



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnegie

MAYOR PRO-TEM

Patrice M. Schornak

COUNCIL

Amy Baranski

Kathy Blanke

Suzanne Kalka

Patrick O'Dell

Dana Sutherland

**Fraser Recreation Commission Agenda
City Council Chambers
33000 Garfield, Fraser, MI 48026
Tuesday, October 3, 2023 @ 7:00 p.m.**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda for October 3, 2023
5. Approval of Minutes
 - a. August 1, 2023 Revised
 - b. September 19, 2023
6. Volunteer Group Reports
7. Reports on Current Events
8. Overview Report of Parks and Recreation
9. Other Business
 - a. Interview of Candidate for Recreation Commission
 - c. Discussion of Recreation Commission By-Laws with City Attorney
10. Citizen Participation
11. Commission Members with Concerns
12. Adjournment

POSTED: September 27, 2023

33000 Garfield; Fraser, MI 48026 (586) 293-3100 – www.micityoffraser.com



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**Recreation Commission
City Council Chambers
33000 Garfield, Fraser, MI 48026
Tuesday, August 1, 2023 @ 7:00 p.m.
Minutes**

1. Call Meeting to Order

Chairman Kelley called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Chairman Kelley led the Pledge of Allegiance.

3. Roll Call

The following members were present:

Hunt, Kelley, Koch, Walker

The following members were absent:

Rice

Motion by Kelley supported by Koch to excuse Commissioner Rice from tonight's Meeting.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

Others:

Recreation Coordinator Seay, Council Member Sutherland, Laura Lesich,

4. Approval of Agenda

Motion by Kelley, supported by Hunt to approve the agenda of the July 11, 2023 Recreation Commission as presented.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

5. Approval of Minutes from Regular Meeting AprJuly 11, 2023

Motion by Kelley supported by Koch to approve the minutes of the July 11, 2023 Recreation Commission meeting as presented.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

6. Volunteer Group Reports

Laura Lesich gives raffle ticket report. Working with Thomas Barnes Walk & Roll in McKinley Park on October 21. Eagle Scout working on McKinley Park project for badge and set to begin mid august. No Fraser First meeting in August.

Echo Hunt garden club information. If DPW doesn't have shrub plan for city hall then there is someone that can do it.

7. Reports on Current Events

Rec Coordinator advised that he purchased everything for the arts and crafts events. Spoke with commissioner Koch about retrieval of items. Also spoke about water event flyers and events dates.

Ideas on fall fest were discussed and the date was announced as 10/15/23

8. Overview Report of Parks and Recreation

After this a brief overview was given on parks and rec. Rec coordinator Seay discussed the sports leagues, he's been in contact with to get sports back in Fraser. Commissioner Koch was interested in knowing how these teams are found. Some teams previously played in Fraser and there are a few new teams who would like to utilize the baseball diamonds summer '24.

9. Other Business

a. Review of By-Laws – Put on Hold

10. Citizen Participation

Laura Lesich spoke about the parade. Stated parade was enjoyed but a small issue that was raised was unleashed dogs going out into the road in front of people and cars. Lesich also spoke on added budget didn't include senior activity center. She would also like senior programming information. Discussion was brought up about how pavilions are left after events with families and the summer lunch program. Committee feels it is best to do a deposit to ensure pavilions are cleaned after. Echo informed everyone that DPW comes on Fridays to ensure they are good for the weekend use.

Dana Sutherland discussed the rock event at city hall. She traded info with commissioner Koch about her event to gather a better understanding of it. She also discussed her trial and error with the rock painting and what is best for it that she has learned.

11. Commission Members with Concerns

This time was used to discuss programming ideas. Ideas such as a kite flying event, Band in the park, build a scarecrow, and Christmas in Fraser walk about led the subject. We will begin planning these events soon.

12. Adjournment –

Motion by Kelley supported by Hunt to adjourn the meeting at 7:58 p.m.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

Respectfully Submitted:

Martez Seay, Recreation Coordinator
City of Fraser

POSTED: August 1, 2023

33000 Garfield; Fraser, MI 48026 (586) 293-3100 – www.micityoffraser.com



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Suzanne Kalka

Patrick O'Dell

Dana Sutherland

**Recreation Commission
City Council Chambers
33000 Garfield, Fraser, MI 48026
Tuesday, Sept. 19, 2023 @ 6:00 p.m.
Minutes**

1. Call Meeting to Order

Chairman Kelley called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

Chairman Kelly led the Pledge of Allegiance.

3. Roll Call

The following members were present:

Hunt, Kelly, Koch, Walker, Rice

Others:

Recreation Coordinator Seay, Laura Lesich, Wendy Radke

4. Approval of Agenda

Motion by Kelley, supported by Hunt to approve the agenda of the September 19, 2023 Recreation Commission as presented.

AYES: Hunt, Kelley, Koch, Walker, Rice

NAYS: None

Motion Carried

5. Approval of Minutes from Regular Meeting August 1, 2023

Motion by Kelley supported by Koch to postpone the minutes of the August 1, 2023 Recreation Commission meeting as presented.

AYES: Hunt, Kelley, Koch, Walker, Rice

NAYS: None

Motion Carried

6. Volunteer Group Reports

Laura Lesich discussed approval for \$5,000 canopy to add to Fort Fraser. She also discussed FFBC booth for Firemen Open House. She would also love a flyer to be promoted asap. Lesich also brought up Trunk or Treat events throughout the city and advised it's best to begin Christmas in Fraser planning.

7. Reports on Current Events

Recreation Coordinator Seay gave details of Firemen Open House. Seay also gave details on things he's worked on for Christmas in Fraser.

8. Overview Report of Parks and Recreation

Commission wanted to know if any sports teams are interested in Fraser. Seay gave details of new sports teams youth/adult that have addressed their interest in playing in Fraser. Commission member Rice gave details on mental health event that he's holding October 14.

9. Other Business

a. Interview Candidate for Commission Vacancy

- Interview for Wendy Radke was conducted and rec commission approved her on their end. Informed her to wait for city council meeting to make her full member.
- Motion by Kelley supported by Koch to recommend Wendy Radke for approval to City Council

AYES: Hunt, Kelley, Koch, Walker, Rice

NAYS: None

Motion Carried

- Jamie could not make meeting and will be interviewed at next meeting.

10. Citizen Participation

Radke gave ideas for mental health assistance for commissioner Rice mental health event.

11. Commission Members with Concerns

Commissioner Walker/Kelley expressed concern for state of Fort Fraser. People trying to remove things DPW added to keep people off slide. Commissioner Walker also expressed with concern for McKinley Park grass length. Commissioner Cook wanted Trunk or Treat details. Planning to get commission members to multiple trunk or treat events to show city support. Council spoke in Big Bounce parking concern. Gave ideas for parking spots to help fulfill contract.

12. Adjournment –

Motion by Kelley supported by Hunt to adjourn the meeting at 7:12 p.m.

AYES: Hunt, Kelley, Koch, Walker, Rice

NAYS: None

Motion Carried

Respectfully Submitted:

Martez Seay, Recreation Coordinator
City of Fraser

POSTED: September 20, 2023

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To: Recreation Commission Members

Date: 8/24/2023

From: City Clerk Greenia

Re: Interview Candidate for Commission Member

Attached please find a Boards and Commissions Application form completed by Julie Rastelli. I have invited her to join us at the September 5, 2024.

As is customary, the Commission will interview Candidate Rastelli to see if she is a good fit for the Recreation Commission. After doing so they will discuss the interview and determine whether or not they would like to recommend to City Council her appointment to the Commission.

Currently there are two (2) vacancies on the Commission. One has a term end date of 12/31/2024 and the other a term end date of 12/31/2025.

APPLICATION FOR APPOINTMENT TO CITY BOARDS & COMMISSIONS

APPLICATION MAY BE SUBJECT TO PUBLIC VIEW



www.MiCityOfFraser.Com

City of Fraser
33000 Garfield Road
Fraser, MI 48026
(586) 293-3100
cityclerk@micityoffraser.com

LAST NAME	FIRST NAME	M.I.
Rastelli	Julie	D
ADDRESS (number & street)		
[REDACTED]		
CITY	STATE	ZIP CODE
Fraser	MI	48026
CELL PHONE		HOME PHONE
[REDACTED]		[REDACTED]
NAME OF BOARD/COMMISSION YOU ARE APPLYING FOR		TERM ENDING (IF KNOWN)
Recreation Commission		
REASON FOR INTEREST IN THIS BOARD (please list activities & special qualifications)		
Love for my city and parks. Love for people and community. Want to increase recreational activities. Clean up baseball and softball fields and playgrounds.		
EDUCATION (please list schools, diplomas, degrees, professional certificates, etc.)		
RN - Macomb Community College, ADN 2009		
CURRENT EMPLOYMENT		
COMPANY NAME	YOUR TITLE/POSITION	
Ascension Macomb Hospital	RN - Associate	
COMPANY ADDRESS (number & street)		
11800 12 Mile Rd.		
CITY	STATE	ZIP CODE
Warren	MI	48093
OFFICE PHONE	OFFICE CELL PHONE	
(586) 573-5132		
PLEASE LIST YOUR RESPONSIBILITIES		
Nursing care in pre/post cardiac intervention specialty procedure lab.		

PLEASE ATTACH YOUR RESUME OR OTHER INFORMATION AND RETURN TO CITY HALL OR EMAIL CITYCLERK@MICITYOFFRASER.COM

Rev 11/2017

Received by _____ Date _____

ARTICLE II. - RECREATION COMMISSION

Footnotes:

--- (2) ---

Cross reference— *Administration, Ch. 2.*

Sec. 18-16. - Creation; purpose.

The purpose of this article shall be to establish a recreation commission for the city, which commission shall assume positive leadership in formulating a philosophy of recreation and recreation program suitable to the city and shall serve as an advisory body to the city council on all matters related to and necessary to the recreational needs of the city.

(Ord. No. 85, § 2, 11-14-68)

Sec. 18-17. - Composition, appointment.

The recreation commission shall consist of seven (7) members to be appointed by the council for a term of three (3) years commencing January 1, 1969. For the first appointment, two (2) members shall be appointed for a one (1) year term, two (2) members for a two (2) year term and three (3) members for a three (3) year term.

(Ord. No. 85, § 4.1, 11-14-68; Ord. No. 119, § 1, 2-27-75)

Sec. 18-18. - Qualifications.

Members of the recreation commission appointed in accordance with section 18-17 shall have been residents of this city for at least two (2) years prior to the day of their appointment and shall be a qualified and registered electors of the city on such day and throughout their tenure of office and shall have evidenced interest in the development of recreation services for public use.

(Ord. No. 85, § 4.2, 11-14-68)

Sec. 18-19. - Compensation.

The members of the recreation commission shall each be paid a compensation of ten dollars (\$10.00) for each regular meeting attended.

(Ord. No. 85, § 4.1, 11-14-68; Ord. No. 119, § 1, 2-27-75)

Sec. 18-20. - Vacancies.

Vacancies on the recreation commission shall be filled by appointment for unexpired terms in the same manner as the original appointment.

(Ord. No. 85, § 4.1, 11-14-68; Ord. No. 119, § 1, 2-27-75)

Sec. 18-21. - Ex officio members.

The city administrator, one city councilman to be selected by the council, one member of the planning commission to be selected by the council and the superintendent of schools of the Fraser Public Schools District shall be ex officio members of the recreation commission and shall serve the commission in an advisory capacity.

(Ord. No. 85, § 4.3, 11-14-68)

Sec. 18-22. - Organization.

- (a) The recreation commission shall hold a regular meeting at least once each month.
- (b) At the first regularly scheduled meeting, the recreation commission shall adopt by-laws governing the procedure for the regular and special meetings of the commission and defining the duties and powers of the commission.
- (c) The recreation commission shall elect a chairperson, vice-chairperson and a secretary all of whom shall serve for a term of one year commencing from the date of the first regular meeting. Officers, thereafter, shall be elected for a one-year term upon the expiration of the preceding terms of the previously elected officers.

(Ord. No. 85, § 5, 11-14-68)

Sec. 18-23. - Duties and responsibilities.

- (a) It shall be the duty of the recreation commission to make recommendations for the purpose of providing, developing, conducting, supervising, equipping and maintaining recreational programs, activities and facilities on properties designated for that purpose by the city or on other public property under the control of other municipal corporations or political subdivisions thereof.
- (b) The recreation commission is authorized, upon approval of the city council, to negotiate agreements with the board of education of the Fraser Public Schools District, adjoining cities, townships and other political subdivisions or groups for joint planning, exchanging use of facilities, services or other arrangements of mutual advantage in the conduct of a recreational program.

- (c) Annually the recreation commission shall submit to the city council a proposed budget of funds required for the operation of the recreation system. The commission may receive any gifts, bequests of money, or other real or personal property to be applied for recreational purposes, the use and disposal of any gifts, bequests of money or other real or personal property received by the commission shall be subject to the approval of the council.
- (d) The recreation commission shall annually make a full and complete report to the city council of the recreational program which has been developed and planned for the city by the commission. From time to time the commission shall make such additional reports as may be requested by the city council.

(Ord. No. 85, § 6, 11-14-68)

Secs. 18-24—18-34. - Reserved.

City of Fraser



Boards & Commissions Handbook

Adopted by City Council: June 8, 2006
Revised by City Council: December 13, 2007

The City of Fraser has a heritage of involving its citizens in the governmental process. In addition to the opportunities citizens have to express their thoughts and opinions at City Council meetings and public hearings, there is also the opportunity to serve on one of the many Boards and Commissions. The City of Fraser has 17 Boards and Commissions with over 80 residents participating in various capacities.

Appointments to our boards and Commissions are open to all residents. Generally the only requirement is city residency, but some Boards and Commissions may require a certain level of expertise. All Boards and Commission members are appointed by the City Council for specific terms depending on the Board or Commission based on, but not bound by, recommendations from the respective Boards and Commissions.

Applications are available in the City Clerk's office and may also be found on the City's web site. www.fraser.govoffice.com. You can also look to the City Cable Channel, Channel 5, for information about openings on our Boards & Commissions.

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INTRODUCTION

This handbook has been designed to provide information that will familiarize you with how our Boards and Commissions function. Having an understanding of the processes involved in fulfilling the duties and responsibilities will make your volunteerism an exciting and enriching experience.

Your volunteerism as a member of one of our Boards and Commissions will afford you with the opportunity to become involved with the operation of municipal government. As a member of a Board and Commission you will be responsible for assisting the City in the decision making process by reviewing and evaluating information and rendering direction and decisions within the context of your Board or Commission.

The sharing of your thoughts and insights add to a process that will ultimately reward the City and its residents with meaningful direction, recommendations and actions. Your influence over policy, direction and approvals makes your role very important. Remembering that as a member of a Board or Commission you are representing the City as a whole, it is important to avoid supporting single issues or pursuing a personal or private agenda.

It must also be remembered that not all of the recommendations made by Boards and Commissions will be popular, accepted, and may be rejected. Rejection of a decision, however, does not imply a lack of confidence or disinterest. It is simply a part of the political process surrounding any given issue where there are different perspectives, thoughts and considerations.

A challenging and meaningful experience awaits you. We, as a City team, look forward to your participation in the democratic process. Good luck and best wishes.

APPOINTMENT PROCESS

Most appointments to Boards and Commissions will be made by the City Council based on, but not bound by, interviews and recommendations from each respective Board or Commission . Some appointments are made by the Mayor subject to the approval of City Council. Sixty days prior to any expiration of a Board or Commission term of office, a notice will be placed on the cable channel, channel 5, the City's web page, www.fraser.govoffice.com, and posted in the City Hall.

Interested individuals will be directed to complete an Application for Appointment which can be downloaded from the City's web site or obtained from the City Manager's office at 33000 Garfield Road. Those wishing to be reappointed will also be required to complete an Application for Appointment as well.

All applications must be submitted to the City Manager's office by the deadline date specified on each posting. Those submitted after the deadline will not be considered for the current position openings.

All applications received by the manager's office will be disseminated to the respective Board or Commission and interviews will be conducted for each application received. At the completion of the interviewing process each Board and Commission will consider the applicants qualifications and vote on recommendations to be submitted to the City Council. Thereafter, the appointment process will be in the hands of the City Council.

In the event a term is vacated due to resignation, the same process will be followed once notification of said resignation has been received.

OPERATING PROCEDURES

By-Laws

Each Board and Commission shall have established By-laws. For those Boards and Commissions that do not have established By-laws as of the date of the first adoption of the Handbook, By-laws shall be established for submission and approval by the City Council within three meeting dates of the respective Board or Commission.

Attendance

Appointment to a Board or Commission is a privilege freely sought by the applicant. It carries with it the responsibility to participate in Board or Commission activities and represent the residents of the City. Good attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussions. Therefore each member should make every effort to attend all meetings. It is required that each members arrive at the meeting at least 10 minutes before the starting time.

When a member is unable to attend a meeting, the board or commission contact person should be notified as soon as possible. A member may be removed for absenteeism based on the following policy:

No more than three excused absences within one year, and/or no more than two unexcused absences within one year for boards and commissions that meet once a month. The number of allowable absences is adjusted for those boards and commissions which meet less often.

For boards and commissions that meet quarterly, no more than one excused absence and/or one unexcused absence will be allowed. For boards and commissions that meet on an as needed basis, an annual report as to the attendance of members shall be made to the City Manager's office in January of every year.

If a meeting is rescheduled from its normal meeting date and time and a member cannot attend the rescheduled meeting, it should not be held against them.

Regular Meetings

All meetings of Boards and Commissions shall be properly posted and held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267, as amended. All meetings shall be open to the public.

If it is known in advance that a quorum (more than half the members of the board or commission) cannot be achieved, consideration will be taken to notify all members and persons interested in the business before the body. A notice will be posted indicating that due to a lack of quorum, the meeting is cancelled or rescheduled.

Special Meetings

Boards and/or Commissions may call for a special meeting as circumstances dictate. This may be called by the President/Chairperson or upon written request of three members. No official action shall be transacted at any special meeting of a board or commission unless the item has been stated in the notice of such meeting. Notice stating the time and place of any special meeting and the purpose for which called shall be given to each member of the Board or Commission at least 24 hours prior to the meeting.

Quorum

A majority of the members of any Board or Commission shall constitute a quorum for the transaction of business at all meetings, but in the absence of a quorum a lesser number may adjourn any meeting to a later date.

It is recommended that each board or commission wait 10 minutes after the start of each meeting before the adjournment when a quorum is not present. This practice will take any question out of the timing of not conducting a meeting and eliminate questions.

Posting for Regular and Special Meetings

Each board and Commission will provide a public notice stating the dates, times and places of the regular meetings which must be posted at City Hall and all other places as may be determined. Notices of Special meetings shall be posted at least 24 hours in advance of said meeting. All postings will be coordinated through the City Clerk's office.

Rescheduled or Adjourned Meetings

For a rescheduled or adjourned regular or special meeting of any Board or Commission, a public notice stating the time and place of the meeting shall be posted at least 24 hours prior to the meeting in the City Hall and all other places as may be determined.

Meetings to be Public

All meetings shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except as otherwise provided by state law, and all persons shall have a reasonable opportunity to be heard. All decisions of any Board or Commission shall be made at a meeting open to the public. All deliberations of any Board or Commission constituting a quorum of its members shall take place at an open meeting to the public except as otherwise provided for in the Open Meetings Act.

Meeting Preparation

There are various approaches to prepare for meetings. The following are some suggestions.

- Step 1 Prepare by budgeting enough time to thoroughly review the entire agenda packet.

- Step 2 When the packet is delivered; examine the agenda to get an idea of:
- a. The number of items
 - b. Controversial issues
 - c. Difficult procedural items
 - d. Issues you know little about
- Step 3 Thumb through the addenda packet and focus on the unusual items.
- a. You are trying to get a feel for the numbers, types and significance of the items
 - b. Try to identify the items that will require the most preparation
- Step 4 Ask yourself a series of questions.
- a. How do I see this meeting? Is it a hot one?
 - b. What are the volatile items, if any?
 - c. What issues should I focus on?
 - d. What happens if....?
 - e. Who do you expect to be at the meeting?
 - f. What is the history of the item, if any?
 - g. What is the staff perspective on the item, if any?
- Step 5 Begin your study of the individual agenda items. While some people prefer to review the agenda in the listed order, another approach is to study the most important.
- Step 6 Visit any sites or facilities that will help you deal with the issues. Research topic as necessary for a complete understanding of the issues/topics.
- Step 7 After completing your review of the agenda, and your questions, call or meet with the President/Chairperson or staff liaison to go over the various items and questions, if necessary.

Just a note: Nobody likes surprises. Within the public setting surprises are particularly deadly. Being caught unprepared, unaware or by surprise is embarrassing. One of the most important rules is: Never spring surprises on anyone at a public meeting. If you are going to make an earthshaking statement or request make sure that the groundwork has been laid beforehand.

Springing surprises may gain a momentary advantage. But you can be sure that retribution in some form will be forthcoming.

The companion to the no surprise rule is to never be caught by surprise.

If in doubt, meet with staff beforehand so that you are prepared for any meeting surprises that may develop. A rule you might consider is: Never ask the staff a sensitive question at a public meeting to which you do not know the answer.

Conduct of Meeting

The President or Chairperson will preside at all meetings of the council. In the absence of the above, the vice-president or vice-chair will preside. All comments must be directed to the presiding officer.

Members of the public will speak only when recognized by the presiding officer.

Agenda Preparation

Agendas for all meetings shall be prepared by the President or Chairperson or his/her designee. Any agenda item so requested to be placed on an agenda must generally be submitted 8 days prior to the regular meeting, subject to the discretion of the President or Chairperson.

The agenda and supporting materials will be sent at least one week before the meeting date. Each board or Commission shall have the option of deleting or adding any item to or from the agenda or postponing an item on the agenda to a subsequent meeting. Should

an item be postponed but not to a certain date it shall not appear until it is requested to be considered.

Agenda Format

The following agenda format is recommended for all Boards and Commissions.

- Call meeting to Order.
- Pledge of Allegiance.
- Roll Call of Members.
- Approval of Minutes.
- Citizen Participation on Agenda Items.
- Presentations.
- Public Hearings.
- Considerations/Action Requests.
- Committee Reports.
- Pending Items of Unfinished Business.
- Report of Members/New Business.
- Citizen Participation.
- Adjournment.

Minutes

Written minutes, upon the approval of the board or commission constitute the official action record of its activities. Additions and corrections of the minutes are not verbatim. They are, instead, action minutes, recording the essence of the decisions made and significant action taken.

For the convenience of the recorder, meetings may be recorded in order to facilitate the preparation of minutes. However, any tapes of meetings do not become part of the official City records and are destroyed immediately after the minutes have been approved.

Review of Minutes by City Council

It is a requirement of all boards and commissions to keep record of its actions by minutes. The minutes of meetings are to be prepared and

submitted to the City Council with a copy to be kept on file with the City Clerk. They will be listed on the City Council agenda under the consent agenda and approved by action of the Council. The purpose of the review is to keep the City Council informed about their activities.

Rules of Procedure

All boards and commissions follow a relaxed version of Robert's Rules of Order, latest edition. A copy of the general procedures found in the City Council's Rules and Procedures adopted March 8, 2001 is attached for your information. Each board or commission shall outline their rules and procedures in their by-laws.

Annual Reports

On an annual basis, the President or Chairperson of each board or commission shall provide a written report as to the board's or commission's activities for the past fiscal year period. This report will also include proposed goals and objectives for the upcoming fiscal year as well as any other issue the board or commission wishes to address.

GENERAL INFORMATION

The following is some general information is designed to provide you with tools and techniques for you to follow as a guide in your role as a board or commission member. Hopefully some of the information provided will be of value as you participate in your various meetings.

Public Participation

People presenting an issue or even speaking at a meeting may have never appeared before a public body. The experience can be intimidating. Therefore, anxiety may be displayed through aggressiveness or forgetfulness. This is not uncommon and you can help these individuals by:

1. Calming and reassuring them.
2. Explaining meeting procedures.

3. Paying attention and not doodling or reading.
4. Actively listening to what they are saying.
5. Avoid using third degree questioning techniques.
6. Don't bait or lecture.

Managing Difficult Meetings

From time to time you may face a controversial issue that will manifest itself in a very difficult meeting environment. This type of meeting will most likely involve representatives from one or more sides of an issue who will try and convince you that their position is the correct and right one. Aggressiveness and hostility may characterize the group demeanor. Keep the following in mind as you prepare for and participate in this meeting environment.

Before the Meeting

If possible, the President or Chairperson may ask that participants designate one or more spokespersons to represent like viewpoints. This may help reduce redundancy while making sure that all sides of the issue will be heard.

The staff representative or recorder should make sure to have agendas and any backup information available for attendees.

Make certain that adequate seating is available. Consider moving the meeting to a larger room if necessary.

Make certain that the audiovisual equipment is operational.

Establish and announce the rules before the meeting.

During the Meeting

The President or Chairperson should explain the issues, the possible actions and procedures that will be followed at the meeting.

Don't waste time at the beginning of the meeting on routine items such as correcting the minutes. Consider moving an item up on the agenda that there are many people there to hear.

Have speakers address the board or commission and not the audience. Some speakers are very good at inciting audiences; especially if they are permitted to face the audience.

Stop any clapping or shouting early. If not already covered at the beginning of the meeting, explain the reasons why such actions are disruptive and counterproductive.

Citizen pressure on boards and commissions can be tough. It is important to remember to address an issue with an open mind and weigh all the facts. Your creditability will be greatly diminished if there is a perception that an issue is a “Done Deal.”

Hooks and Barbs

Members of the public may use statements such as the ones listed below to upset or try and sway board or commission members:

- I pay taxes and therefore your salary.
- We know whose pocket you’re in.
- You’re wasting taxpayer money.
- This is done deal and you’ve already decided.
- Does someone have to be killed before you do anything?
- There is no open government here.

Board and commission members need to judge whether to respond to these types of hooks or barbs or simply let it go. Recognize that a response is generally a no-win strategy and simply fuels an emotional issue.

Ask yourself the following before responding:

- Will a direct response divert the meeting from the main issue?
- Does this really need to be responded to at this time?
- What will a response achieve?
- Will any type of response correct the statement?

Making Tough Decisions

When considering decision making on tough issues, here are questions that might help you think through a pending decision. Not all of these apply in all situations.

- Do I have a conflict of interest in this matter and have I disclosed it?
- Do others who are involved have a conflict of interest?
- Are ethical issues involved?
- Is it permitted by law?
- Do I have enough information to make a decision?
- Can I live with the proposed decision?
- Is the fight for or against the issue really worth it?
- Who will be hurt by the proposed action? Who will benefit?
- Is the decision in the best interest of the majority of residents?
- How will the community view the decision?
- How will it look in the newspaper?
- Is the proposed action consistent with my boards or commissions mission?
- What past practices relate to this issue?
- Will it really matter five years from now?
- If the decision is made, and it turns out wrong, can it be reversed?
- If I am hesitating – why?

Working With Other Board or Commission Members

It is important to remember that your fellow members have opinions and thoughts that may not coincide with yours. Divergent opinions are not a bad thing and the democratic process works best when all points of view are able to be expressed freely and openly. Your colleagues deserve your respect and the freedom to express their viewpoints. Here are behaviors or actions that negatively affect your working relationships with fellow members.

- Magnify errors of fellow members.
- Attempts to dominate meetings.

- Appeal directly to the audience.
- Cut off statements of fellow members.
- Make fun of fellow members.
- Tell fellow members they are wrong.
- Amend a motion to soften it and then not vote on it.
- Not show up at scheduled meetings or events.
- Commit to a position before the meeting.
- Take individual credit for group accomplishments.
- Fail to listen to fellow members.
- Pressure fellow members to take a position before the meeting.
- Pack the meeting for pressure purposes.
- Violate a fellow member's confidence.
- Covertly use the media to achieve your agenda.
- Force a vote on a key issue before the group is ready.
- Criticize staff in public.
- Fail to prepare for meetings.

GENERAL PARLIAMENTARY RULES

Rules of Parliamentary Procedure - The rules of parliamentary practice as contained in Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with these Rules, City Code, Charter, or other applicable laws.

Discussion. A Council member may speak when no motion is pending upon recognition by the Presiding Officer as provided in these Rules. The Council member's comments should be limited to the next pending item of business on the Agenda, but need not result in a motion relating to that business.

Precedence of Motions. When any main motion is upon the floor and the question is under debate, no motions shall be received but the following and they shall have precedence in the following order:

Not Debatable

- Questions of privilege (general/personal)
- Recess.
- Adjourn.
- To lay on the table.
- To call for the previous question.
- **To limit debate.**

Debatable

- To postpone (limited to same or next meeting)
- To commit or refer the question.
- To amend.

Incidental Motions (Not debatable unless noted)

- Point of Order
- Appeal (Requires a second; debate limited)
- Point of Information
- Parliamentary Inquiry

- Division (Requests verification of a vote)
- Division of a Question (Requires a second)
- Object to Consideration (Requires 2/3 vote)
- Permission to Withdraw

Restoratory Motions (Least precedence)

- Rescind (Requires a second) (Requires five (5) affirmative votes) (Debatable)
- Reconsider (Requires a second) (Requires five (5) affirmative votes) (Can be made only by member of prevailing side) (Debatable) (Same day only) (The making takes precedence over all; consideration has precedence over none)

Division of the Question. A motion for a division of any question may be made when the question will admit of a division so distinct that if one part be taken away, the other will stand as an entire question for decision.

Withdrawal of a Motion or Support. A member may withdraw his or her motion or support at any time before it is put to a vote.

Varying Order of Procedure. The Mayor may, at any time, by a majority vote of the members of the Council present permit a member to introduce an item of business out of the regular order of business.

Points of Order.

- The Presiding Officer shall be addressed as “Mr. Mayor/Madam Mayor” or “Mr. Chairman/Madam Chairwoman.” The Mayor Pro Tempore, when acting for the Mayor, shall be addressed as “Mayor Pro Tem (surname).”

Members of the Council shall be addressed as "Councilmember (surname)."

- A motion may be made by saying, "Mr. Mayor/Madam Mayor, I move that, etc." or "Mr. Chairman/Madam Chairwoman, I move that, etc."
- A speaker is out of order when speaking of matters foreign to the issue.
- Rule violations must receive immediate attention from the Presiding Officer.
- It is the privilege of any member to request a roll call vote. No vote on the request is required.
- On questions that are debatable, the minority has the undeniable right to deliberate.

CONCLUSION

This handbook has been presented as a primer for your anticipated assistance to the City of Fraser. It does not cover all aspects of the board or commission that you may be requesting or have been appointed too. There may be training opportunities for each board or commission that will be afforded to you during your term of office. You will be notified by the staff liaison of any training opportunities available. You are encouraged to take advantage of them as they arise. Also, please do not hesitate to ask any questions of staff that will assist you in the performance of your duties and responsibilities.

City of Fraser
~~Parks and Recreation~~ Commission By-Laws

MISSION STATEMENT

The purpose of the ~~Parks and~~ Recreation Commission is to ~~provide~~ assume positive leadership in ~~encouraging and~~ formulating a philosophy of recreation and recreation programming suitable to for the City of Fraser. ~~It is that of a recommending board to the Mayor and~~ The Commission is an advisory body to the City Council on all matters related to and necessary to the recreational needs of the City.

ARTICLE I

Duties and Responsibilities of the ~~Parks &~~ Recreation Commission

- Section 1. ~~Our primary responsibility is to explore ways to improve the city's parks and with each improvement ensure that all improvements meet with Federal ADA compliance~~ Make recommendations for the purpose of providing, developing, conducting, supervising, equipping, and maintaining recreational programs, activities, and facilities on properties designated for that purpose by the City or on other public property under the control of other municipal corporations or political subdivisions thereof.
- Section 2. ~~Maintain the parks, trails, and places of recreation in an efficient manner within the budget forecasted by City Council~~ Upon approval of the City Council, negotiate agreements with the Board of Education of the Fraser Public Schools District, adjoining cities, townships, and other political subdivisions or groups for joint planning, exchanging use of facilities, services, or other arrangements of mutual advantage in the conduct of a recreational program.
- Section 3. ~~Provide support when needed and assist in implementation of new programs as directed by the city's Director of Recreation~~ Annually submit to the City Council a proposed budget of funds required for the operation of the recreation system.
- Section 4. ~~Seek grants and plan fundraisers to support the programs and improvements necessary to maintain and improve the existing parks within the city, with prior support and approval of the City Manager~~ Receive any gifts, bequests of money, or other real or personal property to be applied for recreational purposes. The use and disposal of any gifts, bequests of money, or other real or personal property received by the Commission shall be subject to the approval of the City Council.

Commented [DD1]: The formal name of the Commission is the Recreation Commission. See City Code Chapter 18, Article II.

Commented [DD2]: City Code Section 18-22(b) requires the Commission to adopt by-laws governing the procedure for the regular and special meetings of the Commission and defining the duties and powers of the Commission.

Commented [DD3]: The revised verbiage closely follows City Code Section 18-16.

Commented [DD4]: City Code Section 18-23 refers to "duties and responsibilities."

Section 5. ~~Recreation Commission shall have the authority to develop and plan the City's recreational program which has been developed and planned for the City by the Commission. From time to time, the Commission shall make such additional reports as may be requested by the City Council.~~

Commented [DD5]: These duties and responsibilities, as revised, closely mirror those set forth in City Code Section 18-23.

Section 6. ~~All Commission members are subject to the rules and regulations set forth in the City of Fraser Boards & Commissions Handbook. To the extent these by-laws conflict with the Handbook, the rules and requirements of the Handbook shall control unless discretionary in nature.~~

ARTICLE II

Membership

Section 1. The Recreation Commission shall consist of ~~seven~~ (7) members to be appointed by the ~~eCity eCouncil~~ for ~~staggered~~ terms of three (3) years commencing January 1st of each year and ending December 31st of the expiration year, ~~in accordance with the City Code.~~ -Applicants for membership on the Commission must evidence their interest in the development of recreation services for public use.

Commented [DD6]: The final sentence added here closely mirrors the requirement in City Code Section 18-18.

Section 2. ~~A member of the City Council Liaison, selected by the City Council, shall be an ex officio member of the Commission and shall serve the Commission in an advisory capacity. The City Council shall have the authority to remove any member of the Commission at any time.~~

Commented [DD7]: The revised verbiage here and in the next section closely mirrors the verbiage in City Code Section 18-21.

Section 3. ~~The Recreation Commission shall be composed of the City Manager, the City Council Liaison, the City Council, and the Superintendent of the Fraser Public Schools District shall be ex officio members of the Commission and shall serve the Commission in an advisory capacity.~~

Section 4. All voting members of the Commission must be ~~or qualified electors, residents~~ of the City of Fraser ~~for at least two (2) years prior to the day of their appointment and shall be qualified and registered electors of the City at the time of appointment and throughout their tenure of office.~~

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Section 5. All members must be present at all scheduled ~~eCommission~~ meetings. Failure to attend ~~four (4) unexcused consecutive meetings; will result in the eCommission recommending to City Council that the member having voluntarily resigned be removed from their position on the eCommission.~~ Commission members must give 48 hours' notice if possible to ~~the Recreation Commission Chairperson or Parks and Recreation Director or employee or administrator designated by the City Manager~~ if unable to attend a meeting due to uncontrollable ~~circumstances.~~

Commented [DD9]: Nothing in this section is required by ordinance, but reasonable policies for conducting productive meetings are certainly permissible within the discretion of the Commission so long as the rules do not contradict City ordinances/charter and do not exceed the authority granted by Council.

ARTICLE III

Officers and Duties

Commented [DD10]: The provisions in this Article are reasonable provisions to include in by-laws to ensure the orderly and efficient conducting of Commission business.

Section 1. Officers and Authority – The ~~Parks and Recreation~~ Commission shall consist of a Chairperson, Vice-Chairperson, and a Secretary. The Chairperson and Secretary shall execute documents in the name of the ~~Parks and Recreation~~ Commission.

Section 2. Chairperson – The Chairperson shall preside at all hearings and meetings. He/~~she~~ shall be an ex-officio member of all committees. He/she shall decide all points of order or procedure and shall have the duties normally conferred **using Robert's Rules of order (most recent edition)**. He/she shall have the privilege of discussing all matters before the Commission and to vote thereon. The Chairperson shall also prepare the agenda for each Commission meeting in collaboration with the ~~Director of Parks and Recreation employee or administrator~~ designated by the City Manager.

Section 3. Vice-Chairperson – The Vice Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence. If neither the Chairperson nor Vice-Chairperson are present at a meeting or hearing, a temporary Acting Chairperson shall be elected by a majority vote of the Commission in session at that time.

Section 4. Secretary – The Secretary shall work with an employee or administrator designated by the City Manager to keep, prepare, and have available all the minutes from prior meetings for review at the next scheduled meeting ~~and records~~ of the ~~Parks and Recreation~~ Commission. Minutes should clearly reflect each agenda item, the motions made, the maker and supporter, and include some detailed discussion on each agenda item. The Secretary shall also maintain the records of attendance for all members of the ~~Parks and Recreation~~ Commission and perform such other clerical duties as are normally carried out by a Secretary.

ARTICLE IV

Filling of Vacancies

Section 1. Date and Ballot – Election of Officers of the Commission shall be held at the regular June meeting of each year ~~by ballot~~. Only those members present at the election meeting are eligible for nomination.

Section 2. Acceptance of Nomination - ~~Any~~ nominee shall accept or decline the nomination prior to the vote for such office. If only one member is nominated and the member accepts that nomination, the member shall be deemed elected to that office by acclamation.

Section 3. Filling of Vacancies

A. ~~To Commission and Parks and Recreation Commission, any member of the Commission shall submit an Application with resume to the City Manager's Clerk's office in accordance with the City's protocols for serving on boards and commissions.~~

Commented [DD11]: From an internal consistency perspective, some sections of this document use the pronouns "he/she," and other sections use "their." The Commission should decide which pronouns are preferred for its by-laws.

Commented [DD12]: The position of "Director of Parks and Recreation" does not formally exist within the City Code. However, the term itself is used several times in Article III of Chapter 18, indicating the position existed at the time those ordinances were adopted (1976). For purposes of these by-laws, however, it might be preferable to generalize the collaboration, rather than tie it to a specific position that may or may not exist in the future.

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Commented [DD14]: This is a policy decision. The Commission may decide how detailed, if at all, it prefers its Minutes to be.

Commented [DD15]: Although permissible, using a ballot is rather antiquated for purposes of electing officers.

Commented [DD16]: This provision is legally permissible, but somewhat odd given that a term begins in January. The organization meeting in January, or perhaps February, might be a better option, but ultimately that's a policy decision for the Commission.

Commented [DD17]: In other words, no need for a motion or a vote if only one member is nominated for an officer role.

Commented [DD18]: If this is not a City Council rule, it should be deleted. The Commission can *recite* the rules, but it cannot make them.

~~G.B.~~ Resumes and Applications are collected by the City Manager's Clerk's office and forwarded on to the Parks and Recreation Commission for review.

~~D.C.~~ Candidate must be notified 30 days in advance of the interview.

~~E.D.~~ Interviews will be conducted in open forum at a first available scheduled Parks and Recreation Commission meeting.

~~F.E.~~ Once a candidate is agreed upon by majority vote of the Parks and Recreation Commission, resumes applications for all candidates shall be forwarded to City Council members for review along with the Commission's recommended appointee.

~~G.F.~~ Candidate(s) for consideration are placed on the agenda at the City Council Meeting in accordance with City Council's schedule as determined by the Mayor.

~~H.~~ The Parks and Recreation Commission shall forward its recommendation to the City Council for appointment to an open Commission seat(s) at the next scheduled council meeting.

Commented [DD19]: If this is the City's current protocol, it can remain as a simple summary of the process, but if not, the Commission cannot require this.

Commented [DD20]: Same comment.

Commented [DD21]: Same comment.

Commented [DD22]: This one is unclear. Why would the Commission vote on a candidate if it is simply sending all of the resumes to City Council thereafter? Was the intent to recommend a candidate to City Council?

Commented [DD23]: The purpose of this one is unclear, and it seems unnecessary.

Section 4. **Election of Officers** – In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall succeed to the office of Chairperson for the balance of the Chairperson's unexpired term. An election shall be held to fill the vacancy in the office of the Vice Chairperson for the balance of the Vice Chairperson's unexpired term. If the office of Secretary becomes available, an election shall be held to fill the vacancy of Secretary.

Section 5. **Unexpired Term** – The term of office shall be one year, beginning immediately at the first regular meeting when serving in the office upon election, unless the officer is elected to serve the balance of the term of a vacated office, in which case he/she shall serve the remaining term of office. A member of the Parks and Recreation Commission may be elected to the office for more than two consecutive years, but the term of the Secretary/Recording Secretary Election to an office for purposes of filling a vacancy shall not count against the two (2) consecutive years limitation.

Commented [DD24]: The reference to a "Recording Secretary" is unclear, because it is not an officer position listed in the ordinance or created in the by-laws.

Commented [DD25]: This is a policy choice for the Commission. Rather than set the day in stone in the by-laws, it might be preferable to simply indicate here that the Commission shall set its meeting calendar for each year in December for the upcoming year (the Open Meetings Act doesn't apply to advisory bodies, but setting the annual meeting dates for the upcoming year is still a good practice to follow).

Commented [DD26]: The Act does not apply, so this is strictly a policy choice.

Commented [DD27]: This requirement seems unnecessary if the dates for the year have all been set in December.

Commented [DD28]: This is a policy choice for the Commission. Has it ever been the practice to send the agenda to everyone listed here?

Commented [DD29]: Two is an unusual number, but ultimately this is a policy choice for the Commission.

Commented [DD30]: Why is this provision necessary if two members can call a special meeting?

Commented [DD31]: Five days is significant, particularly if the matter is urgent. For example, the Open Meetings Act only requires 18 hours. But, ultimately, this is a policy choice for the Commission.

ARTICLE V

Meetings

Section 1. **Regular Meetings** – Regular meetings shall be held by the Commission in accordance with the Open Meetings Act. All regular meeting dates shall be set forth in the City of Fraser Boards & Commissions Handbook.

Section 2. **Agenda** – The Chairperson shall set the agenda for the meeting. The agenda for each meeting shall be posted on the City's website in advance of the meeting. The agenda shall be as set forth in the City of Fraser Boards & Commissions Handbook Order of Business (Agenda as adopted).

Section 3. **Special Meetings** – Special meetings may be called by the Chairperson and/or two (2) or more Commission members can call a special meeting as needed. It shall be the duty of the Chairperson to call such a meeting when requested to do so by a majority of the members of the Commission. The notice of such meeting shall be given to each Commission member at least five (5)

days in advance of the meeting and shall specify the time, place, and purpose of such meeting, and no other business may be considered except by unanimous consent of all of the members of the Commission.

Section 4. Public Notice - Public notice of any special meeting shall be posted at City Hall.

Section 5. Public Meetings - ~~As provided by statute, a~~ All meetings, regular and special, including study sessions and subcommittee meetings, shall be open to the public. An agenda shall be made available for public display seven (7) days prior to the scheduled meeting. ~~Public Meetings shall be held on the agenda of the Commission and shall be held during the Public Comment portion of the agenda.~~ The Commission shall keep a public record of its resolutions, transactions, findings, and determinations in the office of the City Manager/Clerk.

Section 6. Holiday Scheduled Meetings - In the event a regular meeting falls upon a holiday, such meetings shall be called and scheduled ~~by the Chairperson, after majority vote by the Commission~~.

Section 7. Media Participation - Any person attending a meeting may tape record, videotape, broadcast live on radio, or telecast live on television the proceedings of the Commission, subject to any established reasonable rules of the Commission.

Section 8. Public Comment - ~~As provided by statute, a~~ All meetings, regular and special, including study sessions and subcommittee meetings, shall be open to the public. A limitation on public participation by each speaker. Any person disrupting the proceedings shall be subject to removal by the Chairperson. A person shall have no right of appeal from such an order.

Section 9. Scheduling - All inquiries, applications, or matters requiring official action by the Commission shall be submitted to the Commission at a regular meeting unless a special meeting is called to consider the matter. A request for scheduling on a regular meeting agenda must be submitted to the Chairperson at least ~~seven-ten (7-10)~~ days prior to the next regularly scheduled Parks and Recreation Commission meeting.

Section 10. Voting - All proceedings, decisions, and resolutions of the Commission shall be initiated by motion. The vote upon motions and resolutions shall be ~~recorded in the minutes of the Commission and shall be made available to the City Council.~~

Section 11. Permanent Records - All correspondence, ~~petitions, etc.~~ to the Commission or introduced into the record at a Commission meeting shall become a permanent record of the Parks and Recreation Commission. The proceedings of all meetings of the Commission shall be kept in written form and shall become a permanent record of the Commission. Minutes shall be approved by the Commission at the next regular meeting. Absent members may vote on minutes relating to the meeting at which they were absent.

Commented [DD32]: This is similar to City Council's rules for special meetings.

Commented [DD33]: The Commission should consider implementing the protocols applicable in the Open Meetings Act. Although not applicable to advisory bodies, the Act attempts to ensure public notice through posting at City Hall and on the City's website. In either case, though, the Commission cannot compel the City to do either on its behalf; rather, the City can implement notice in whatever manner it chooses.

Commented [DD34]: This is simply a policy choice, because the Open Meetings Act does not apply to advisory bodies.

Commented [DD35]: This requirement is not consistent with the 5 days' notice for special meetings (see above).

Commented [DD36]: If the Commission plans its calendar for each upcoming year in December, this provision should not be necessary.

Commented [DD37]: This is a policy choice because the Open Meetings Act does not apply to advisory bodies, but if it is maintained, it should be modernized to account for live streaming.

Commented [DD38]: The first two sentences were likely borrowed from ZBA or Planning Commission by-laws. The Recreation Commission is unlikely to ever have a "public hearing" in the legal sense of the term.

Commented [DD39]: This requirement creates conflict with the earlier requirement that the agenda be made publicly available at least 7 days before any meeting.

Commented [DD40]: The Commission will not be approving any expenditures or holding any public hearings.

Commented [DD41]: This is a little known rule, but it helps prevent delays in approving the minutes when multiple members are absent at the meeting when the minutes of the prior meeting are being approved.

ARTICLE VI

~~Rules of Order~~Amendment

~~Section 1. Robert's Rules of Order shall be repealed at any regular or special meeting by a two-thirds (2/3) majority vote of Commission members appointed and serving, provided that notice of all proposed alterations, amendments, or repeals shall be submitted to all members of the Commission at least ten (10) days before the regular or special meeting of the Commission at which they are to be considered. All amendments shall become effective immediately upon a majority vote of the Commission.~~

ARTICLE VII

Communication

~~Section 1. All official communications from the Commission shall be transmitted to the City Manager or City Council through the Chairperson.~~

~~Section 2. Outside of Commission meetings, communications from individual members of the Commission may occur with individual City personnel for information gathering purposes, but only the Commission as a body may give direction to City personnel.~~

~~Section 3. Commission members shall not communicate with the public in a manner that gives the appearance that the member is speaking for the Commission or the City of Fraser.~~

Commented [DD42]: This entire Article seems unnecessary and, in many parts, inapplicable (apparently borrowed from ZBA or Planning Commission by-laws). Robert's Rules are already adopted earlier, so the remaining information is superfluous unless the Commission wishes to amend Robert's Rules for purposes of making, debating, and adopting motions. Instead, the Commission might consider replacing this Article with a new Article that explains how to amend the by-laws (some require a 2/3 vote of all members, other a simple majority).

City of Fraser Recreation Commission By-Laws

MISSION STATEMENT

The purpose of the Recreation Commission is to assume positive leadership in formulating a philosophy of recreation and recreation programming suitable to the City of Fraser. The Commission is an advisory body to the City Council on all matters related to and necessary to the recreational needs of the City.

ARTICLE I

Duties and Responsibilities of the Recreation Commission

- Section 1. Make recommendations for the purpose of providing, developing, conducting, supervising, equipping, and maintaining recreational programs, activities, and facilities on properties designated for that purpose by the City or on other public property under the control of other municipal corporations or political subdivisions thereof.
- Section 2. Upon approval of the City Council, negotiate agreements with the Board of Education of the Fraser Public Schools District, adjoining cities, townships, and other political subdivisions or groups for joint planning, exchanging use of facilities, services, or other arrangements of mutual advantage in the conduct of a recreational program.
- Section 3. Annually submit to the City Council a proposed budget of funds required for the operation of the recreation system.
- Section 4. Receive any gifts, bequests of money, or other real or personal property to be applied for recreational purposes. The use and disposal of any gifts, bequests of money, or other real or personal property received by the Commission shall be subject to the approval of the City Council.
- Section 5. Annually make a full and complete report to the City Council of the recreational program which has been developed and planned for the City by the Commission. From time to time, the Commission shall make such additional reports as may be requested by the City Council.
- Section 6. All Commission members are subject to the rules and regulations set forth in the City of Fraser Boards & Commissions Handbook. To the extent these by-laws conflict with the Handbook, the rules and requirements of the Handbook shall control unless discretionary in nature.

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ARTICLE II

Membership

- Section 1. The Recreation Commission shall consist of seven (7) members to be appointed by the City Council for staggered terms of three (3) years commencing January 1st of each year and ending December 31st of the expiration year, in accordance with the City Code. Applicants for membership on the Commission must evidence their interest in the development of recreation services for public use.
- Section 2. A member of the City Council, selected by the City Council, shall be an ex officio member of the Commission and shall serve the Commission in an advisory capacity.
- Section 3. The City Manager, one member of the Planning Commission to be selected by the City Council, and the Superintendent of the Fraser Public Schools District shall be ex officio members of the Commission and shall serve the Commission in an advisory capacity.
- Section 4. All voting members of the Commission must be residents of the City of Fraser for at least two (2) years prior to the day of their appointment and shall be qualified and registered electors of the City at the time of appointment and throughout their tenure of office.
- Section 5. All members must be present at all scheduled Commission meetings. Failure to attend **four (4)** unexcused consecutive meetings will result in the Commission recommending to City Council that the member be removed from their position on the Commission. Commission members must give 48 hours' notice if possible to the Recreation Commission Chairperson or employee or administrator designated by the City Manager if unable to attend a meeting due to uncontrollable circumstances.

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ARTICLE III

Officers and Duties

- Section 1. Officers and Authority – The Commission shall consist of a Chairperson, Vice-Chairperson, and a Secretary. The Chairperson and Secretary shall execute documents in the name of the Commission.
- Section 2. Chairperson – The Chairperson shall preside at all hearings and meetings. He/~~she~~ shall be an ex officio member of all committees. He/she shall decide all points of order or procedure and shall have the duties normally conferred **using Robert's Rules of order** (most recent edition). He/she shall have the privilege of discussing all matters before the Commission and to vote thereon. The Chairperson shall also prepare the agenda for each

- Commission meeting in collaboration with the employee or administrator designated by the City Manager.
- Section 3. Vice-Chairperson – The Vice Chairperson shall preside and exercise all the duties of the Chairperson in his/her absence. If neither the Chairperson nor Vice-Chairperson are present at a meeting or hearing, a temporary Acting Chairperson shall be elected by a majority vote of the Commission in session at that time.
- Section 4. Secretary – The Secretary shall work with an employee or administrator designated by the City Manager to keep, prepare, and have available all the minutes from prior meetings for review at the next scheduled meeting of the Recreation Commission. Minutes should clearly reflect each agenda item, the motions made, the maker and supporter, and include some detailed discussion on each agenda item. The Secretary shall also maintain the records of attendance for all members of the Commission and perform such other clerical duties as are normally carried out by a Secretary.

ARTICLE IV

Filling of Vacancies

- Section 1. Date and Ballot – Election of Officers of the Commission shall be held at the regular June meeting of each year. Only those members present at the election meeting are eligible for nomination.
- Section 2. Acceptance of Nomination – A nominee shall accept or decline the nomination prior to the vote for such office. If only one member is nominated and the member accepts that nomination, the member shall be deemed elected to that office by acclamation.
- Section 3. Filling of Vacancies
- A. Interested candidate(s) must submit a completed City Board Application to the City Clerk's office in accordance with the City's protocols for serving on boards and commissions.
 - B. Applications are collected by the City Clerk's office and forwarded on to the Recreation Commission for review.
 - C. Candidate must be notified 30 days in advance of the interview.
 - D. Interviews will be conducted in open forum at a first available scheduled Commission meeting.
 - E. Once a candidate is agreed upon by majority vote of the Commission, applications for all candidates shall be forwarded to City Council for review along with the Commission's recommended appointee.
 - F. Candidate(s) for consideration are placed on the agenda at a City Council meeting in accordance with City Council's rules.

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Commented [DD14]: This is a policy decision. The Commission may decide how detailed, if at all, it prefers its Minutes to be.

Commented [DD15]: Although permissible, using a ballot is rather antiquated for purposes of electing officers.

Commented [DD16]: This provision is legally permissible, but somewhat odd given that a term begins in January. The organization meeting in January, or perhaps February, might be a better option, but ultimately that's a policy decision for the Commission.

Commented [DD17]: In other words, no need for a motion or a vote if only one member is nominated for an officer role.

Commented [DD18]: If this is not a City Council rule, it should be deleted. The Commission can *recite* the rules, but it cannot make them.

Commented [DD19]: If this is the City's current protocol, it can remain as a simple summary of the process, but if not, the Commission cannot require this.

Commented [DD20]: Same comment.

Commented [DD21]: Same comment.

Commented [DD22]: This one is unclear. Why would the Commission vote on a candidate if it is simply sending all of the resumes to City Council thereafter? Was the intent to recommend a candidate to City Council?

G. City Council then decides, by majority vote, on a candidate(s) to be appointed to an open Commission seat(s).

Commented [DD23]: The purpose of this one is unclear, and it seems unnecessary.

Section 4. **Election of Officers** – In the event of a vacancy in the office of Chairperson, the Vice Chairperson shall succeed to the office of Chairperson for the balance of the Chairperson’s unexpired term. An election shall be held to fill the vacancy in the office of the Vice Chairperson for the balance of the Vice Chairperson’s unexpected term. If the office of Secretary becomes available, an election shall be held to fill the vacancy of Secretary.

Section 5. **Unexpired Term**– The term of office shall be one year, beginning at the first regular meeting when serving in the office, unless the officer is elected to serve the balance of the term of a vacated office, in which case he/she shall serve the remaining term of office. A member of the Commission may be elected to the same office for no more than two (2) consecutive years. Election to an office for purposes of filling a vacancy shall not count against the two (2) consecutive years limitation.

Commented [DD24]: The reference to a “Recording Secretary” is unclear, because it is not an officer position listed in the ordinance or created in the by-laws.

Commented [DD25]: This is a policy choice for the Commission. Rather than set the day in stone in the by-laws, it might be preferable to simply indicate here that the Commission shall set its meeting calendar for each year in December for the upcoming year (the Open Meetings Act doesn’t apply to advisory bodies, but setting the annual meeting dates for the upcoming year is still a good practice to follow).

Commented [DD26]: The Act does not apply, so this is strictly a policy choice.

Commented [DD27]: This requirement seems unnecessary if the dates for the year have all been set in December.

Commented [DD28]: This is a policy choice for the Commission. Has it ever been the practice to send the agenda to everyone listed here?

Commented [DD29]: Two is an unusual number, but ultimately this is a policy choice for the Commission.

Commented [DD30]: Why is this provision necessary if two members can call a special meeting?

Commented [DD31]: Five days is significant, particularly if the matter is urgent. For example, the Open Meetings Act only requires 18 hours. But, ultimately, this is a policy choice for the Commission.

Commented [DD32]: This is similar to City Council’s rules for special meetings.

Commented [DD33]: The Commission should consider implementing the protocols applicable in the Open Meetings Act. Although not applicable to advisory bodies, the Act attempts to ensure public notice through posting at City Hall and on the City’s website. In either case, though, the Commission cannot compel the City to do either on its behalf; rather, the City can implement notice in whatever manner it chooses.

Commented [DD34]: This is simply a policy choice, because the Open Meetings Act does not apply to advisory bodies.

Commented [DD35]: This requirement is not consistent with the 5 days’ notice for special meetings (see above).

ARTICLE V

Meetings

Section 1. **Regular Meetings** – Public notice of meetings shall also be given in accordance with the Open Meetings Act. All regular meeting dates shall be set for the following calendar year no later than the month of December.

Section 2. **Agenda** – The Chairperson shall set the agenda for the meeting. The agenda for each meeting shall be posted on the City’s website in advance of the meeting to which it pertains. To the extent applicable, the order of business on the agenda shall be as set forth in the City of Fraser Boards & Commissions Handbook.

Section 3. **Special Meetings** – Special meetings may be called by the Chairperson and/or two (2) or more Commission members can call a special meeting as needed. It shall be the duty of the Chairperson to call such a meeting when requested to do so by a majority of the members of the Commission. The notice of such meeting shall be given to each Commission member at least five (5) days in advance of the meeting and shall specify the time, place, and purpose of such meeting, and no other business may be considered except by unanimous consent of all of the members of the Commission.

Section 4. **Public Notice** – Public notice of any special meeting shall be posted at City Hall.

Section 5. **Public Meetings** –All meetings, regular and special, including study sessions and subcommittee meetings, shall be open to the public. An agenda shall be made available for public display seven (7) days prior to the scheduled meeting. Public comment shall be taken only at the end of the meeting

during the Public Comment portion of the agenda. The Commission shall keep a public record of its resolutions, transactions, findings, and determinations in the office of the City Clerk.

Section 6. Holiday Scheduled Meetings – In the event a regular meeting falls upon a holiday, such meeting shall be cancelled or rescheduled by the Chairperson.

Commented [DD36]: If the Commission plans its calendar for each upcoming year in December, this provision should not be necessary.

Section 7. Media Participation – Any person attending a meeting may tape record, videotape, broadcast live on radio, or telecast live on television the proceedings of the Commission, subject to any established reasonable rules of the Commission.

Commented [DD37]: This is a policy choice because the Open Meetings Act does not apply to advisory bodies, but if it is maintained, it should be modernized to account for live streaming.

Section 8. Public Conduct – The Chairperson may impose a five (5) minute time limitation on public participation by each speaker. Any person disrupting the proceedings shall be subject to removal by the Chairperson. A person shall have no right of appeal from such an order.

Commented [DD38]: The first two sentences were likely borrowed from ZBA or Planning Commission by-laws. The Recreation Commission is unlikely to ever have a “public hearing” in the legal sense of the term.

Section 9. Scheduling – All inquiries, applications, or matters requiring official action by the Commission shall be submitted to the Commission at a regular meeting unless a special meeting is called to consider the matter. A request for scheduling on a regular meeting agenda must be submitted to the Chairperson at least ten (10) days prior to the next regularly scheduled Commission meeting.

Commented [DD39]: This requirement creates conflict with the earlier requirement that the agenda be made publicly available at least 7 days before any meeting.

Section 10. Voting – All proceedings, decisions, and resolutions of the Commission shall be initiated by motion. The vote upon motions and resolutions shall be recorded. A roll call vote shall be mandatory for all recommendations to the City Council.

Commented [DD40]: The Commission will not be approving any expenditures or holding any public hearings.

Section 11. Permanent Records – All correspondence to the Commission or introduced into the record at a Commission meeting shall become a permanent record of the Commission. The proceedings of all meetings of the Commission shall be kept in written form and shall become a permanent record of the Commission. Minutes shall be approved by the Commission at the next regular meeting. Absent members may vote on minutes relating to the meeting at which they were absent.

Commented [DD41]: This is a little known rule, but it helps prevent delays in approving the minutes when multiple members are absent at the meeting when the minutes of the prior meeting are being approved.

ARTICLE VI

Amendment

Section 1. These by-laws, in whole or in part, may be altered, amended, added to, or repealed at any regular or special meeting by a two-thirds (2/3) majority vote of Commission members appointed and serving, provided that notice of all proposed alterations, amendments, or repeals shall be submitted to all members of the Commission at least ten (10) days before the regular or special meeting of the Commission at which they are to be considered. All amendments shall become effective immediately upon a majority vote of the Commission.

Commented [DD42]: This entire Article seems unnecessary and, in many parts, inapplicable (apparently borrowed from ZBA or Planning Commission by-laws). Robert’s Rules are already adopted earlier, so the remaining information is superfluous unless the Commission wishes to amend Robert’s Rules for purposes of making, debating, and adopting motions. Instead, the Commission might consider replacing this Article with a new Article that explains how to amend the by-laws (some require a 2/3 vote of all members, other a simple majority).

ARTICLE VII

Communication

- Section 1. All official communications from the Commission shall be transmitted to the City Manager or City Council through the Chairperson.
- Section 2. Outside of Commission meetings, communications from individual members of the Commission may occur with individual City personnel for information gathering purposes, but only the Commission as a body may give direction to City personnel.
- Section 3. Commission members shall not communicate with the public in a manner that gives the appearance that the member is speaking for the Commission or the City of Fraser.