

Florence Township Park Commission Bylaws 2012 (Amended September 2013) (Amended March 2023)

Section I. The officers of the Commission shall be a Chair, Vice-Chair, and Secretary.

Section II. The duties of the officers shall be as follows:

Chair

1. The Chair shall be charged with the administrative affairs of the Commission.
2. The Chair shall preside over all meetings of the Commission.
3. The Chair shall appoint committees of the Commission with the advice and consent of the Commission.
4. The Chair shall attend all Township Board meetings to present the minutes of Commission meetings and to be available to the Township Board on Commission matters. If the Chair cannot attend a Township Board meeting, another Commission member will be designated by the Chair to attend in their place.
5. The Chair shall manage the activities of the Park Supervisor.

Vice-Chair

1. The Vice-Chair shall assume the duties of the Chair during absence of the Chair.

Secretary

1. The Secretary shall record, submit to the Florence Township website, and keep on file the minutes of all Commission meetings.
2. The Secretary shall make the minutes of all Commission meetings available to the Chair for use at the next town board meeting following any Commission meeting.
3. The Secretary shall prepare and receive correspondence for the Commission and maintain proper files and records.
4. The Secretary shall prepare an annual report to be sent to the Board of Supervisors of Florence Township as of the March meeting summarizing the activities of the Commission.
5. The Secretary shall publish the date, time, and place of all Commission meetings in compliance with the Public Open Meeting laws.
6. The Secretary shall update the Park Commission webpage with member contact information, term dates, pertinent documents, notices, and announcements.
7. The Secretary shall notify the Town Board of any vacancies.

Section III. Election of Officers

1. The officers of the Commission shall be elected at the annual meeting and serve until the next annual meeting.
2. The annual meeting shall be the scheduled May meeting of the Commission.
3. The officers shall be elected by a majority vote of the members of the Commission who are present.

Section IV. Quorum

1. At any meeting of the Florence Township Park Commission, a quorum shall be comprised of a majority of the active commission members (members with active appointed terms) including the Ex-Officio member. i.e. the Town Board liaison.
2. No action shall be taken in the absence of a quorum except to adjourn the meeting.

Section V. Voting

1. Each member of the Commission is entitled to cast one (1) vote. Voting shall be by voice.

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2. In the event that any member of the Commission feels that they have a conflict of interest, they shall voluntarily excuse themselves, vacate their seat, and refrain from discussing and voting on said item. The secretary shall then record in the minutes that no vote was cast by the member.

3. The affirmative vote of a majority of the members present and voting shall be necessary for the adoption of any resolution or other voting matter. The ex-Officio member is accorded the same privilege of debate including the right to vote as all other members of the Commission.

Section VI. Rules of Procedure adapted from the Minnesota Association of Townships, TM 2100, July 2002.

1. Convening and running the meeting. The Commission Chair will convene and run the meeting. Meetings should be convened at the time provided in the notice, but only if a quorum of the commissioners is present. If a quorum is not met, the meeting will need to either be delayed until a quorum arrives or canceled and rescheduled. Because state law does not create the Chair position, it is up to each commission to determine how to designate a Chair. In the absence of the Chair, the remaining commissioners select a commission member to run the meeting. Chairs have the same authority to participate in the meeting as does any other commissioner. This means that, absent some express reason to the contrary (i.e. local by-laws, conflicts-of-interest, etc.) the Chair can make motions and vote on any issue. It is traditionally the Chair's role to recognize speakers, to make sure that everyone is clear on issues, and to call for votes that need to be taken. It is also the Chair's discretionary duty to end discussions as needed to keep the order, and to try to keep the meeting moving at a good pace while allowing complete discussions on each issue.

2. Agenda. There is no statutory requirement that agendas be prepared for commission meetings. It is, however, a good way to help inform community members of the topics to be discussed at the meeting. An agenda can also help keep the meeting orderly and thus more time efficient.

3. Parliamentary Procedure. Neither Robert's Rules of Order, nor any other parliamentary process, is statutorily imposed on townships. This means that from a purely legal perspective, township commissions can conduct their business in just about any manner they choose. The board and its commissions do not need to worry about the order of motions, for example. The Minnesota Association of Townships discourages townships from officially adopting a formal process, such as Robert's Rules, by name. The reason for this is that once adopted by the board, that process becomes binding and any deviation from the procedure can be grounds to challenge the validity of actions taken by the commission. Because very few people truly know all the intricacies of Robert's Rules of Order, mistakes can easily occur subjecting otherwise valid decisions of the commission to possible challenge based on technicalities.

Section VII. Committees

1. The Commission may establish standing committees for a term of one year. After a term of one (1) year such committees may be re-established. The Commission may appoint ad hoc committees as needed to address various issues. Members of ad hoc committees need not be eligible to vote in the township. However, such members will not be allowed to vote on issues being considered by the township.

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Section VIII. Attendance

1. Any member of the Commission who will not be able to attend a scheduled meeting of the Commission shall notify the Secretary as soon as possible. The Secretary will notify the Chair if the projected absence will result in a lack of quorum.
2. Four consecutive unexcused absences by any commission member may result in removal from the commission at the discretion of the Town Board.

Section IX. Vacancies

1. Should vacancies occur among members of the Commission; immediate notice shall be given to the Florence Township Board of Supervisors. Vacancies among Commission officers shall be filled at the next meeting of the Commission.

Section X. Ordinance Recognized

1. The ordinance establishing the Florence Township Park Commission is hereby recognized. The provisions of this ordinance will guide all future actions of the Park Commission.

Section XI. Meetings

1. Regular meetings shall be on the first Tuesday of each month.
2. All meetings will be at the Florence Town Hall except when the Commission may adjourn to some area for the purpose of viewing said area.
3. All meetings shall be open to the public. The Commission may also call for public hearings when special consideration of a topic of concern is indicated (see section XIII Public Hearings).
4. At their discretion and with at least three (3) days' notice, the Chair may call a special meeting of the Commission by completing the following steps: notifying the other members of the Commission and posting a notice that indicates the time and subject of the meeting at the Town Hall and on the Florence Township website.

Section XII. Bylaw Amendments

1. These bylaws may be amended at any regular meeting of the Florence Township Park Commission by a two-thirds (2/3) majority of the members provided that notice of such amendment is given to each member in writing at least three (3) days prior to said meeting. These amendments are not finalized until approved by the Town Board.

Section XIII. Public Hearings

1. Public Hearings may be held at the discretion of the Commission. If a subject brought before the Commission is deemed to be controversial, the Commission may decide to examine the subject at a Public Hearing rather than at its regular public meeting, in which case the procedures outlined for public meetings must apply.