

**Sands Township Parks and Recreation Committee Bylaws**  
**Approved by Township board on 09May 2006**

- Section 1. Purpose and duties of the committee  
Under the direction of the Sands Township Board:
- Implement the Sands Township Recreation Plan
  - Update the Recreation Plan as needed
  - Provide representation for the diverse types of recreation
  - Promote safe, healthy, and environmentally sound recreation
  - Oversee management of Township parks and recreation facilities
  - Oversee development of parks and recreation facilities
  - Advise Parks and Recreation budget
- Section 2. Membership
- 2.1 Appointment  
The Parks and Recreation Committee members will be appointed by the Township Board and appointees will be volunteers.
- 2.2 The committee will have seven (7) members including one (1) liaison from the Township Board.
- 2.3 The committee will include three (3) officers that must be approved by the Township Board. The officers include:
- (a) Chairperson
  - (b) Deputy Chairperson
  - (c) Secretary
- 2.4 Duration of terms. Appointments will be made in the month of April.
- (a) Chairperson- Three (3) years.
  - (b) Deputy Chairperson-Two (2) years.
  - (c) Secretary one (1) year.
- 2.5 If an officer fails to complete their term, the Committee shall select another officer from the remainder of the Committee to complete the term.
- 2.6 Committee vacancies.  
Vacancies in the Committee will be announced at the Township meetings and posted at the Township Office and Web site. The Parks and Recreation Committee can recommend candidates. Any potential candidates will be presented to the Township Board for review.

- 2.7 There are no term limits for Committee officer positions.
- 2.8 Attendance.  
Any Committee member's appointment can be canceled if any of the following criteria are met:
- (1) The member does not attend at least 50% of the meetings in a year.
  - (2) The member fails to show an active interest in the Parks and Recreation Committee as determined by the remainder of the Committee.
  - (3) The member has a financial conflict of interest with any of Parks and Recreation activities or facilities.

Section 3. Officer duties

- 3.1 Duties of Chairperson.  
Preside over all Parks and Recreation Committee meetings and such other duties as may be ordered by the committee.

- 3.2 Duties of Deputy Chairperson.  
The Deputy Chairperson shall:
- act in the capacity of the Chairperson in their absence;
  - in the event that the Chairperson office becomes vacant the Deputy Chairperson shall succeed to this office until a replacement is elected and approved by the Township Board.

- 3.3 Duties of the Secretary.  
The Secretary shall:
- execute documents in the name of the committee; be responsible for recording detailed minutes of each committee meeting;
  - be responsible for all communications, petitions, and reports in the name of the Parks and Recreation Committee;
  - be responsible for providing final minutes to the Sands Township Board Secretary;
  - perform such other duties as the committee may determine.

Section 4. Meetings.

- 4.1 Meetings of the committee will be at least every three months, and at least four times per year.

- 4.2 Meetings will be scheduled by the Secretary.

- 4.3 Special meetings.  
Special meetings may be called at the request of the Chairperson or at the request of any two (2) committee members or by request of the Township Board. Notice of special meetings shall be given to the Secretary at least eighteen (18) hours

prior to such meetings and shall state the purpose and time of the meeting.

4.4 Public.

All Parks and Recreation Committee meetings, records, and accounts shall be open to the public at least eighteen (18) hours in advance of any meeting. Notice will be posted by the Secretary in local establishments, Township Hall, and on the Sands Township website.

4.5 Quorum.

A majority of the total number of members shall constitute a quorum for the transaction of business and the taking of official action for all matters except for the Sands Township Recreation Plan.

All members have the right to vote. The affirmative vote of a majority of all members shall be necessary for amending the Sands Township Recreation Plan or any part of it, and subject to final approval of the Township Board. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the agenda. No action taken at such a meeting shall be final or official until ratified and confirmed at a subsequent meeting at which a quorum is present.

4.6 Voting.

Voting shall be by voice and shall be recorded only upon the request of a member of the committee.

Section 5. Amendments to Bylaws.

The Bylaws may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present. Any changes to the Bylaws must be approved by the Township Board.