

**Hayes Township
Parks and Recreation Advisory
Committee Bylaws
Adopted – December 2, 2024**

The Hayes Township Parks and Recreation Advisory Committee hereby adopts the following rules to facilitate the performance of its duties as outlined below.

**SECTION 1
Officers and Members**

- A. The Hayes Township Parks and Recreation Advisory Committee shall consist of six members at large and one representative of the Hayes Township Board of Trustees. All Committee members shall be appointed by the Hayes Township Board of Trustees
- B. At the first regular meeting in January, the Hayes Township Parks and Recreation Advisory Committee shall select from its membership, a chairperson, vice chairperson and secretary. All officers shall serve a term of two years, or until their successors are selected and assume office. All officers shall be eligible for re-election for consecutive terms for the same office.
- C. Chairperson – The chairperson shall preside at all meetings, and prepare the agenda to be distributed via electronic email prior to the meeting.
- D. Vice Chairperson – The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the Hayes Township Parks and Recreation Advisory Committee shall select a successor to the office of vice chairperson for the un-expired term.
- E. Secretary – The secretary shall execute documents in the name of the Hayes Township Parks and Recreation Advisory Committee, perform the duties hereinafter listed below, and shall perform such other duties as the Advisory Board may determine.
 - a. Minutes – The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including recommendations made on any action and record of attendance.
 - b. Correspondence – The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the

Advisory Committee. All communications, petitions, reports, or other written materials received by the secretary shall be brought to the attention of the Advisory Committee and the Hayes Township Board of Trustees.

- c. Attendance – The secretary shall be responsible for maintaining an attendance record for each Advisory Committee member and report those records annually to the Hayes Township Board of Trustees.
- d. Notices – The secretary shall issue such notices as may be required by the Advisory Committee.
- f. The Hayes Township Board of Trustees representative shall present the recommendations of the Hayes Township Parks and Recreation Advisory Committee to the township Committee before their consideration of such request.

SECTION 2
Meetings:

- A. Regular Meetings – The Advisory Committee shall hold monthly meetings and by consensus shall determine the time and place of such meetings. Other meetings may be held as necessary. Notice of regular or scheduled Advisory Committee meetings shall be posted at the Hayes Township Hall in each year in accordance with the Open Meetings Act.
- B. Special Meetings – Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the Advisory Committee. Notice of special meetings shall be given to the members of the Advisory Committee at least forty-eight (48) hours before the meeting. Such notice shall state the purpose, time, and location of the special meeting and shall be posted in accordance with the Open Meetings Act.
- C. Public Records – All meetings, minutes, records, documents, correspondence and other materials of the Advisory Committee shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- D. Quorum – Four of the seven member Advisory Committee shall constitute a quorum for transacting business and taking official action for all matters. A member may participate remotely and they will be counted among those present and be able to discuss and vote with the committee members. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.

- E. Agenda – The chairperson shall be responsible for preparing the agenda for Advisory Committee meetings. The order of business for meetings suggested as follows:
 - 1. Call to Order
 - 2. Roll Calls and Recognition of Visitors
 - 3. Approval of Minutes
 - 4. Additional Matters for Review
 - 5. Correspondence
 - 6. Report from Board of Trustee Representative
 - 7. Old Business
 - 8. New Business
 - 9. Public Comment (3 minutes)
 - 10. Comments from Advisory Committee
 - 11. Adjournment

SECTION 3

Duties of the Hayes Township Parks and Recreation Advisory Committee:

The Hayes Township Parks and Recreation Advisory Committee shall perform the following duties:

- A. Prepare an annual report to the township board of trustees.
- B. Prepare special studies, plans as deemed necessary by the Board of trustees and for which appropriations of funds have been approved by the township Board of Trustees, as needed.
- C. Attend training sessions, conferences or meetings as needed, with approval by the Board of Trustees.
- D. Perform other duties and responsibilities or respond as requested by the Board of Trustees.

- E. To draw up and submit plans to the Hayes Township Board of Trustees for approval.
- F. To create and help with fundraising for the parks.
- G. To assist with grant proposals.
- H. To help oversee projects to completion and satisfaction of the Hayes Township Board of Trustees.
 - a. To shop around for pricing and gather information to present to the township Board of Trustees.
- I. To seek volunteers to do various projects throughout the parks.
- J. To create rules and regulations for the parks with township Board of Trustees approval.

SECTION 4

Absences, Removals, Resignations, and Vacancies:

- A. To be excused, members of the Advisory Committee shall notify the Advisory Committee Chairperson when they intend to be absent from a meeting. Failure to make this notification before the meeting shall result in an unexcused absence. Three unexcused absences in a twelve-month period may result in removal from the Advisory Committee. Three consecutive absences excused or unexcused may result in removal from the Advisory Committee.
- B. The township supervisor may remove members of the Advisory Committee with the approval of the Board of Trustees.
- C. A member may resign from the Advisory Committee by sending a letter of resignation to the township supervisor. Vacancies shall be filled by the Board of Trustees. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5

Amendments:

These bylaws may be amended at any meeting by a vote of four members of the Advisory Committee.

Adopted by the Hayes Township Parks and Recreation Advisory Committee at the regular meeting on December 2, 2024.