

MIAMI TOWNSHIP PARKS AND RECREATION ADVISORY BOARD

BYLAWS

1. Purpose

- a) The purpose of the Parks and Recreation Advisory Board (Board) is to provide the Miami Township Board of Trustees (Trustees) input regarding park and recreational services offered to Miami Township community.
- b) The Board is responsible for planning and implementing activities that Miami Township offers to the community.
- c) Board members act as Ambassadors for Miami Township by obtaining input from the community and by educating its citizens regarding Miami Township parks and recreation services.
- d) Board members will utilize the Miami Township newsletter, major newspapers, community functions, word of mouth, and all other avenues of communication to notify and/or educate Miami Township citizens of parks and recreation services.

2. Budget

- a) The Advisory Board shall be responsible for the timely preparation and submission of a yearly budget for consideration and approval by the Trustees.
- b) The budget shall contain all relevant and detailed data specific to the programs and services being recommended, including, but not limited to financial information and program/services narratives.
- c) The Advisory Board shall submit the budgetary proposal to the Miami Township Administrator (Administrator) no later than October 1st of the previous year to which the budgetary proposal applies.
- d) The Trustees shall review the budgetary proposal and either accept or return it to the Advisory Board. If the Board of Trustees returns the budgetary proposal, the Board of Trustees may make recommendations, suggest modifications, and other comments and directives as it feels are needed. The Board of Trustees shall return the Advisory Board's initial budgetary proposal no later than November 1st.
- e) In instances where the Board of Trustees returns the budgetary proposal to the Advisory Board, the Advisory Board shall review the Board of Trustees' responses, make the necessary modifications and changes, and resubmit the budget by November 15th to the Administrator.
- f) Following resubmission of the budgetary proposal by the Advisory Board, the Board of Trustees will render its decision.

- g) The Board of Trustees retains the responsibility of determining whether additional modifications by the Advisory Board are needed. The Board of Trustees retains the authority to make any final decisions relative to the Advisory Board's budget.

3. Board Members

a) Board Composition

- i. The Miami Township Parks and Recreation Advisory Board shall consist of eight Miami Township residents. (Does it matter if the members live in the incorporated/unincorporated area? This should be clarified either way.)
- ii. The eight members of the Advisory Board elect, from within its eight members, the positions of President, Vice President/Treasurer, and Secretary.
- iii. The President will act as the Miami Township Liaison to the Administrator and Trustees. The President will run the meetings and supervise activities.
- iv. The Vice President will assume the duties and responsibilities of the President when the President is not available.
- v. The Board Secretary will accurately and timely document meetings, develop agendas by coordinating with the other officers, track attendance, and contact Board members as needed.

b) Termination/Resignation

- i. Upon a Board member's termination or resignation, the President shall in a timely manner prepare a Resolution of Appreciation for the retiring member and submit this to the Administrator.
- ii. The Administrator shall make necessary changes and modifications to the Resolution of Appreciation and make the necessary arrangements, with the assistance of the President, to request that the Board of Trustees act upon the Resolution of Appreciation.
- iii. The President shall invite the retiring/terminating Board member to the board meeting referenced below.
- iv. The Trustees shall act upon the Resolution of Appreciation during a regularly scheduled Board of Trustees meeting.

c) Vacancy

- i. If a member vacancy occurs prior to the end of his/her term, the Board will make a recommendation to the Board of Trustees to fill the unexpired term according to Article 6 (Process for Filling Vacant Members Positions).

4. Terms

- a) Board members are subject to four-year terms.
- b) All re-appointments will be made prior to December 31st and the re-appointment term will run from January 1st through December 31st.

5. Attendance Requirements

- a) Board members shall attend all regularly scheduled meetings.
- b) A Board member who accumulates three unexcused absences within a calendar year shall be considered to have tendered his/her resignation from the Board.
 - i. Subsequent to Article 5, subsection b., the Board of Trustees shall adopt a Resolution acknowledging the resignation according to the bylaws and declare a vacant position on the Advisory Board.
- c) A Board member who expects to be absent from a regularly scheduled meeting is responsible for the timely notification of the President and/or another attending member.
- d) A Board member who expects to be absent from a regularly scheduled meeting must make notification, per Article 5, subsection c., of his/her intent to be absent to avoid an unexcused absence.
- e) Board members will be notified by telephone or e-mail when changes occur for meeting dates and times. Meetings scheduled in addition to the monthly meeting are exempt from the above requirements.

6. Process For Filling Vacant Members Positions

- a) The Trustees will publish the vacancy information in the Miami Township newsletter whenever a vacancy exists on the Advisory Board. The Trustees shall also publish the vacancy information on the Miami Township website. If necessary, the Trustees may act upon recommendations or currently available notifications of interest to serve on the Advisory Board.
- b) Candidates shall complete an application form available through the Miami Township Offices. Applications shall be returned to Miami Township and forwarded to the Advisory Board President who shall schedule, in conjunction with the Administrator's schedule, interviews.
- c) The Advisory Board Officers, along with the Administrator, or his/her designee, shall interview all candidates for the Advisory Board. Candidates receiving favorable recommendations from the Advisory Board will be considered by the Trustees. The Trustees, by Resolution, will appoint successful candidates to fill vacancies for both new and unexpired terms on the Advisory Board.

- d) The Administrator will notify the successful candidate(s) in writing regarding his/her appointment. The President of the Advisory Board will extend an invitation, to the successful candidate, for him/her to attend the next regular Board of Trustees meeting where the Resolution appointing him/her will be acted upon by the Board of Trustees. The Township Administrator is responsible for ensuring that candidates not selected are notified.