

**Florence Township Park Commission Bylaws
2012
(Amended September 2013)**

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

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

Chair

1. The Chairman shall be charged with the administrative affairs of the Commission.
2. The Chairman shall preside over all meetings of the Commission.
3. The Chairman shall appoint committees of the Commission with the advice and consent of the Commission.
4. The Chairman 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 Chairman cannot attend a Township Board meeting, another Commission member will be designated by the Chairman to attend in his/her place.
5. The Chairman shall manage the activities of the Park Supervisor.

Vice-Chair

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

Secretary

1. The Secretary shall record and keep on file the minutes of all Commission meetings.
2. The Secretary shall make the minutes of all Commission meetings available to the Chairman 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 January 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.

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 that are present.

Section IV. Quorum

1. At any meeting of the Florence Township Park Commission, a quorum shall be the majority of the active commission members (members with active appointed terms) including the Ex-Officio member.
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 he has a conflict of interest, he shall voluntarily excuse himself, vacate his 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 chairperson 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 no quorum exists, the meeting will need to either be delayed until a quorum arrives, or canceled and rescheduled. Because state law does not create the chairperson position, it is up to each commission to determine how it will decide who will be the chairperson. In the absence of the chairperson, the remaining commissioners will need to decide who will run the meeting. Chairpersons 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.) he or she can make motions and vote on any issue. It is traditionally the chairperson's role to recognize speakers, to make sure that everyone is clear on an issue, and to call for any vote that is required to be taken. It is also the chairperson'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 an agenda be prepared for a commission meeting. It is, however, a good way to help inform audience members of what will 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 does not need to worry about what motion should proceed what other motion, etc. 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 does become binding and any deviation from the procedure can be grounds to challenge the validity of an action taken by the commission. Because very few people truly know all of the intricacies of Robert's Rules of Order, mistakes can easily occur subjecting an otherwise valid decision of the commission to possible challenge based on a technicality.

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.

Section VIII. Attendance

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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 Chairman if the projected absence will produce a lack of quorum.

Section IX. Vacancies

1. Should vacancies occur among members of the Commission, immediate notice shall be given the Florence Township Board of Supervisors. Should vacancy occur among the Commission officers, that office 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 and all provisions of said ordinance will be complied with.

Section XI. Meetings

1. Regular meetings shall be on the third Monday 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 public meetings except in those instances where the Commission decides that a public hearing is indicated.
4. The Chairman may, at his/her discretion with at least three (3) days notice, call a special meeting of the Commission by notifying the members of the Commission and posting a notice at the Town Hall indicating the time and subject of the meeting.

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.

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.