

**Parks & Recreation Committee
Agenda
Village of Lexington
7227 Huron Ave.
Lexington, MI 48450**

DATE OF MEETING: June 10, 2024

TIME OF MEETING: 6:00 P.M.

CALL TO ORDER REGULAR MEETING:

ROLL CALL: Muoio, Klaas, Fisher, McMahon, L. Bajdo, M. Bajdo, Farquhar

ATTENDANCE:

OTHERS PRESENT:

APPROVAL OF AGENDA – Motion to approve the agenda as presented.

APPROVAL OF MINUTES – Motion to approve the May 13, 2024 minutes as presented.

PUBLIC COMMENT –

UNFINISHED BUSINESS:

1. **Parks & Rec Authority & Duties Reminder** – Klaas
2. **Parks & Rec Bylaws Update** – Klaas
- 3.

NEW BUSINESS:

1. **Robert's Rules of Order** – Klaas
- 2.
- 3.

CORRESPONDENCE

PUBLIC COMMENT

ADJOURNMENT

VILLAGE OF LEXINGTON
PARKS & RECREATION MEETING
Village of Lexington – 7227 Huron Ave., Lexington, MI
May 13, 2024

CALL TO ORDER: Muoio called the meeting to order at 6:00 pm.

ROLL CALL: by Lori Fisher

PRESENT: Muoio, Klaas, Fisher, McMahon, L. Bajdo, M. Bajdo, Farquhar

ABSENT: None

OTHERS PRESENT: L. Fisher, L. Adams, K. DeCoster

ATTENDANCE:

APPROVAL OF AGENDA:

MOTION by L. Bajdo, seconded by Klaas, to approve the agenda as presented.

All Ayes

Motion carried

APPROVAL OF MINUTES

MOTION by Klaas, seconded by Fisher, to approve of April 8, 2024, minutes as presented.

All Ayes

Motion carried

PUBLIC COMMENT: None

UNFINISHED BUSINESS:

1. **Harbor Redevelopment Update** – L. Fisher explained Council formally allocated 5 million dollars to the upland portion of the project and up to 3 million dollars to the DNR. We will continue consulting with Edgewater to come up with a final design which will be in line with the final concept plan. It will then go out for bids. We are looking for groundbreaking to begin fall of 2025. The current deadline is 2026, however we will be working with the MEDC for an extension. Fisher gives the new members a brief update on the upland portion of the project.

2. **Parks & Rec Bylaws Update** – The parks & recreation committee does not currently have a set of bylaws. Klaas explained he worked on putting together a set of draft bylaws. L. Fisher asked the new members to review the draft copies for discussion at the next meeting.

MOTION by Klaas, seconded by Fisher, to table the draft bylaws until the next meeting.

All Ayes

Motion carried

NEW BUSINESS:

1. **Election of Chairperson** – Motion by McMahon, seconded by Fisher, to elect Dennis Klaas as Chairperson.

All Ayes

Motion carried

2. **Election of Vice Chairperson** – Motion by McMahon, seconded by Fisher, to elect Jim Farquhar as Vice Chairperson.

All Ayes

Motion carried

3. **Discuss Priorities** – L. Fisher explained the Trust Fund Grant that was applied for. We will not know the results until December. Discussion followed on updates for Lester Street Park including restrooms as well as funding issues/grants.

CORRESPONDENCE: None

PUBLIC COMMENT:

- Larry Adams (7311 Lake) – commented on a possible dog run area.

ADJOURNMENT:

MOTION by Klaas, seconded by McMahon, to adjourn the meeting at 7:01 p.m.

All Ayes

Motion carried.

Respectfully submitted,
Vicki Scott

DRAFT

PARKS AND REC

| GL NUMBER | DESCRIPTION | 2023-24 | | ACTIVITY FOR MONTH 05/31/2024 INCREASE (DECREASE) | YTD BALANCE 05/31/2024 | % BDTG USED |
|-----------|-------------|-----------------|----------------|---|------------------------|-------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | | | |

Fund 101 - GENERAL FUND

| | | | | | | |
|--|----------------------|-----------------|-----------------|---------------|---------------|--------------|
| Revenues | | | | | | |
| Dept 751 - RECREATION & CULTURE | | | | | | |
| 101-751-671.100 | VENDOR PERMIT | 1,500.00 | 1,500.00 | 240.00 | 510.00 | 34.00 |
| 101-751-674.000 | DONATIONS | 500.00 | 500.00 | 0.00 | 43.41 | 8.68 |
| 101-751-686.500 | MISC ACCT OF REVENUE | 0.00 | 0.00 | 20.00 | 130.00 | 100.00 |
| Total Dept 751 - RECREATION & CULTURE | | 2,000.00 | 2,000.00 | 260.00 | 683.41 | 34.17 |

TOTAL REVENUES

| | | | | | | |
|--|--|----------|----------|--------|--------|-------|
| | | 2,000.00 | 2,000.00 | 260.00 | 683.41 | 34.17 |
|--|--|----------|----------|--------|--------|-------|

Expenditures

| | | | | | | |
|--|--------------------------|------------------|------------------|-----------------|------------------|--------------|
| Dept 751 - RECREATION & CULTURE | | | | | | |
| 101-751-702.000 | CLERICAL | 200.00 | 200.00 | 0.00 | 213.15 | 106.58 |
| 101-751-702.600 | DPW WAGES | 16,500.00 | 16,500.00 | 3,990.05 | 26,538.15 | 160.84 |
| 101-751-709.100 | MATCH - SOCIAL SECURITY | 1,300.00 | 1,300.00 | 326.19 | 2,072.33 | 159.41 |
| 101-751-710.500 | MICH EMP SEC COM | 200.00 | 200.00 | 11.69 | 114.24 | 57.12 |
| 101-751-713.650 | DPW-WATER WAGES OVERTIME | 0.00 | 0.00 | 313.28 | 593.19 | 100.00 |
| 101-751-715.400 | PENSION | 3,500.00 | 3,500.00 | 530.51 | 3,055.60 | 87.30 |
| 101-751-716.401 | AXA EQUITABLE MATCH | 800.00 | 800.00 | 174.32 | 1,007.46 | 125.93 |
| 101-751-719.200 | BLUE CROSS | 9,000.00 | 9,000.00 | 870.70 | 9,043.58 | 100.48 |
| 101-751-724.300 | LIFE INSURANCE | 400.00 | 400.00 | 0.00 | 255.89 | 63.97 |
| 101-751-726.550 | WORKERS COMP INSURANCE | 1,127.00 | 1,127.00 | 0.00 | 456.61 | 40.52 |
| 101-751-752.000 | SUPPLIES | 15,000.00 | 15,000.00 | 782.98 | 4,507.12 | 30.05 |
| 101-751-802.200 | CONTRACTED SERVICES | 20,000.00 | 20,000.00 | 0.00 | 1,250.00 | 6.25 |
| 101-751-831.000 | MAINTENANCE | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 |
| 101-751-880.100 | ADVERT/PUBLICATIONS | 120.00 | 120.00 | 0.00 | 0.00 | 0.00 |
| 101-751-920.000 | ELECTRIC-DETROIT EDISON | 1,050.00 | 1,050.00 | 94.86 | 1,216.91 | 115.90 |
| 101-751-935.000 | LIABILITY INSURANCE | 500.00 | 500.00 | 0.00 | 445.64 | 89.13 |
| 101-751-977.000 | CAPITAL OUTLAY | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 751 - RECREATION & CULTURE | | 89,697.00 | 89,697.00 | 7,094.58 | 50,769.87 | 56.60 |

TOTAL EXPENDITURES

| | | | | | | |
|--|--|-----------|-----------|----------|-----------|-------|
| | | 89,697.00 | 89,697.00 | 7,094.58 | 50,769.87 | 56.60 |
|--|--|-----------|-----------|----------|-----------|-------|

Fund 101 - GENERAL FUND:

| | | | | | | |
|---|--|--------------------|--------------------|-------------------|--------------------|--------------|
| TOTAL REVENUES | | 2,000.00 | 2,000.00 | 260.00 | 683.41 | 34.17 |
| TOTAL EXPENDITURES | | 89,697.00 | 89,697.00 | 7,094.58 | 50,769.87 | 56.60 |
| NET OF REVENUES & EXPENDITURES | | (87,697.00) | (87,697.00) | (6,834.58) | (50,086.46) | 57.11 |

TOTAL REVENUES - ALL FUNDS

| | | | | | | |
|---|--|--------------------|--------------------|-------------------|--------------------|--------------|
| TOTAL EXPENDITURES - ALL FUNDS | | 2,000.00 | 2,000.00 | 260.00 | 683.41 | 34.17 |
| NET OF REVENUES & EXPENDITURES | | 89,697.00 | 89,697.00 | 7,094.58 | 50,769.87 | 56.60 |
| | | (87,697.00) | (87,697.00) | (6,834.58) | (50,086.46) | 57.11 |

User: SHELLY

TRANSACTIONS FROM 05/01/2024 TO 05/31/2024

DB: Village Of Lexington

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|-----------------------|-----|------|---|------------------|--------------|---------|-----------|
| Fund 101 GENERAL FUND | | | | | | | |
| 05/01/2024 | | | 101-751-702.000 CLERICAL | | BEG. BALANCE | | 213.15 |
| 05/31/2024 | | | 101-751-702.000 | END BALANCE | 0.00 | 0.00 | 213.15 |
| 05/01/2024 | | | 101-751-702.600 DPW WAGES | | BEG. BALANCE | | 22,548.10 |
| 05/01/2024 | PR | CHK | SUMMARY PR 05/01/2024 | | 983.29 | | 23,531.39 |
| 05/08/2024 | PR | CHK | SUMMARY PR 05/08/2024 | | 808.19 | | 24,339.58 |
| 05/15/2024 | PR | CHK | SUMMARY PR 05/15/2024 | | 496.29 | | 24,835.87 |
| 05/15/2024 | GJ | JE | TO POS TO PROPER ACCOUNT | 2945 | 143.76 | | 24,979.63 |
| 05/22/2024 | PR | CHK | SUMMARY PR 05/22/2024 | | 631.86 | | 25,611.49 |
| 05/29/2024 | PR | CHK | SUMMARY PR 05/29/2024 | | 926.66 | | 26,538.15 |
| 05/31/2024 | | | 101-751-702.600 | END BALANCE | 3,990.05 | 0.00 | 26,538.15 |
| 05/01/2024 | | | 101-751-709.100 MATCH - SOCIAL SECURITY | | BEG. BALANCE | | 1,746.14 |
| 05/01/2024 | PR | CHK | SUMMARY PR 05/01/2024 | | 74.18 | | 1,820.32 |
| 05/08/2024 | PR | CHK | SUMMARY PR 05/08/2024 | | 76.62 | | 1,896.94 |
| 05/15/2024 | PR | CHK | SUMMARY PR 05/15/2024 | | 37.46 | | 1,934.40 |
| 05/15/2024 | GJ | JE | TO POS TO PROPER ACCOUNT | 2945 | 19.00 | | 1,953.40 |
| 05/22/2024 | PR | CHK | SUMMARY PR 05/22/2024 | | 48.02 | | 2,001.42 |
| 05/29/2024 | PR | CHK | SUMMARY PR 05/29/2024 | | 70.91 | | 2,072.33 |
| 05/31/2024 | | | 101-751-709.100 | END BALANCE | 326.19 | 0.00 | 2,072.33 |
| 05/01/2024 | | | 101-751-710.500 MICH EMP SEC COM | | BEG. BALANCE | | 102.55 |
| 05/22/2024 | PR | CHK | SUMMARY PR 05/22/2024 | | 6.65 | | 109.20 |
| 05/29/2024 | PR | CHK | SUMMARY PR 05/29/2024 | | 5.04 | | 114.24 |
| 05/31/2024 | | | 101-751-710.500 | END BALANCE | 11.69 | 0.00 | 114.24 |
| 05/01/2024 | | | 101-751-713.650 DPW-WATER WAGES OVERTIME | | BEG. BALANCE | | 279.91 |
| 05/08/2024 | PR | CHK | SUMMARY PR 05/08/2024 | | 205.46 | | 485.37 |
| 05/15/2024 | GJ | JE | TO POS TO PROPER ACCOUNT | 2945 | 107.82 | | 593.19 |
| 05/31/2024 | | | 101-751-713.650 | END BALANCE | 313.28 | 0.00 | 593.19 |
| 05/01/2024 | | | 101-751-715.400 PENSION | | BEG. BALANCE | | 2,525.09 |
| 05/01/2024 | PR | CHK | SUMMARY PR 05/01/2024 | | 146.52 | | 2,671.61 |
| 05/08/2024 | PR | CHK | SUMMARY PR 05/08/2024 | | 283.25 | | 2,954.86 |
| 05/15/2024 | PR | CHK | SUMMARY PR 05/15/2024 | | 100.74 | | 3,055.60 |
| 05/31/2024 | | | 101-751-715.400 | END BALANCE | 530.51 | 0.00 | 3,055.60 |
| 05/01/2024 | | | 101-751-716.401 AXA EQUITABLE MATCH | | BEG. BALANCE | | 833.14 |
| 05/01/2024 | PR | CHK | SUMMARY PR 05/01/2024 | | 53.68 | | 886.82 |
| 05/08/2024 | PR | CHK | SUMMARY PR 05/08/2024 | | 40.60 | | 927.42 |
| 05/15/2024 | PR | CHK | SUMMARY PR 05/15/2024 | | 19.41 | | 946.83 |
| 05/15/2024 | GJ | JE | TO POS TO PROPER ACCOUNT | 2945 | 15.10 | | 961.93 |
| 05/22/2024 | PR | CHK | SUMMARY PR 05/22/2024 | | 12.34 | | 974.27 |
| 05/29/2024 | PR | CHK | SUMMARY PR 05/29/2024 | | 33.19 | | 1,007.46 |
| 05/31/2024 | | | 101-751-716.401 | END BALANCE | 174.32 | 0.00 | 1,007.46 |
| 05/01/2024 | | | 101-751-719.200 BLUE CROSS | | BEG. BALANCE | | 8,172.88 |
| 05/01/2024 | PR | CHK | SUMMARY PR 05/01/2024 | | 294.72 | | 8,467.60 |
| 05/08/2024 | PR | CHK | SUMMARY PR 05/08/2024 | | 279.69 | | 8,747.29 |
| 05/15/2024 | PR | CHK | SUMMARY PR 05/15/2024 | | 150.67 | | 8,897.96 |
| 05/15/2024 | GJ | JE | TO POS TO PROPER ACCOUNT | 2945 | 68.34 | | 8,966.30 |
| 05/22/2024 | PR | CHK | SUMMARY PR 05/22/2024 | | 77.28 | | 9,043.58 |
| 05/31/2024 | | | 101-751-719.200 | END BALANCE | 870.70 | 0.00 | 9,043.58 |
| 05/01/2024 | | | 101-751-724.300 LIFE INSURANCE | | BEG. BALANCE | | 255.89 |
| 05/31/2024 | | | 101-751-724.300 | END BALANCE | 0.00 | 0.00 | 255.89 |
| 05/01/2024 | | | 101-751-726.550 WORKERS COMP INSURANCE | | BEG. BALANCE | | 456.61 |
| 05/31/2024 | | | 101-751-726.550 | END BALANCE | 0.00 | 0.00 | 456.61 |
| 05/01/2024 | | | 101-751-752.000 SUPPLIES | | BEG. BALANCE | | 3,724.14 |
| 05/02/2024 | AP | INV | CLEANING SUPPLY PARKS | 7841 | 369.00 | | 4,093.14 |
| 05/02/2024 | AP | INV | CLEANING PARKS | 7881 | 107.00 | | 4,200.14 |
| 05/09/2024 | AP | INV | MULTI FUNDS | 2472 DUE 5/22/24 | 39.88 | | 4,240.02 |
| 05/29/2024 | AP | INV | CLEANING SUPPLY | 7994 | 221.50 | | 4,461.52 |
| 05/29/2024 | AP | INV | FLOWER POTS, LAWN MOWER, MISC | 240009 | 45.60 | | 4,507.12 |
| 05/31/2024 | | | 101-751-752.000 | END BALANCE | 782.98 | 0.00 | 4,507.12 |
| 05/01/2024 | | | 101-751-802.200 CONTRACTED SERVICES | | BEG. BALANCE | | 1,250.00 |
| 05/31/2024 | | | 101-751-802.200 | END BALANCE | 0.00 | 0.00 | 1,250.00 |
| 05/01/2024 | | | 101-751-920.000 ELECTRIC-DETROIT EDISON | | BEG. BALANCE | | 1,122.05 |
| 05/16/2024 | AP | INV | ELECTRIC MULTI FUNDS | DUE MY 30 2024 | 94.86 | | 1,216.91 |
| 05/31/2024 | | | 101-751-920.000 | END BALANCE | 94.86 | 0.00 | 1,216.91 |
| 05/01/2024 | | | 101-751-935.000 LIABILITY INSURANCE | | BEG. BALANCE | | 445.64 |

User: SHELLY

TRANSACTIONS FROM 05/01/2024 TO 05/31/2024

DB: Village Of Lexington

| Date | JNL | Type | Description | Reference # | Debits | Credits | Balance |
|---------------------------------|-----|------|--|-------------|--------|-----------------|------------------|
| | | | 101-751-935.000 LIABILITY INSURANCE | | | | |
| | | | | | | (Continued) | |
| 05/31/2024 | | | 101-751-935.000 | END BALANCE | 0.00 | 0.00 | 445.64 |
| TOTAL FOR FUND 101 GENERAL FUND | | | | | | <u>7,094.58</u> | <u>50,769.87</u> |

PARKS AND RECREATION

*Cross reference(s)- Boards and commissions, § 2-151 et seq.

Sec. 42.31. Established; membership; terms; compensation.

There is established a parks and recreation committee, which shall consist of five to seven residents of the village, each serving two year staggered terms. Members shall be nominated by the Village President and confirmed by the Village Council. No member shall receive any salary or other compensation for his services. Members may be reimbursed for actual and necessary expenses incurred in the performance of official duties, after approval by the Village Council. (Ord. No. 112 § 1-3, 12-13-1993)

Sec 42-34. Authority and duties.

The parks and recreation committee may recommend fees and/or rentals for various facilities and equipment to the Village Council and, upon approval, shall cause such fees and/or rentals to be collected.

Additionally, the committee shall perform the following duties:

1. Organize recreational activities.
 2. Insure adequacy of parks.
 3. Develop plans for facilities that enhance recreational activities.
 4. Prepare and submit to the village manager a proposed annual budget.
 5. Report to the village manager the state of parks and recreational activities on an annual basis, minimally.
 6. Hold regular committee meetings.
 7. Elect committee officers and appoint subcommittees chaired by a committee member.
- (Ord. No. 112 § 6, 12-13-1993)

Sec. 42-35. Financing and reports.

All funds raised by facilities under the jurisdiction of the parks and recreation committee shall be placed in a separate fund to be used for the operation, maintenance, improvement, construction and purchase of parks and recreational facilities. The committee shall provide monthly reports to the village council regarding all activities including receipts and expenditures. The committee shall follow the fiscal and purchasing policies approved by Lexington village council.

Village of Lexington
Parks & Recreation Committee
Bylaws

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be the Parks and Recreation Committee of the Village of Lexington, hereinafter referred to as "the Committee."

Section 2: Purpose

The purpose of the Committee shall be to advise the Village Council on matters related to parks, recreation facilities, and programming within the Village of Lexington. The Committee shall work to enhance the quality of life for residents by promoting the use and enjoyment of parks and recreational amenities.

Article II: Membership

Section 1: Composition

The Committee shall consist of no less than five (5) and no more than nine (7) members, appointed by the Village Council. Members shall be residents of the Village of Lexington and shall serve without compensation.

Section 2: Appointment

Members shall be appointed for staggered terms of two (2) years, with the initial appointments staggered to ensure continuity. Vacancies shall be filled by appointment of the Village Council for the unexpired portion of the term.

Section 3: Removal

A member of the committee may be removed for neglect of duty, excessive absence, misconduct, malfeasance, or any other good cause as determined by the Village Council. Committee members who have unexcused absences for three (3) consecutive regularly scheduled meetings and/or work sessions during their appointed term shall be deemed to have vacated his/her seat and will be removed from the seat. Exceptions will be considered if they are due to the conduct of other business related to Parks & Recreation activities or sickness. A member may be removed from the Committee for cause by a two-thirds (2/3) vote of the Village Council.

Article III: Officers

Section 1: Chairperson

The Committee shall elect a Chairperson from among its members annually. The Chairperson shall preside over meetings, appoint subcommittees as necessary, and represent the Committee before the Village Council and other entities.

Section 2: Vice-Chairperson

The Committee shall elect a Vice-Chairperson from among its members annually. The Vice-Chairperson shall assume the duties of the Chairperson in their absence and perform other duties as assigned by the Chairperson.

Article IV: Meetings

Section 1: Regular Meetings

The Committee shall hold regular meetings at least once per month at a time and place determined by the Committee. Additional meetings may be called by the Chairperson or by a majority vote of the Committee.

Section 2: Special Meetings

Special meetings may be called by the Chairperson or upon written request of at least three (3) members of the Committee. Notice of special meetings shall be provided to all members at least three (3) days in advance. All meetings of the board shall be held in accordance with the Open Meetings Act, PA 230 of 1976. Robert's Rules of Order shall govern the proceedings of the meetings.

Section 3: Quorum

A quorum for the transaction of business shall consist of a simple majority of the members currently serving on the Committee.

Section 4: Decision Making

Decisions of the Committee shall be made by a simple majority vote of members present and voting, unless otherwise specified in these bylaws.

Article V: Duties and Responsibilities

Section 1: Advisory Role

The Committee shall advise the Village Council on matters pertaining to parks, recreation facilities, programs, policies, and budgets.

Section 2: Programming and Events

The Committee may organize and support recreational programs, events, and activities for residents of all ages, subject to budgetary constraints and approval by the Village Council.

Section 3: Maintenance and Improvement

The Committee shall monitor the condition of parks and recreational facilities within the Village and recommend maintenance and improvement projects as needed.

Section 4: Public Engagement

The Committee shall promote community involvement in parks and recreation initiatives and solicit input from residents on matters within its purview.

Article VI: Amendment of Bylaws

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular or special meeting, provided that notice of the proposed amendment(s) has been given to all members at least ten (10) days in advance.

Article VII: Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order, Newly Revised" shall govern the Committee in all cases to which they are applicable and not inconsistent with these bylaws or any special rules of order the Committee may adopt.

Article VIII: Adoption

These bylaws shall be adopted upon approval by a majority vote of the members present at a regular meeting of the Committee, provided that notice of the proposed bylaws has been given to all members at least ten (10) days in advance.

Article IX: Effective Date

These bylaws shall become effective immediately upon adoption.

Certification

I hereby certify that these bylaws were duly adopted by the Parks and Recreation Committee of the Village of Lexington on [date of adoption].

[Signature of Chairperson]
Chairperson, Parks and Recreation Committee
Village of Lexington

Village of Lexington

DRAFT Parks & Recreation Bylaws

1. Name and Purpose.
 - A. The following rules of procedure are hereby adopted by the Village of Lexington Parks & Recreation Committee ("Committee") to facilitate the performance of its duties.
 - B. The Committee's goal is to enrich the lives of Village residents by helping provide safe, welcoming parks and recreation facilities and affordable recreation and cultural opportunities for people of all ages and abilities to play, learn, and build community. To create community through people, parks, and programs.
 - C. The Committee shall advise the Village Council and the Parks & Recreation Department regarding:
 - i. Be well acquainted with the Parks & Recreation facilities and programs available;
 - ii. Promote and stimulate public interest in Village parks and recreation facilities and programs;
 - iii. Act as a conduit for residents' suggestions and criticisms;
 - iv. Work to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, and community;
 - v. Review and make advisory recommendations on programs, proposals, additions, maintenance, adjustments, and improvements related to parks and recreation;
 - vi. Review and make recommendations on changes, modifications, additions, or amendments to parks and recreation policies, practices, programs and facilities;
 - vii. Provide input and recommendations regarding the parks and recreation budget and utilization of funds raised through parks and recreation activities;
 - viii. Identify sources of funding for the implementation of parks and recreation projects and plans;
 - ix. Participate in creating and updating of the Parks & Recreation Master Plan;
 - x. The Committee shall perform other duties as prescribed by the Village Code or as directed by the Village Council.
2. Membership. The Committee shall consist of seven (7) members who are residents of the Village of Lexington who serve for two (2) year terms, with members serving until their successors are appointed.
 - A. Members. Members of the Committee are appointed by the Village of Lexington.
 - i. Each member shall represent and advocate what is best for the Village of Lexington as a whole, putting aside personal or special interests.

- ii. One member shall be a member of the Village Council serving on the Committee as an ex-officio member to act as a liaison between the Village Council and the Committee.
 - B. Attendance. If any member of the Committee has an unexcused absence from two (2) consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Village of Lexington to remove a member from the Committee for nonperformance of duty or misconduct after holding a public hearing on the matter. The Committee secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Village of Lexington whenever a member of the Committee has an unexcused absence from two (2) consecutive regularly scheduled meetings so the Village of Lexington can consider further action allowed under law or excuse the absences.
 - C. Conflict of Interest and Incompatibility of Office. Each member of the Committee shall avoid conflicts of interest and/or incompatibility of office.
 - i. If there is a question of whether a conflict of interest exists, the questions shall be put before the Committee. Whether a conflict of interests exists shall be determined by a majority vote of the remaining members of the Committee.
 - ii. If a member of the Committee is appointed to another office, which is an incompatible office with their membership on the Committee, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Committee. If a member of another office is appointed to the Committee, which is an incompatible office with their membership in the other office, then on the effective date of the appointment to the Committee, that shall result in an automatic resignation from the other office.
3. Duties of All Members.
- A. Spokesperson for the Committee. Free and open debate should take place on issues before the Committee. Such debate shall only occur at meetings of the Committee. Once a vote is taken and an issue is decided by vote, the duty of each member of the Committee is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may occur only at the Committee's open meeting.
4. Officers.
- A. Selection. At the first regular meeting in November after the Village Council makes its appointments, the Committee shall select a Chairperson and Vice Chairperson from its membership.
 - B. Tenure. The Chairperson and Vice Chairperson shall take office immediately following their selection and hold office for one year or until their successors are selected and assume office.
 - C. Re-election. All officers are eligible for re-election. Secretary and Treasurer. Secretary and treasurer will be provided by the Village.

- D. Chairperson Duties. The chairperson retains the ability to discuss, make motions, and vote on issues before the Committee. The chairperson shall:
- i. Provide agenda items for Committee meetings and approve draft agenda produced by the secretary;
 - ii. Preside at all meetings with all powers under parliamentary procedure;
 - iii. Shall rule out of order any irrelevant remarks; personal remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Committee;
 - iv. Appoint sub-committees and their respective officers or let the sub-committees select their officers;
 - v. Act as an ex-officio member of all sub-committees
 - vi. With support from the secretary, prepare an annual report as identified in Section 7.a.
 - vii. Perform such other duties as may be ordered by the Committee.
- E. Vice Chairperson Duties. The Vice Chairperson shall:
- i. Act in the capacity of Chairperson with all powers and duties found in Section 4.e of these bylaws in the Chairperson's absence;
 - ii. Perform such other duties as may be ordered by the Committee.
- F. Secretary's Duties. The secretary shall:
- i. Execute documents in the name of the Committee;
 - ii. Be responsible for the minutes of each meeting;
 - iii. All communications, petitions, and reports shall be addressed to the Parks & Recreation Committee and delivered or mailed to the Secretary.
 - iv. Keep attendance records pursuant to Section 2.c of these bylaws;
 - v. Provide notice to the public and members of the Committee for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L.15.261 et seq.
 - vi. Prepare an agenda for Committee meetings;
 - vii. Shall prepare an annual meeting calendar for the regular January meeting each year and prepare a roster of Parks & Recreation members at any time a change of membership occurs;
 - viii. Shall prepare a packet of information for each new Parks & Recreation member, such as copies of Parks & Recreation Plan, Meeting Calendar, Bylaws, Roster of Members, and previous months minutes for background information and any other necessary information;
 - ix. Perform such other duties as may be ordered by the Committee.
- G. Treasurer Duties. The treasurer shall:
- i. Assist in the preparation of the annual budget and its preparation to the Committee for review;

- ii. Ensure that the appropriate monthly or quarterly financial statements are reviewed by the Committee;
- iii. Ensure that the Committee regularly monitors the financial performance and alerts it to any important discrepancies between planned and actual figures;
- iv. Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of the funders;
- v. Perform such duties as may be ordered by the Committee.

5. Meetings.

- A. Regular Meetings. Meetings of the Committee will be held the second Monday of every month at 6 p.m. in the Village of Lexington Council Chambers located at 7227 Huron Avenue, Lexington, MI 48450. An annual notice or regularly scheduled meetings shall comply with the Michigan Open Meeting Act.
 - i. When the regular meeting day falls on a legal holiday, the Committee shall select a suitable alternate day in the same month.
- B. Special Meetings. Special meetings shall be called at the request of the Chairperson or any two members of the Committee.
 - i. Notice of special meetings shall be given by the secretary to the members of the Committee at least forty-eight (48) hours prior to such meeting and shall state the purpose and time of the meeting. In addition, all notices shall comply with the Michigan Open Meetings Act.
- C. Public. All regular and special meetings, hearings, records, and accounts shall be open to the public.
- D. Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and taking of official action for all matters.
 - i. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions. Motions shall be restated by the Chairperson before a vote is taken.
 - i. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Committee and shall be recorded by "yes" or "no." Members must be present to cast a vote unless participating remotely as allowed by the Michigan Open Meetings Act.
 - a. Voting by proxy shall not occur.
 - b. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
 - c. The affirmative vote of two-thirds (2/3) of the total number of seats for members of the Committee, regardless of whether vacancies or

absences exist, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

- ii. Parliamentary Procedure. Parliamentary procedure in Committee meetings shall be informal. However, if required to keep order, Committee meetings shall then be governed by Robert's Rules of Order for issues not specifically covered in these bylaws. Where these bylaws conflict with Robert's Rules of Order, these bylaws control.

F. Agendas. The agenda and accompanying materials shall be emailed to Committee members, so it is reasonably expected to be received before the weekend prior to the regular meeting date.

G. Order of Business. The order of regular meetings shall be:

- i. Roll Call
- ii. Approval of Minutes
- iii. Matters pertaining to the citizens present at the meeting
 - a. Public Hearings. The Chairperson will declare such a public hearing open and state its purpose.
 - b. Persons requested by the Commission to attend the meeting
 - c. Other public participation for items on this agenda
- iv. Unfinished Business
- v. New Business
- vi. Public participation for items not on this agenda
- vii. Staff Reports and Committee member's comments
- viii. Adjournment

6. Other Matters to be considered by the Committee.

- A. Annual Report. Preparation of an annual report of the Committee to be presented to Village Council in January, including a summary of items from the previous year and projected upcoming years activities/projects and any recommendations to the Village Council.

7. Amendments. These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

- A. Upon adoption of these bylaws of XXXX XX, XXXX, they shall become effective, and all previous bylaws shall be repealed.

Village of Blissfield Parks & Recreation

Bylaws

October 25, 2021

1. Name and Purpose.
 - a. The following rules of procedure are hereby adopted by the Village of Blissfield Parks & Recreation Board ("Board") to facilitate the performance of its duties.
 - b. The Board's goal is to enrich the lives of Village residents by helping provide safe, welcoming parks and recreation facilities and affordable recreation and cultural opportunities for people of all ages and abilities to play, learn, and build community. To create community through people, parks and programs.
 - c. The Board shall advise the Village Council and the Parks & Recreation Department regarding:
 - i. Be well acquainted with the Parks & Recreation facilities and programs available;
 - ii. Promote and stimulate public interest in Village parks and recreation facilities and programs;
 - iii. Act as conduit for residents' suggestions and criticisms;
 - iv. Work to provide places to and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being and community;
 - v. Review and make advisory recommendations on programs, proposals, additions, maintenance, adjustments, and improvements related to parks, recreation and the aquatic center;
 - vi. Review and make recommendations on changes, modifications, additions or amendments to parks and recreation policies, practices, programs and facilities;
 - vii. Provide input and recommendations regarding the parks and recreation budget and utilization of funds raised through parks and recreation activities;
 - viii. Identify sources of funding for the implementation of parks and recreation projects and plans;
 - ix. Participate in creating and updating of the Parks & Recreation Master Plan;
 - x. The Board shall perform other duties as prescribed by the Village Code or as directed by the Village Council.
2. Membership. The board shall consist of seven (7) members who are residents of the Village of Blissfield whom serve for two (2) year terms, with members serving until their successors are appointed.
 - a. Members. Members of the Board are appointed by the Village of Blissfield.

- i. Each member shall represent and advocate what is best for the Village of Blissfield as a whole, putting aside personal or special interests.
 - ii. One member shall be a member of the Village Council serving on the board as an ex-officio member to act as a liaison between the Village Council and the Board.
 - b. Attendance. If any member of the Board is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Village of Blissfield to remove a member from the Board for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Board secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Village of Blissfield whenever a member of the Board is absent from three consecutive regularly scheduled meetings, so the Village of Blissfield can consider further action allowed under law or excuse the absences.
 - c. Conflict of Interest and Incompatibility of Office. Each member of the Board shall avoid conflicts of interest and/or incompatibility of office
 - i. If there is a question whether a conflict of interest exists or not, the questions shall be put before the Board. Whether a conflict of interests exists or not shall be determined by a majority vote of the remaining members of the Board.
 - ii. If a member of the Board is appointed to another office, which is an incompatible office with their membership of the Board, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Board. If a member of another office is appointed to the Board, which is an incompatible office with their membership in the other office, then on the effective date of the appointment to the Board, that shall result in an automatic resignation from the other office.
3. Duties of All Members.
 - a. Spokesperson for the Board. Free and open debate should take place on issues before the Board. Such debate shall only occur at meetings of the Board. Once a vote is taken and an issue is decided by vote, the duty of each member of the Board is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at the open meeting of the Board.
4. Officers.
 - a. Selection. At the first regular meeting in February after the Village Council makes its appointments, the Board shall select from its membership a Chair, Vice Chair.
 - b. Tenure. The Chair, and Vice Chair shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
 - c. Re-election. All officers are eligible for re-election.

- d. Secretary and Treasurer. Secretary and Treasurer will be provided by the Village.
- e. Chair Duties. The chair retains their ability to discuss, make motions and vote on issues before the Board. The chair shall:
 - i. Provide agenda items for Board meetings and approve draft agenda produced by secretary;
 - ii. Preside at all meetings with all powers under parliamentary procedure;
 - iii. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Board;
 - iv. Appoint committees and their respective officers or let the committees select their own officers;
 - v. Act as an ex-Officio member of all committees of the Board;
 - vi. With support from Community Services Director and secretary, prepare an annual report as identified in Section 7. a.
 - vii. Perform such other duties as may be ordered by the Board.
- f. Vice Chair Duties. The Vice Chair shall:
 - i. Act in the capacity of Chair, with all powers and duties found in Section 4.e of these bylaws, in the Chair's absence;
 - ii. Perform such other duties as may be ordered by the Board.
- g. Secretary's Duties. The secretary shall:
 - i. Execute documents in the name of the Board;
 - ii. Be responsible for the minutes of each meeting;
 - iii. All communications, petitions, and reports shall be addressed to the Parks & Recreation Board and delivered or mailed to the Secretary
 - iv. Keep attendance records pursuant to Section 2.c of these bylaws;
 - v. Provide notice to the public and members of the Board for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L.15.261 et seq.
 - vi. Prepare an agenda for Board meetings;
 - vii. Shall prepare an annual meeting calendar for the regular January meeting each year, and prepare a roster of Parks & Recreation members at any time a change of membership occurs;
 - viii. Shall prepare a packet of information for each new Parks & Recreation member, such as copies of: Parks & Recreation Plan, Meeting Calendar, Bylaws, Roster of Members, and previous months minutes for background information and any other necessary information;
 - ix. Perform such other duties as may be ordered by the Board.
- h. Treasurer Duties. The treasurer shall:
 - i. Assist in the preparation of the annual budget and its preparation to the board for review;
 - ii. Ensure that the appropriate monthly or quarterly financial statements are reviewed by the board;

- iii. Ensure that the board regularly monitors the financial performance and alerts it to any important discrepancies between planned and actual figures;
- iv. Verify that donations are handled appropriately and that grants and service delivery contracts are accounted for in accordance with the requirements of the funders;
- v. Perform such duties as may be ordered by the Board.

5. Meetings.

- a. Regular Meetings. Meetings of the Board will be held the third Tuesday of every month at 7 p.m. in the Village of Blissfield Council Chambers located at 130 S. Lane St. Blissfield, MI 49228. An annual notice or regularly scheduled meetings shall comply with the Michigan Open Meeting Act.
 - i. When the regular meeting day falls on a legal holiday, the Board shall select a suitable alternate day in the same month.
- b. Special Meetings. Special meetings shall be called at the request of the Chair, or any two members of the Board.
 - i. Notice of special meetings shall be given by the secretary to the members of the Board at least forty-eight (48) hours prior to such meeting and shall state the purpose and time of the meeting. In addition, all notices shall comply with the Michigan Open Meetings Act.
- c. Public. All regular and special meetings, hearings, records, and accounts shall be open to the public.
- d. Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and taking of official action for all matters.
 - i. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- e. Motions. Motions shall be restated by the Chair before a vote is taken.
 - i. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Board and shall be recorded by “yes” or “no”. Members must be present to cast vote unless participating remotely as allowed by Michigan Open Meetings Act.
 - 1. Voting by proxy shall not occur.
 - 2. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions.
 - 3. The affirmative vote of two-thirds (2/3) of the total number of seats for members of the Board, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.
 - ii. Parliamentary Procedure. Parliamentary procedure in Board meetings shall be informal. However, if required to keep order, Board meetings shall then be governed by Robert’s Rules of Order for issues not specifically covered

in these bylaws. Where these bylaws conflict with Robert's Rules of Order, then these bylaws control.

- f.* Agendas. The agenda and accompanying materials shall be emailed to Board members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date.

6. Order of Business. The order of regular meetings shall be:

- a.* Roll Call
- b.* Approval of Minutes
- c.* Matters pertaining to the citizens present at the meeting
 - i.* Public Hearings. The Chair will declare such a public hearing open and state its purpose.
 - ii.* Persons requested by the Commission to attend the meeting
 - iii.* Other public participation for items on this agenda
- d.* Unfinished Business
- e.* New Business
- f.* Public participation for items not on this agenda
- g.* Staff Reports and Board Member's comments.
- h.* Adjournment

7. Other Matters to be Considered by the Commission.

- a.* Annual Report. Preparation of an annual report of the Board to be presented to Village Council in January including a summary of items from the previous year and projected upcoming years activities/projects and any recommendations to the Village Council.

8. Amendments. These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

- a.* Upon adoption of these bylaws of October 25, 2021, they shall become effective and all previous bylaws, shall be repealed.



A ROBERT'S RULES OF ORDER CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations with boards of directors. In 1876, Henry Martyn Robert adapted the rules and practices of Congress to the needs of non-legislative bodies and wrote them in his book, which is still in use today. The Robert's Rules Association published brief versions of the book in 2005 and 2011. But even these newest versions have about 700 pages, which makes it difficult to look things up during a meeting. Let this "cheat sheet" be a guide to some of the key features of the Rules.

It is much more important that boards have good strategic dialogue, that everyone has input and say, that people get their concerns and questions addressed, and that the board makes good decisions. The important thing is to be efficient, fair, and strategic.

As a reminder, the chair of the board typically facilitates the board meeting, but may grant this role to another. So long as the by-laws are followed, the chair has discretion to run the meeting as deemed appropriate.

Bear a few things in mind:

Quorum: A board meeting must have a quorum in order to vote on any matter, even convening the meeting. The PPF by-laws require a simple majority of board members be present when the meeting is called to order.

Calling to Order and Adjourning: The chair calls the meeting to order at the set time when a quorum is present. No motion is necessary to convene the meeting; however, the chair typically calls for a motion to adjourn to close the meeting. A second is needed. The time is recorded in the minutes for both calling to order and adjourning.

Non-Members at a Board Meeting: Non-members or ex-officio members of the board may participate in discussion or present reports at the discretion of the chair but may not make motions or vote.

Types of Motions:

1. **Main Motion:** Introduce a new item. The vast majority of your business will be conducted as a simple "main motion."
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business

4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

Every Motion Has 6 steps:

1. Motion is stated. Motions may be made by any voting member of the board other than the chair.
2. Motion is seconded by any voting member of the board.
3. Secretary ensures that the motion has been recorded properly in the minutes, along with the names of the board members making and seconding the motion.
4. Chair calls for discussion, questions and comments on the motion. During this time discussion should stay focused on the motion that is on the table.
 - a. Board members may propose a “friendly amendment” to the motion on the floor, i.e. “I can approve the motion if we add a \$5,000 spending limit.” Chair may ask the member making the motion if this amendment is acceptable. If so, the Secretary alters the motion and reads it back to the group. If the board member making the motion does not agree to the friendly amendment, the chair proceeds with the motion as-is.
5. Chair calls for a vote on the motion. S/he may ask the secretary to read the motion at this point for clarification. Chair asks “All in favor” and board members voting affirmatively raise their hands and say “aye.” Chair asks “All opposed” and board members voting no raise their hands and say “nay.” Chair asks for any abstentions and all those abstaining raise their hands. Votes are recorded by the Secretary.
6. Chair states the outcome: “Motion passes.” “Motion fails.”

[If the board is in obvious agreement, the chair may save time by stating, “If there is no objection, we will adopt the motion to...” Then wait for any objections. Then say, “Hearing no objections, (state the motion) is adopted.” And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.]

Requesting Points of Something

Certain situations need attention during the meeting, but they don’t require a motion, second, debate or voting. It’s permissible to state a point during a meeting where the chair needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

1. **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
2. **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.
3. **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

4. **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Tips and Reminders for the Chair

Robert's Rules of Order were developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chair allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairs to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

The following chart may help:

| ACTION | WHAT TO SAY | CAN INTERRUPT SPEAKER? | NEED A SECOND? | CAN BE DEBATED? | CAN BE AMENDED? | VOTES NEEDED |
|------------------------|--|-------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Introduce Main Motion | I move to ... | No | Yes | Yes | Yes | Majority |
| Amend a Motion | I move to amend the Motion by ... | No | Yes | Yes | Yes | Majority |
| Move item to committee | I move we refer the matter to committee. | No | Yes | Yes | No | Majority |
| Postpone item | I move we postpone the matter until ... | No | Yes | Yes | No | Majority |
| End debate | I move the previous question | No | Yes | Yes | No | Majority |
| Object to procedure | Point of order | Yes | No | No | No | Chair decision |

| ACTION | WHAT TO SAY | CAN INTERRUPT SPEAKER? | NEED A SECOND? | CAN BE DEBATED? | CAN BE AMENDED? | VOTES NEEDED |
|---|--|-------------------------------|-----------------------|------------------------|------------------------|---------------------|
| Recess the meeting | I move that we recess until ... | No | Yes | No | No | Majority |
| Adjourn the meeting | I move to adjourn the meeting. | No | Yes | No | No | Majority |
| Request information | Point of information | Yes | No | No | No | No vote |
| Overrule the chair's ruling | I move to overrule the chair's ruling. | Yes | Yes | Yes | No | Majority |
| Extend the allotted time | I move to extend the time by ____ minutes. | No | Yes | No | Yes | 2/3 vote |
| Enforce the rules or point out incorrect procedure | Point of order | Yes | No | No | No | No vote |
| Table a motion | I move to table ... | No | Yes | No | No | Majority |
| Verify voice vote with count | I call for a division. | No | No | No | No | No vote |
| Object to considering some undiplomatic matter | I object to consideration of this matter. | Yes | No | No | No | 2/3 vote |
| Take up a previously tabled item | I move to take from the table ... | No | Yes | No | No | Majority |
| *Reconsider something already disposed of | I move to reconsider our action to ... | Yes | Yes | Yes | Yes | Majority |
| Consider something out of its scheduled order | I move to suspend the rules and consider ... | No | Yes | No | No | 2/3 |
| Personal preference (noise, room temperature, distractions) | Point of privilege | Yes | No | No | No | No vote |

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

Adapted from:

“Robert’s Rules of Order Cheat Sheet for Nonprofits” by Nick Price, 6/15/2021.

<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/> and

“Basic meeting procedures that work for most nonprofit board meetings” by Alexander Carillo

Consulting. <https://do-good-better.com/>