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**Sec. 34-26. - Created and established.**

The city hereby creates and establishes a commission to be called and known as the commission of parks and recreation.

*(Ord. No. 37, § I, 3-12-1990)*

**Sec. 34-27. - Membership; appointment of members; terms of office; vacancies; compensation; removal from office.**

- (a) The commission of parks and recreation created and established [section 34-26](#) shall consist of seven members who shall be residents of the city. Members of the commission of parks and recreation shall be appointed by the mayor with the consent of the city council. In addition to the seven appointed members, the director of parks and recreation shall serve as a nonvoting member of the commission.
- (b) The appointed members of the commission of parks and recreation shall be appointed for three-year terms. These appointments shall be staggered so that appointments to the commission shall not all recur at the same time and so that there will be some continuity of membership and experience on the commission.
- (c) If a vacancy occurs on the commission of parks and recreation, interim appointments to the commission may be made by the mayor, with the consent of the city council, to complete the unexpired term of such position that may become vacant.
- (d) All appointed members of the commission of parks and recreation shall serve without compensation.
- (e) Members of the commission of parks and recreation may be removed from office for cause by the mayor with the consent of the city council after any such member has been provided written charges relative to the issue of cause for removal and after any such member has been provided a public due process hearing before the city council.

*(Ord. No. 37, § II, 3-12-1990)*

**Sec. 34-28. - Meetings.**

- (a) The commission of parks and recreation shall establish the dates and times of the commission's regular meetings. The commission shall hold at least one regular meeting of the commission each month.
- (b) The business of the commission of parks and recreation shall be conducted at public meetings of the commission held in compliance with the open meetings act, Public Act No. 267 of 1976 (MCL 15.261 et seq.). Public notice of the time, date and place of the meetings of the commission shall be given in the manner required by such act.

*(Ord. No. 37, § III, 3-12-1990)*

**Sec. 34-29. - Records.**

The commission of parks and recreation shall keep and maintain a record of its resolutions, proceedings, recommendations, transactions, findings and determinations. A writing prepared, owned, used by, in the possession of, or retained by the commission in the performance of an official function shall be made available to the public in compliance with and subject to the provisions and exemptions set forth in the freedom of information act, Public Act No. 442 of 1976 (MCL 15.241 et seq.).

*(Ord. No. 37, § IV, 3-12-1990)*

**Sec. 34-30. - Rules of procedure.**

The commission of parks and recreation shall adopt rules of procedure to govern and control the meetings and the transaction of business of the commission.

*(Ord. No. 37, § V, 3-12-1990)*

**Sec. 34-31. - Election of officers.**

The commission of parks and recreation shall elect from its membership a chairperson and a vice-chairperson, who shall serve in such capacities for the terms as fixed and specified by the commission. The chairperson shall preside over and shall chair the meetings of the commission. The chairperson shall have the right to vote on all matters coming before the commission unless precluded by law. The vice-chairperson shall, in the absence or disability of the chairperson, perform the duties and functions of the chairperson. The commission may elect such other officers from its membership as the commission shall deem necessary.

*(Ord. No. 37, § VI, 3-12-1990)*

**Sec. 34-32. - Quorum and voting requirements; special meetings.**

Four members of the commission of parks and recreation shall constitute a quorum for the transaction of business at a meeting of the commission. No motion or resolution shall be adopted or passed nor shall any other official action be taken by the commission except by the affirmative vote of at least four members of the commission. Special meetings of the commission may be called by the chairperson or by at least four members of the commission.

*(Ord. No. 37, § VII, 3-12-1990)*

**Sec. 34-33. - Submission of reports.**

The commission of parks and recreation shall prepare and submit annually to the mayor and the city council an annual report which shall detail and describe the activities of the commission during the previous year. The commission shall also prepare and submit such other reports as may be requested by the mayor or the city council.

*(Ord. No. 37, § VIII, 3-12-1990)*

**Sec. 34-34. - Funding and budget of commission.**

The city council may allocate and appropriate city funds to be used by and administered by the commission of parks and recreation. The commission shall prepare and submit to the mayor and the city council an annual budget which shall be subject to the review and approval of the city council. Such annual budget shall be submitted by the commission as required by the Charter and as prescribed by the city council. All funds and accounts of the commission shall be audited on an annual basis as part of the annual audit procedure of the city.

*(Ord. No. 37, § IX, 3-12-1990)*

**Sec. 34-35. - Duties and responsibilities.**

- (a) The commission of parks and recreation shall be charged with and shall have the duty and responsibility to:
- (1) Review, consider, discuss and make recommendations to the planning commission relative to present and future needs and requirements of the city and its residents for parks and recreation facilities.

- (2) Review, consider, discuss and make recommendations to the city council and to the mayor relative to rules and regulations for public parks and recreation facilities and activities within the city.
  - (3) Review, consider and discuss with the director of parks and recreation and make recommendations to the director of parks and recreation regarding the programs and activities of the city with respect to parks and recreation and the policies, rules and procedures governing such programs and activities.
  - (4) Review, consider, discuss and make recommendations on such issues, matters, topics, questions, and city projects and programs related to parks and recreation as shall be requested by either the mayor or the city council.
- (b) The duties and responsibilities of the commission of parks and recreation shall be supplemental to and shall not overlap or interfere with the powers and duties of the director of parks and recreation.

(Ord. No. 37, § X, 3-12-1990)

**Secs. 34-36—34-60. - Reserved.**

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FOOTNOTE(S):

<sup>(46)</sup> *Cross reference— Boards and commissions, § 2-196 et seq. [\(Back\)](#)*