

ERIE PARKS AND RECREATION COMMISSION

BY-LAWS

PROTOCOL

The Erie Township Park Board will be composed of five (5) members who are elected to a four (4) year term. Members must be residents of Erie Township and sworn into office within ninety days of the election.

A. The chairperson, vice-chairperson, and secretary shall be elected for the four (4) year term by the Park Board commissioners.

B. Subcommittees may be set up, at any time, by the chairperson as deemed necessary.

C. The chairperson shall conduct the business of the commissioners. In the absence of the chairperson the vice-chairperson shall assume the duties of the chairperson. The chairperson shall appoint a member, or third party, to record the minutes of the meetings.

DUTIES

A. The Park Commission has the authority to acquire, maintain, manage, and control township parks and recreational facilities. It may accept, on behalf of the township gifts, grants, and devises of land suitable for the purpose of parks and places of recreation. In addition, the Park Commission may accept gifts and monies for the improvement of parks and recreation.

B. The members of the Park Commission shall be paid as determined by the Compensation Committee.

C. The Park Commission may employ clerical assistance, and incur other expenses as required to carry out its function, providing there is adequate funding in the budget.

D. The Park Commission is authorized to submit requests to the voters at the township meetings for issuance of township bonds for the acquisition of lands for township parks and places of recreation. A three-fifths (3/5) majority vote is required to approve requested bonds.

E. All borrowing of funds must be approved by the Erie Township Board and the Michigan Municipal Finance Commission.

F. The Park Commission, after approval by the Township Board, is given the authority to sell and convey, at appropriate terms, any portions of land acquired which is not appropriate for park and or recreation purposes.

MEETINGS

A. All regular meetings will be held on the second Wednesday of each month. Special meetings will be called by the Commission Chairperson.

B. A quorum of three (3) commissioners is required to conduct a meeting.

C. In the event of inclement weather, emergency, or lack of agenda, the chairperson has the authority to change local, cancel or modify the meeting method. All changes will be posted on the township website, at the Township Hall, and reasonable attempts to notify commissioners will be made.

BUDGET

A. The Park Commission must submit an annual proposed budget to the Township Board on or before April 30th of each year.

HIRING

A. Job descriptions for any Parks Commission employment vacancies will be submitted to the Township Clerk for the purpose of publishing the vacancies in the Erie community.

B. The Park Commission reserves the right to hire and dismiss Park Commission employees.

C. Any employee dismissal must be by a super majority vote. Super majority consists of four (4) commissioners.

PURCHASING

A. All Park Commission expenditures will be ordered by the Township Clerk or Treasurer.

B. All expenditures must be approved by the Park Board Chairperson before submitting to the Township Clerk or Treasurer for payment.

MISCELLANEOUS

A. The Park Commission may maintain their own mailbox for bills and correspondence.

B. Current Park Commissioners will be granted fee free the use of one park or shelter house per calendar year.

Approved on February 12, 2026

Revised May 13, 2026