/her discretion, unless otherwise directed by a majority of the members in attendance on a motion duly made and passed. The Chairperson shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

B. Other Responsibilities and Duties of Chairperson:

1. Management Responsibilities. The Chairperson shall direct the official business of the Committee, request that the Township Supervisor provide needed legal or staff assistance, and perform other duties as may be requested by the Committee with the approval of the Supervisor.
2. Appointment of Sub-Committees. The Chairperson with the approval of the Supervisor shall appoint sub-committees as necessary for the proper conduct of business and as provided for in Section 3.4.
3. Reporting to the Committee. The Chairperson shall report to the Committee on any transactions which have not otherwise come to the attention of the Committee. The Chairperson shall also make or cause to be made any reports concerning the affairs of the Committee required or requested by the Supervisor or the Township Board.
4. Preparing Agenda. The Chairperson shall approve items placed on the agendas of the Committee meetings. In performing this responsibility, the Chairperson shall consult with the Township Supervisor for comments or additions to the agenda. The agenda shall give the order of business and show the exact order of what is necessary to come before the Committee as specified in Section 5.7.
5. Appointment of any liaison shall be first approved by the Supervisor.

3.4 Sub-Committees

Sub-committees shall be appointed by the Chairperson, with the approval of the Supervisor, for the purposes and terms which the Committee approves. All such sub-committees shall consist of a majority of Committee members.

ARTICLE IV
CONDUCT OF COMMITTEE MEMBERS AND STAFF

4.1 Representation of Applicants

No member of the Committee shall represent an interested person on matters on which the Committee is to make a determination.

4.2 Conflict of Interest

No member of the Committee shall participate in any agenda item or other matter which comes before the Committee in which he/she: (i) has a financial or personal interest in the action concerned, or (ii) will be directly affected by the decision, or (iii) has or believes he/she has any other conflict of interest as defined by applicable law, or (iv) in which such participation may create an appearance of impropriety (individually or collectively referred to hereafter as "Conflict of Interest"). No member of any agency serving the Committee shall prepare or present matters to the Committee, or attempt to influence decisions of the Committee in any matter in which the staff member or agency has a Conflict of Interest.

As soon as any Committee member, or any agency serving the Committee, becomes aware of a potential Conflict of Interest in any matter to come before the Committee, he/she shall notify the Chairperson or acting Chairperson. Where, by vote of the Committee, it is determined that a Conflict of Interest exists, the Chairperson, or Vice-Chairperson, shall excuse or disqualify the Committee member, or agency from acting in the case and cause the Secretary to entere the circumstances in the record. The member excused as a result of a finding of a Conflict of Interest, shall remove himself/herself from the meeting room and may not take any part in the review of the matter before the Committee.

All doubts with respect to whether or not a Conflict of Interest exists shall be resolved by removing the member from consideration of the issue.

4.3 Improper Influence – Ground for Disqualification

A member may disqualify himself/herself from voting whenever any person appearing before the Committee, or his/her agent, has sought to influence the vote of the member outside of a public meeting.

4.4 Expressions of Bias, Prejudice, or Individual Opinion

Committee members may seek information from other members, or staff serving the Committee prior to a public meeting but no member shall discuss the matter under review by the Committee with any other parties who have an interest in the application prior to a public meeting, or express any bias, prejudice, or individual option regarding the matter outside of a public meeting, Additionally, it shall not be appropriate for a member to express any bias or prejudice at any time during a public meeting.

4.5 Members Attendance at Meetings

If, during a calendar year, a member fails to attend four (4) regularly scheduled meetings without having first notified the Chairperson for such absences, then such member may be removed from office by the Supervisor after vote of a majority vote of the Committee recommending such removal. The question of such members dismissal shall be placed upon the agenda for consideration by the Committee at the next regularly scheduled Committee meeting.

ARTICLE V
MEETINGS

5.1 Regular Meetings

Regular meetings of the Committee shall be held at 7:00 p.m. in the White Lake Township Hall, 7525 Highland Road, White Lake, Michigan 48383 on the first Wednesday of each month or in accordance with the annual calendar adopted by the Committee, provided that such meetings are held and, if required, proper notice is given in compliance with the Open Meetings Act.

5.2 Special Meetings

Special meetings for any purpose may be held at the call of the Chairperson, or upon request of four (4) or more members of the Committee. At least eighteen (18) hours written or verbal notice of the time and place of any special meeting shall be given by the Secretary to each Committee member in accordance with the Open Meetings Act.

5.3 Recess or Adjournment

Any regular or special meeting may be recessed or adjourned from time to time, day to day, or to the time of any previously announced regular or special meeting. If such recess or adjournment to a specific time and place is for less than a thirty-six (36) hour period, additional public notice shall not be required. If there is cause to change the specified time or place, however, the required provisions of public notice shall be met.

5.4 Cancellation

If no business is scheduled or if there are insufficient members to achieve a quorum, a meeting may be cancelled by the Chairperson by giving notice to all members at least eighteen (18) hours before the time set for such meeting.

5.5 Quorum

A simple majority of the membership of the Committee shall constitute a quorum. The number of votes necessary to transact business shall be a simple majority of the Committee members in attendance at such meeting where a quorum is present.

5.6 Public Meetings of the Committee; Notice; Other Activities of the Committee; Schedule

All meetings of the Committee involving official action shall be open to the general public, with formal notice thereof, if required by law.

5.7 Agenda, Order of Business

The Chairperson, with input from the Township Supervisor, shall prepare the agenda for each Committee meeting. Order of business shall be as follows:

- a. Call to order and roll call, with recording of members present and absent and indications as to whether absences are excused or unexcused.
- b. Agenda review and approval.
- c. Action on minutes of previous meeting(s).
- d. Comments from the public.
- e. Public hearing, if required.
- f. Old business and tabled items.
- g. New business.
- h. Update on unfinished items including date of last Committee action.
- i. Other matters for discussion.
- j. General communications.
- k. Adjournment.

Tabled and continued items shall be given priority over new items except where the Chairperson finds that circumstances of the tabled item require a different order, in which event he/she may change the order so as to conclude the tabled item as soon as reasonably possible.

5.8 Robert's Rules of Order

Except as otherwise specified by these By-Laws, parliamentary procedures shall be in accordance with Robert's Rules of Order.

ARTICLE VI **PROCEDURES AT PUBLIC MEETINGS**

6.1 Interested Persons

At meeting and/or hearings, any person may appear or be represented by authorized agents. Such agents shall, upon request, present evidence of their authorization to act on behalf of the such person. If the person or authorized agent is not present at a meeting, the Committee may refuse to hear or take action on the matter unless required because of public hearing or public notice has been given. The section shall not preclude the Committee from setting a public hearing or taking other actions on a case if the applicant or authorized agent is not present.

6.2 Conduct During Meetings

After being recognized by the Chairperson, Committee members, or its staff or agents, may direct any questions to the interested person or any person from the audience, to bring out relevant facts. The Chairperson may request that Committee staff or agents report upon any investigations that they have made or caused to be made concerning the matter then under consideration. No person will argue with persons in the audience. The purpose of the hearing will be to gather facts from the interested person and those in attendance who wish to speak on the matter.

6.3 Order For Presenting Individual Matters

The Chairperson shall recognize individuals presenting information and comments on individual matters. If a group of individuals wish to speak on the same item, the Chairperson may require that a spokesperson for the group be chosen to represent the group. The Chairperson may set time limits on any presentations made other than by the interested person, or his/her authorized representative. All comments shall be directed to the Chairperson. The general order for presenting comments shall be as follows:

- a. The Chairperson introduces and describes the nature of the matter.
- b. The Committee staff or consultants present detailed reports.
- c. The interested person responds to staff comments and provides any additional information.
- d. Public comments are received upon recognition from the Chairperson.
- e. Committee members raise question and discuss subject matter.
- f. Additional information may be solicited from staff, the interested person and persons present.
- g. The public hearing is closed.
- h. Action is taken by the Committee pursuant to the requirements of Robert's Rules of Order.
- i. The Secretary of the Committee shall record the decision of a majority of the Committee.

ARTICLE VII **RECORDS OF COMMITTEE DECISIONS**

7.1 Minutes

All actions and decisions of the Committee shall be recorded in the Committee minutes. Such minutes shall set forth the basis for the actions or decisions, with a summary of the information introduced, and the findings made by the Committee. The minutes shall also record those speaking before the Committee on all pertinent matters.

7.2 Approval of Minutes

A draft of proposed minutes shall be transmitted to each Committee member at least seven (7) days in advance of the meeting at which they are to be considered for approval. Following approval, as submitted or as amended, the minutes shall be filed in the official minutes book of the Committee which shall be maintained by the Secretary at the Township Offices.

7.3 Freedom of Information

All records, files, publications, correspondence, minutes and other materials of the Committee shall be made available for reading, copying and other purposes, as specified in the Freedom of Information Act, Michigan Public Act 442 of 1976, as amended.

ARTICLE VIII
AMENDING BY-LAWS

These By-Laws may be amended by a majority vote of the Committee, with concurrence of the Supervisor. An amendment may be proposed at any regular meeting of the Committee, and shall not be acted upon until the following regular meeting. An additions or deletions to the By-Laws by the Committee shall be made only after the Supervisor has given approval therefore.

ARTICLE IX
RULES OF PROCEDURE

The Committee, by simple majority vote of the members, may, from time-to-time, adopt, amend, modify or suspend, rules of procedure before the Committee.

ARTICLE X
SEVERABILITY

These By-Laws and each of the various parts, sections, sub-sections, provisions, sentences and clauses are severable. If any part thereof shall be found to be invalid or unenforceable for any reasons by a court of competent jurisdiction, such finding shall not affect the validity of the remainder of these By-Laws, which shall remain in full force and effect.

ARTICLE XI
ADOPTION OF BY-LAWS

These By-Laws shall become effective immediately upon their adoption by a majority vote of the Parks and Recreation Committee of the Charter Township of White Lake and the approval of the Supervisor.

These By-Laws were adopted by the Charter Township of White Lake Parks and Recreation Commission on the _____ day of _____, 1997, and shall take effect immediately.

Chairperson

Secretary

Effective Date: _____, 1997

CHARTER TOWNSHIP OF WHITE LAKE, MICHIGAN
PARKS AND RECREATION COMMITTEE BY-LAWS

ARTICLE I
AUTHORITY

The **CHARTER TOWNSHIP OF WHITE LAKE PARKS AND RECREATION COMMITTEE**, hereinafter referred to as the "Committee" created pursuant to unanimous consent of the Township Board on February 18, 1997, ~~and~~ shall be governed by all of the following rules and regulations, which shall hereafter be referred to as the Committee By-Laws:

1.1 REQUIREMENT FOR FAMILIARITY WITH STATE STATUTES AND LOCAL ORDINANCES AND RULES AFFECTING THE ~~COMMITTEE~~ COMMISSION

Upon taking office, all members of the Committee shall familiarize themselves with these By-Laws and relevant local ordinances applicable to the Committee, and while in office, members shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of the affairs of the Committee.

1.2 RULES OF THE COMMITTEE TO BE AVAILABLE TO THE PUBLIC

The official copy of the By-Laws of the Committee, adopted thereby from time to time, shall be kept current by the ~~Planning Department~~ ~~Secretary of the Committee~~ and shall be made available to the public upon request, at the office of the Township Clerk.

1.3 LOCATION OF COMMITTEE OFFICE

The office of the Committee shall be located at the White Lake Township Hall at 7525 Highland Road, White Lake, Michigan 48383, which shall be open for business from 8:00 a.m. to 5:00 p.m. each weekday, except Saturdays, Sundays and holidays or other hours specified by the Township ~~Supervisor~~ ~~Board~~. All communications to the Committee shall be addressed to its Chairperson through the ~~Planning Department~~ ~~Supervisor's office~~.

ARTICLE II
COMMITTEE POWERS AND MEMBERSHIP

2.1 Powers of the Committee

The Committee shall have all and only such powers as are delegated to it by the White Lake Township Board of Trustees and shall exercise such powers only in the manner, for the purposes and in accordance with the procedures set forth therein.

2.2 Number of Members; Appointment; Terms; Procedures for Removal; Procedures for Filling Vacancies; and Terms of Members Appointed to Fill Vacancies

The number of members, the method of appointment, qualifications, terms, procedure for filling vacancies, and terms of members appointed to fill vacancies shall be established by ~~these By-Laws of the Township Board of Trustees.~~ Accordingly, ~~t~~he Committee shall consist of not less than five (5) nor more than nine (9) members, who shall be representative of a cross section of the population of White Lake Township. ~~There need not be an odd number of members on the Committee.~~ All members shall be qualified electors and residents of the Township. One member of the Township Board shall be a member of the Committee. ~~One member of the Planning Commission may be a member of the Committee.~~

All members of the Committee shall be appointed by the Township Supervisor with the approval of the Township Board.

The term of each member of the Committee shall be three (3) years from the date of appointment. A successor shall be appointed not more than one (1) month after the term of the preceding Committee member has expired. All vacancies for unexpired terms shall be filled for the remainder of such term.

2.3 Causes ~~F~~or Removal ~~F~~rom Committee

Causes for removal of members from the Committee by the Township Supervisor, with the approval of the Township Board, shall include malfeasance, misfeasance and nonfeasance (wrong doing, misconduct, and failure to perform duties).

2.4 Resignations and Vacancy of Office

A member wishing to resign shall give written or verbal notice of intent to resign to the ~~Planning Department Township Supervisor and the Committee.~~ When a member dies or resigns, the Chairperson of the Committee shall promptly advise the ~~Planning Department Supervisor~~ that a vacancy exists. When a member becomes unable to perform the duties of office permanently or for what appears to be a protracted period, or moves from White Lake Township, or becomes no longer qualified for office for any other reason, and fails to resign, the Chairperson shall notify the Supervisor of such relevant facts and request that appropriate investigation and action be taken. Such action may include appointment of a replacement member.

~~2.5 Annual Budget~~

~~The Chairperson and the Township Supervisor shall annually prepare a proposed budget for submittal to the Committee for its approval, after which it shall be submitted to the Township Board for final approval. Such budget shall address all expected expenditures and contracts necessary for the performance of the Committee's duties. If the Committee fails to prepare a budget, it shall abide by the budget prepared and adopted by the Township Board.~~

ARTICLE III
OFFICERS, COMMITTEES, EMPLOYEES, DUITES

3.1 Appointment and Tenure of Chairperson, Vice-Chairperson, ~~Secretary~~

At the first regular meeting of the Committee each calendar year following appointments by the Township Board, the Committee shall select a Chairperson and Vice-Chairperson from among the members, who shall not be an elected official of the Township. The Vice-Chairperson shall be authorized to serve as the Chairperson in the event of the Chairperson's absence or incapacity. The Chairperson and Vice-Chairperson shall serve for one (1) year or until their successors are selected.

Any member nominated for an office of the Committee shall have served on the Committee for at least one year. Nominations of members for an office shall be from the floor by a current member of the Committee during the meeting when elections are held. All nominations shall be seconded by another member of the Committee to be considered a valid nomination. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected. To be elected to an office, a nominee must receive a majority of the votes of those present. A member of the Committee may serve in the same office of the Committee for any number of terms.

- ~~A. Appointment of Chairperson. The Township Supervisor, with the advise and consent of the Township Board, will appoint the Chairperson of the Committee. The Chairperson shall be appointed for a term of two (2) years.~~
- ~~B. Election. At the first regular meeting in January of each year, the Committee shall elect from its membership a Vice Chairperson and Secretary. All officers are eligible for re election.~~
- ~~C. Tenure. The Vice-Chairperson and Secretary shall take office at the first meeting following the meeting at which their election occurred, and shall hold office for a term of one (1) year or until their successors are elected and assume office. In no case shall a member serve more than two (2) consecutive terms in any elected office. The effective date of officers elected in 1997, shall be April 2, 1997.~~

3.2 Succession of Office

If the Chairperson resigns his/her office or becomes no longer a member of the Committee, the Vice-Chairperson shall succeed him/her in office for the remainder of the term or until a successor is named by the Committee Township Supervisor and approved by the Township Board, whichever event occurs first. If the Vice-Chairperson resigns his/her office, becomes no longer a member of the Committee, or succeeds to the office of the Chairperson, ~~the Secretary shall succeed him/her in office for the remainder of the term. If the Secretary resigns his/her office, becomes no longer a member of the Committee, or succeeds to the office of the Vice-Chairperson,~~ a special election shall be held at the next regular meeting of the Committee to elect a Vice-Chairperson Secretary to complete the unexpired term.

3.3 Duties of Chairperson and Vice-Chairperson; Appointment of Temporary Chairperson and Preside at Meetings

A. Presiding at Meetings. The Chairperson shall preside at all meetings and hearings of the Committee. If the Chairperson is absent or unable to preside, the Vice-Chairperson shall preside. If both are absent or unable to preside, the remaining members present shall appoint a temporary Chairperson to preside. In accordance with these and other applicable rules, the presiding officer shall decide all points of procedure or order and may, at any time, change the order of business at his/her discretion, unless otherwise directed by a majority of the members in attendance on a motion duly made and passed. The Chairperson shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

B. Other Responsibilities and Duties of Chairperson:

~~1. Management Responsibilities. The Chairperson shall direct the official business of the Committee, request that the Township Supervisor provide needed legal or staff assistance, and perform other duties as may be requested by the Committee with the approval of the Supervisor.~~

~~2.1.~~ Appointment of Sub-Committees. The Chairperson ~~with the approval of the Supervisor~~ shall appoint sub-committees as necessary for the proper conduct of business and as provided for in Section 3.4.

~~3.2.~~ Reporting to the Committee. The Chairperson shall report to the Committee on any transactions which have not otherwise come to the attention of the Committee. ~~The Chairperson shall also make or cause to be made any reports concerning the affairs of the Committee required or requested by the Supervisor or the Township Board.~~

~~4. Preparing Agenda. The Chairperson shall approve items placed on the agendas of the Committee meetings. In performing this responsibility, the Chairperson shall consult with the Township Supervisor for comments or additions to the agenda. The agenda shall give the order of business and show the exact order of what is necessary to come before the Committee as specified in Section 5.7.~~

5.3. Appointment of any liaison shall be first approved by the Supervisor.

3.4 Sub-Committees

Sub-committees shall be appointed by the Chairperson, with the approval of the Supervisor, for the purposes and terms which the Committee approves. ~~All such sub-committees shall consist of a majority of Committee members.~~

ARTICLE IV **CONDUCT OF COMMITTEE MEMBERS AND STAFF**

4.1 Representation of Applicants

No member of the Committee shall represent an interested person on matters on which the Committee is to make a determination.

4.2 Conflict of Interest

No member of the Committee shall participate in any agenda item or other matter which comes before the Committee in which he/she: (i) has a financial or personal interest in the action concerned, or (ii) will be directly affected by the decision, or (iii) has or believes he/she has any other conflict of interest as defined by applicable law, or (iv) in which such participation may create an appearance of impropriety (individually or collectively referred to hereafter as "Conflict of Interest"). No member of any agency serving the Committee shall prepare or present matters to the Committee, or attempt to influence decisions of the Committee in any matter in which the staff member or agency has a Conflict of Interest.

As soon as any Committee member, or any agency serving the Committee, becomes aware of a potential Conflict of Interest in any matter to come before the Committee, he/she shall notify the Chairperson or acting Chairperson. Where, by vote of the Committee, it is determined that a Conflict of Interest exists, the Chairperson, or Vice-Chairperson, shall excuse or disqualify the Committee member, or agency from acting in the case and cause the ~~recording secretary~~ ~~Secretary~~ to entere the circumstances in the record. The member excused as a result of a finding of a Conflict of Interest, shall remove himself/herself from the meeting room and may not take any part in the review of the matter before the Committee.

All doubts with respect to whether or not a Conflict of Interest exists shall be resolved by removing the member from consideration of the issue.

4.3 Improper Influence – Ground for Disqualification

A member may disqualify himself/herself from voting whenever any person appearing before the Committee, or his/her agent, has sought to influence the vote of the member outside of a public meeting.

~~4.4 Expressions of Bias, Prejudice, or Individual Opinion~~

~~Committee members may seek information from other members, or staff serving the Committee prior to a public meeting but no member shall discuss the matter under review by the Committee with any other parties who have an interest in the application prior to a public meeting, or express any bias, prejudice, or individual opinion regarding the matter outside of a public meeting. Additionally, it shall not be appropriate for a member to express any bias or prejudice at any time during a public meeting.~~

~~4.45~~ **Members Attendance at Meetings**

If, during a calendar year, a member fails to attend four (4) regularly scheduled meetings without having first notified the Chairperson for such absences, then such member may be removed from office by the Supervisor after vote of a majority ~~vote~~ of the Committee recommending such removal. The question of such members dismissal shall be placed upon the agenda for consideration by the Committee at the next regularly scheduled Committee meeting.

ARTICLE V **MEETINGS**

5.1 Regular Meetings

~~The Committee shall hold at least six (6) regular meetings each year. A schedule of the Committee's regular meetings including date, time, and place shall be established for each calendar year in accordance with the Open Meetings Act (Act 267 of 1976 as amended). Notice of such schedule shall be available to the public no later than ten days after the first meeting of the Committee in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.~~

~~Regular meetings of the Committee shall be held at 7:00 p.m. in the White Lake Township Hall, 7525 Highland Road, White Lake, Michigan 48383 on the first Wednesday of each month or in accordance with the annual calendar adopted by the Committee, provided that such meetings are held and, if required, proper notice is given in compliance with the Open Meetings Act.~~

5.2 Special Meetings

Special meetings for any purpose may be held at the call of the Chairperson, or upon request of four (4) or more members of the Committee. ~~When a special meeting is called, the Planning Department shall provide seventy-two (72) hours' notice of same to each member of the Committee. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (Act 267 of 1976 as amended). At least eighteen (18) hours written or verbal notice of the time and place of any special meeting shall be given by the Secretary to each Committee member in accordance with the Open Meetings Act.~~

5.3 Recess or Adjournment

Any regular or special meeting may be recessed or adjourned from time to time, day to day, or to the time of any previously announced regular or special meeting. If such recess or adjournment to a specific time and place is for less than a thirty-six (36) hour period, additional public notice shall not be required. If there is cause to change the specified time or place, however, the required provisions of public notice shall be met.

5.4 Cancellation

If no business is scheduled or if there are insufficient members to achieve a quorum, a meeting may be cancelled by the ~~Planning Department Chairperson~~ by giving notice to all members at least eighteen (18) hours before the time set for such meeting.

5.5 Quorum

A simple majority of the membership of the Committee shall constitute a quorum. The number of votes necessary to transact business shall be a simple majority of the Committee members in attendance at such meeting where a quorum is present.

5.6 Public Meetings of the Committee; Notice; Other Activities of the Committee; Schedule

All meetings of the Committee involving official action shall be open to the general public, with formal notice thereof, if required by law.

5.7 Agenda, Order of Business

~~An agenda outlining the order of business shall be developed by the Planning Department with concurrence of the Chairperson. The agenda may be reordered by the Committee during a scheduled meeting. The Committee may postpone action on an agenda item if substantive information or materials are submitted at the meeting at which the agenda item is scheduled for consideration.~~

~~The Chairperson, with input from the Township Supervisor, shall prepare the agenda for each Committee meeting. Order of business shall be as follows:~~

~~Call to order and roll call, with recording of members present and absent and indications as to whether absences are excused or unexcused.~~

~~Agenda review and approval.~~

~~Action on minutes of previous meeting(s).~~

~~Comments from the public.~~

~~Public hearing, if required.~~

~~Old business and tabled items.~~

~~New business.~~

~~Update on unfinished items including date of last Committee action.~~

~~Other matters for discussion.~~

~~General communications.~~

~~Adjournment.~~

~~Tabled and continued items shall be given priority over new items except where the Chairperson finds that circumstances of the tabled item require a different order, in which event he/she may change the order so as to conclude the tabled item as soon as reasonably possible.~~

5.8 Robert's Rules of Order

Except as otherwise specified by these By-Laws, parliamentary procedures shall be in accordance with Robert's Rules of Order.

ARTICLE VI **PROCEDURES AT PUBLIC MEETINGS**

6.1 Interested Persons

At meeting and/or hearings, any person may appear or be represented by authorized agents. Such agents shall, upon request, present evidence of their authorization to act on behalf of the such person. If the person or authorized agent is not present at a meeting, the Committee may refuse to hear or take action on the matter unless required because of public hearing or public notice has been given. The section shall not preclude the Committee from setting a public hearing or taking other actions on a case if the applicant or authorized agent is not present.

6.2 Conduct During Meetings

After being recognized by the Chairperson, Committee members, or its staff or agents, may direct any questions to the interested person or any person from the audience, to bring out relevant facts. The Chairperson may request that Committee staff or agents report upon any investigations that they have made or caused to be made concerning the matter then under consideration. No person will argue with persons in the audience. The purpose of the hearing will be to gather facts from the interested person and those in attendance who wish to speak on the matter.

6.3 Order For Presenting Individual Matters

The Chairperson shall recognize individuals presenting information and comments on individual matters. If a group of individuals wish to speak on the same item, the Chairperson may require that a spokesperson for the group be chosen to represent the group. The Chairperson may set time limits on any presentations made other than by the interested person, or his/her authorized representative. All comments shall be directed to the Chairperson. The general order for presenting comments shall be as follows:

- a. The Chairperson introduces and describes the nature of the matter.
- b. The Committee staff or consultants present detailed reports.
- c. The interested person responds to staff comments and provides any additional information.
- d. The public hearing is opened. Public comments are received upon recognition from the Chairperson.
- e. The public hearing is closed.
- e.f. Committee members raise question and discuss subject matter.
- f.g. Additional information may be solicited from staff, the interested person and persons present.
- ~~g.a. The public hearing is closed.~~
- h. Action is taken by the Committee pursuant to the requirements of Robert's Rules of Order.
- ~~i. The Secretary of the Committee shall record the decision of a majority of the Committee.~~

ARTICLE VII
RECORDS OF COMMITTEE DECISIONS

7.1 Minutes

All actions and decisions of the Committee shall be recorded in the Committee minutes. Such minutes shall set forth the basis for the actions or decisions, with a summary of the information introduced, and the findings made by the Committee. The minutes shall also record those speaking before the Committee on all pertinent matters.

7.2 Approval of Minutes

~~A draft of proposed minutes shall be transmitted to each Committee member at least seven (7) days in advance of the meeting at which they are to be considered for approval.~~ Following approval, as submitted or as amended, the minutes shall be filed in the official minutes book of the Committee which shall be maintained by the ~~Secretary at the~~ Township Clerk Offices.

7.3 Freedom of Information

All records, files, publications, correspondence, minutes and other materials of the Committee shall be made available for reading, copying and other purposes, as specified in the Freedom of Information Act, Michigan Public Act 442 of 1976, as amended.

ARTICLE VIII
AMENDING BY-LAWS

These By-Laws may be amended by a majority vote of the Committee, with concurrence of the Supervisor. An amendment may be proposed at any regular meeting of the Committee, ~~and shall not be acted upon until the following regular meeting. An additions or deletions to the By-Laws by the Committee shall be made only after the Supervisor has given approval therefore.~~

ARTICLE IX
RULES OF PROCEDURE

The Committee, by simple majority vote of the members, may, from time-to-time, adopt, amend, modify or suspend, rules of procedure before the Committee.

ARTICLE X
SEVERABILITY

These By-Laws and each of the various parts, sections, sub-sections, provisions, sentences and clauses are severable. If any part thereof shall be found to be invalid or unenforceable for any reasons by a court of competent jurisdiction, such finding shall not affect the validity of the remainder of these By-Laws, which shall remain in full force and effect.

ARTICLE XI
ADOPTION OF BY-LAWS

These By-Laws shall become effective immediately upon their adoption by a majority vote of the Parks and Recreation Committee of the Charter Township of White Lake and the approval of the Supervisor.

These By-Laws were adopted by the Charter Township of White Lake Parks and Recreation ~~Committee~~~~Commission~~ on the _____ day of _____, ~~2021~~~~1997~~, and shall take effect immediately.

Chairperson

~~Supervisor~~~~Secretary~~

Effective Date: _____, ~~2021~~~~1997~~

CHARTER TOWNSHIP OF WHITE LAKE, MICHIGAN
PARKS AND RECREATION COMMITTEE BY-LAWS

ARTICLE I
AUTHORITY

The **CHARTER TOWNSHIP OF WHITE LAKE PARKS AND RECREATION COMMITTEE**, hereinafter referred to as the "Committee" created pursuant to unanimous consent of the Township Board on February 18, 1997, shall be governed by all of the following rules and regulations, which shall hereafter be referred to as the Committee By-Laws:

1.1 REQUIREMENT FOR FAMILIARITY WITH STATE STATUTES AND LOCAL ORDINANCES AND RULES AFFECTING THE COMMITTEE

Upon taking office, all members of the Committee shall familiarize themselves with these By-Laws and relevant local ordinances applicable to the Committee, and while in office, members shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of the affairs of the Committee.

1.2 RULES OF THE COMMITTEE TO BE AVAILABLE TO THE PUBLIC

The official copy of the By-Laws of the Committee, adopted thereby from time to time, shall be kept current by the Planning Department and shall be made available to the public upon request, at the office of the Township Clerk.

1.3 LOCATION OF COMMITTEE OFFICE

The office of the Committee shall be located at the White Lake Township Hall at 7525 Highland Road, White Lake, Michigan 48383, which shall be open for business from 8:00 a.m. to 5:00 p.m. each weekday, except Saturdays, Sundays and holidays or other hours specified by the Township Supervisor. All communications to the Committee shall be addressed to its Chairperson through the Planning Department.

ARTICLE II
COMMITTEE POWERS AND MEMBERSHIP

2.1 Powers of the Committee

The Committee shall have all and only such powers as are delegated to it by the White Lake Township Board of Trustees and shall exercise such powers only in the manner, for the purposes and in accordance with the procedures set forth therein.

2.2 Number of Members; Appointment; Terms; Procedures for Removal; Procedures for Filling Vacancies; and Terms of Members Appointed to Fill Vacancies

The number of members, the method of appointment, qualifications, terms, procedure for filling vacancies, and terms of members appointed to fill vacancies shall be established by these By-Laws. The Committee shall consist of not less than five (5) nor more than nine (9) members, who shall be representative of a cross section of the population of White Lake Township. There need not be an odd number of members on the Committee. All members shall be qualified electors and residents of the Township. One member of the Township Board shall be a member of the Committee. One member of the Planning Commission may be a member of the Committee.

All members of the Committee shall be appointed by the Township Supervisor with the approval of the Township Board.

The term of each member of the Committee shall be three (3) years from the date of appointment. A successor shall be appointed not more than one (1) month after the term of the preceding Committee member has expired. All vacancies for unexpired terms shall be filled for the remainder of such term.

2.3 Causes for Removal from Committee

Causes for removal of members from the Committee by the Township Supervisor, with the approval of the Township Board, shall include malfeasance, misfeasance and nonfeasance (wrong doing, misconduct, and failure to perform duties).

2.4 Resignations and Vacancy of Office

A member wishing to resign shall give written or verbal notice of intent to resign to the Planning Department. When a member dies or resigns, the Chairperson of the Committee shall promptly advise the Planning Department that a vacancy exists. When a member becomes unable to perform the duties of office permanently or for what appears to be a protracted period, or moves from White Lake Township, or becomes no longer qualified for office for any other reason, and fails to resign, the Chairperson shall notify the Supervisor of such relevant facts and request that appropriate investigation and action be taken. Such action may include appointment of a replacement member.

ARTICLE III **OFFICERS, COMMITTEES, EMPLOYEES, DUTES**

3.1 Appointment and Tenure of Chairperson, Vice-Chairperson

At the first regular meeting of the Committee each calendar year following appointments by the Township Board, the Committee shall select a Chairperson and Vice-Chairperson from among the members, who shall not be an elected official of the Township. The Vice-Chairperson shall be authorized to serve as the Chairperson in the event of the Chairperson's absence or incapacity. The Chairperson and Vice-Chairperson shall serve for one (1) year or until their successors are selected.

Any member nominated for an office of the Committee shall have served on the Committee for at least one year. Nominations of members for an office shall be from the floor by a current member of the Committee during the meeting when elections are held. All nominations shall be seconded by another member of the Committee to be considered a valid nomination. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected. To be elected to an office, a nominee must receive a majority of the votes of those present. A member of the Committee may serve in the same office of the Committee for any number of terms.

The effective date of officers elected in 1997 shall be April 2, 1997.

3.2 Succession of Office

If the Chairperson resigns his/her office or becomes no longer a member of the Committee, the Vice-Chairperson shall succeed him/her in office for the remainder of the term or until a successor is named by the Committee, whichever event occurs first. If the Vice-Chairperson resigns his/her office, becomes no longer a member of the Committee, or succeeds to the office of the Chairperson, a special election shall be held at the next regular meeting of the Committee to elect a Vice-Chairperson to complete the unexpired term.

3.3 Duties of Chairperson and Vice-Chairperson; Appointment of Temporary Chairperson and Preside at Meetings

- A. Presiding at Meetings. The Chairperson shall preside at all meetings and hearings of the Committee. If the Chairperson is absent or unable to preside, the Vice-Chairperson shall preside. If both are absent or unable to preside, the remaining members present shall appoint a temporary Chairperson to preside. In accordance with these and other applicable rules, the presiding officer shall decide all points of procedure or order and may, at any time, change the order of business at his/her discretion, unless otherwise directed by a majority of the members in attendance on a motion duly made and passed. The Chairperson shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.
- B. Other Responsibilities and Duties of Chairperson:
 - 1. Appointment of Sub-Committees. The Chairperson shall appoint sub-committees as necessary for the proper conduct of business and as provided for in Section 3.4.
 - 2. Reporting to the Committee. The Chairperson shall report to the Committee on any transactions which have not otherwise come to the attention of the Committee.
 - 3. Appointment of any liaison shall be first approved by the Supervisor.

3.4 Sub-Committees

Sub-committees shall be appointed by the Chairperson, with the approval of the Supervisor, for the purposes and terms which the Committee approves.

ARTICLE IV
CONDUCT OF COMMITTEE MEMBERS AND STAFF

4.1 Representation of Applicants

No member of the Committee shall represent an interested person on matters on which the Committee is to make a determination.

4.2 Conflict of Interest

No member of the Committee shall participate in any agenda item or other matter which comes before the Committee in which he/she: (i) has a financial or personal interest in the action concerned, or (ii) will be directly affected by the decision, or (iii) has or believes he/she has any other conflict of interest as defined by applicable law, or (iv) in which such participation may create an appearance of impropriety (individually or collectively referred to hereafter as "Conflict of Interest"). No member of any agency serving the Committee shall prepare or present matters to the Committee, or attempt to influence decisions of the Committee in any matter in which the staff member or agency has a Conflict of Interest.

As soon as any Committee member, or any agency serving the Committee, becomes aware of a potential Conflict of Interest in any matter to come before the Committee, he/she shall notify the Chairperson or acting Chairperson. Where, by vote of the Committee, it is determined that a Conflict of Interest exists, the Chairperson, or Vice-Chairperson, shall excuse or disqualify the Committee member, or agency from acting in the case and cause the recording secretary to entere the circumstances in the record. The member excused as a result of a finding of a Conflict of Interest, shall remove himself/herself from the meeting room and may not take any part in the review of the matter before the Committee.

All doubts with respect to whether or not a Conflict of Interest exists shall be resolved by removing the member from consideration of the issue.

4.3 Improper Influence – Ground for Disqualification

A member may disqualify himself/herself from voting whenever any person appearing before the Committee, or his/her agent, has sought to influence the vote of the member outside of a public meeting.

4.4 Members Attendance at Meetings

If, during a calendar year, a member fails to attend four (4) regularly scheduled meetings without having first notified the Chairperson for such absences, then such member may be removed from office by the Supervisor after vote of a majority of the Committee recommending such removal. The question of such members dismissal shall be placed upon the agenda for consideration by the Committee at the next regularly scheduled Committee meeting.

ARTICLE V **MEETINGS**

5.1 Regular Meetings

The Committee shall hold at least six (6) regular meetings each year. A schedule of the Committee's regular meetings including date, time, and place shall be established for each calendar year in accordance with the Open Meetings Act (Act 267 of 1976 as amended). Notice of such schedule shall be available to the public no later than ten days after the first meeting of the Committee in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.

5.2 Special Meetings

Special meetings for any purpose may be held at the call of the Chairperson, or upon request of four (4) or more members of the Committee. When a special meeting is called, the Planning Department shall provide seventy-two (72) hours' notice of same to each member of the Committee. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (Act 267 of 1976 as amended).

5.3 Recess or Adjournment

Any regular or special meeting may be recessed or adjourned from time to time, day to day, or to the time of any previously announced regular or special meeting. If such recess or adjournment to a specific time and place is for less than a thirty-six (36) hour period, additional public notice shall not be required. If there is cause to change the specified time or place, however, the required provisions of public notice shall be met.

5.4 Cancellation

If no business is scheduled or if there are insufficient members to achieve a quorum, a meeting may be cancelled by the Planning Department by giving notice to all members at least eighteen (18) hours before the time set for such meeting.

5.5 Quorum

A simple majority of the membership of the Committee shall constitute a quorum. The number of votes necessary to transact business shall be a simple majority of the Committee members in attendance at such meeting where a quorum is present.

5.6 Public Meetings of the Committee; Notice; Other Activities of the Committee; Schedule

All meetings of the Committee involving official action shall be open to the general public, with formal notice thereof, if required by law.

5.7 Agenda, Order of Business

An agenda outlining the order of business shall be developed by the Planning Department with concurrence of the Chairperson. The agenda may be reordered by the Committee during a scheduled meeting. The Committee may postpone action on an agenda item if substantive information or materials are submitted at the meeting at which the agenda item is scheduled for consideration.

5.8 Robert's Rules of Order

Except as otherwise specified by these By-Laws, parliamentary procedures shall be in accordance with Robert's Rules of Order.

ARTICLE VI **PROCEDURES AT PUBLIC MEETINGS**

6.1 Interested Persons

At meeting and/or hearings, any person may appear or be represented by authorized agents. Such agents shall, upon request, present evidence of their authorization to act on behalf of the such person. If the person or authorized agent is not present at a meeting, the Committee may refuse to hear or take action on the matter unless required because of public hearing or public notice has been given. The section shall not preclude the Committee from setting a public hearing or taking other actions on a case if the applicant or authorized agent is not present.

6.2 Conduct During Meetings

After being recognized by the Chairperson, Committee members, or its staff or agents, may direct any questions to the interested person or any person from the audience, to bring out relevant facts. The Chairperson may request that Committee staff or agents report upon any investigations that they have made or caused to be made concerning the matter then under consideration. No person will argue with persons in the audience. The purpose of the hearing will be to gather facts from the interested person and those in attendance who wish to speak on the matter.

6.3 Order for Presenting Individual Matters

The Chairperson shall recognize individuals presenting information and comments on individual matters. If a group of individuals wish to speak on the same item, the Chairperson may require that a spokesperson for the group be chosen to represent the group. The Chairperson may set time limits on any presentations made other than by the interested person, or his/her authorized representative. All comments shall be directed to the Chairperson. The general order for presenting comments shall be as follows:

- a. The Chairperson introduces and describes the nature of the matter.
- b. The Committee staff or consultants present detailed reports.
- c. The interested person responds to staff comments and provides any additional information.

- d. The public hearing is opened. Public comments are received upon recognition from the Chairperson.
- e. The public hearing is closed.
- f. Committee members raise question and discuss subject matter.
- g. Additional information may be solicited from staff, the interested person and persons present.
- h. Action is taken by the Committee pursuant to the requirements of Robert's Rules of Order.

ARTICLE VII
RECORDS OF COMMITTEE DECISIONS

7.1 Minutes

All actions and decisions of the Committee shall be recorded in the Committee minutes. Such minutes shall set forth the basis for the actions or decisions, with a summary of the information introduced, and the findings made by the Committee. The minutes shall also record those speaking before the Committee on all pertinent matters.

7.2 Approval of Minutes

Following approval, as submitted or as amended, the minutes shall be filed in the official minutes book of the Committee which shall be maintained by the Township Clerk.

7.3 Freedom of Information

All records, files, publications, correspondence, minutes and other materials of the Committee shall be made available for reading, copying and other purposes, as specified in the Freedom of Information Act, Michigan Public Act 442 of 1976, as amended.

ARTICLE VIII
AMENDING BY-LAWS

These By-Laws may be amended by a majority vote of the Committee, with concurrence of the Supervisor. An amendment may be proposed at any regular meeting of the Committee.

ARTICLE IX
RULES OF PROCEDURE

The Committee, by simple majority vote of the members, may, from time-to-time, adopt, amend, modify or suspend, rules of procedure before the Committee.

ARTICLE X
SEVERABILITY

These By-Laws and each of the various parts, sections, sub-sections, provisions, sentences and clauses are severable. If any part thereof shall be found to be invalid or unenforceable for any reasons by a court of competent jurisdiction, such finding shall not affect the validity of the remainder of these By-Laws, which shall remain in full force and effect.

ARTICLE XI
ADOPTION OF BY-LAWS

These By-Laws shall become effective immediately upon their adoption by a majority vote of the Parks and Recreation Committee of the Charter Township of White Lake and the approval of the Supervisor.

These By-Laws were adopted by the Charter Township of White Lake Parks and Recreation Committee on the _____ day of _____, 2021, and shall take effect immediately.

Chairperson

Supervisor

Effective Date: _____, 2021