

Michigan Recreation and Park Association

BYLAWS

1. **AUTHORITY** – Authority is vested in the Board of Directors of the Michigan Recreation and Park Association, as outlined in the mParks Constitution.
2. **BOARD OF DIRECTORS** – The Board of Directors shall include the President, President Elect, Secretary/Treasurer, two (2) Directors at Large, and two (2) Presidential Appointments which shall be based on Board initiatives and approved by the Board of Directors. The immediate Past President shall serve in an ex-officio capacity.
 - A. **OFFICER DUTIES** – all officers serving on the mParks Board of Directors shall conduct themselves in accordance with the tenets identified in the Association’s Creed of Ethics. The roles and responsibilities of each officer are defined below:
 - i. **PRESIDENT – (1-year term)** –The President shall chair all meetings of the Board of Directors, as well as any special meetings of the Association. The President shall also serve on the Hall of Fame Committee (a sub-Committee of the Professional Recognition Committee). The President shall select two Presidential Appointees to serve on the Board of Directors (1 - year term) based on current or future Board initiatives.
 - ii. **PAST PRESIDENT(1-year term)**–The immediate Past President shall serve on the Board of Directors in an ex-officio capacity. Members serving in an ex-officio capacity provide input and direction to the Board of Directors; however they do not retain voting privileges. The immediate past president shall serve as the chair of the Stakeholder’s Network.
 - iii. **PRESIDENT ELECT(1-year term)** – The President Elect shall chair meetings of the mParks Board of Directors in the absence of the President. The President Elect shall appoint the mParks member who shall serve as Chair of the mParks Annual Conference & Trade Show. The Board of Directors shall approve the President Elect’s appointment of the Chair of the mParks Annual Conference & Trade Show. The President Elect shall also serve on the mParks Foundation Board of Directors.
 - iv. **SECRETARY / TREASURER (2-year term)** – This officer shall be responsible for all official notices and the editing of all minutes from the meetings of the mParks Board of Directors.
 - v. **TWO (2) DIRECTORS AT LARGE (2-year term)** – The Directors at Large are elected by the mParks membership to serve on the Board of Directors. One Director at Large will serve as the Chair of the Recreation Network and the other Director at Large will serve as Chair of the Parks/Facilities/Trails Network.
 - vi. **TWO (2) PRESIDENTIAL APPOINTMENTS (1-year term)** –The Presidential Appointments are selected by the President to serve on the Board of Directors, with an emphasis focused on a current Board initiative. The Board of Directors shall approve each Presidential Appointment via a simple majority vote.

FILLING A VACANCY ON THE BOARD OF DIRECTORS

- vii. In the event of a vacancy in the office of President, the President Elect shall assume the office of President for the remainder of the current term, during which time the President Elect position shall remain vacant until the following election. The President Elect shall also complete the term of President for which he or she was originally elected. Should the President position be vacated while the President Elect position is vacant, the Board shall appoint a Past President to fill the term until the next election at which time both the President and President Elect positions will be on the ballot.
- viii. In the event of a vacancy in the office of President Elect, due to causes other than assuming the office of President, the Board of Directors shall elect a new President Elect, who shall serve the office for the remainder of the unexpired term. This individual shall also serve the term of President for the following year.
- ix. In the event of a vacancy in the office of Past President, the President shall appoint an mParks Past President in good standing, who shall complete the remainder of the unexpired term. The Board of Directors shall approve the President's appointment via a simple majority vote.
- x. In the event of any other vacancy, the President shall appoint an Association member in good standing, who shall complete the remainder of the unexpired term. The Board of Directors shall approve any Presidential appointment via a simple majority vote.

B. ELECTRONIC VOTING PROCEDURE FOR THE BOARD OF DIRECTORS

- i. Items requiring action from the Board of Directors which arise at a time when a meeting of regular business is not possible may be voted upon by electronic means.
- ii. The Board of Directors must be notified of the voting deadline on any item of business no less than seven (7) business days in advance. Said items must be posted on the mParks website for all members of the Board of Directors to review and discuss for a period of no less than five (5) business days.
- iii. The link for an electronic vote of the Board of Directors can only be sent from the mParks Business Office after being reviewed for accuracy by the President, the President Elect, the Past President, and the Secretary /Treasurer. The time period for an electronic vote shall remain open for no less than one (1) business day and no more than five (5) business days.
- iv. Electronic voting results (total yeas and total nays) shall be posted on the mParks website the next business day immediately following the close of voting. The Secretary/Treasurer shall include the voting results in the official minutes to be approved at the next meeting of the Board of Directors.

C. MEETINGS

- i. Board Members shall be responsible for attending all meetings of the mParks Board of Directors. Advance notification of any absence must be reported via the mParks Business Office.
- ii. Board Members may be excused, if proper notification is made, from attending up to 1/3 of the required Board Meetings.
- iii. Board Members who are absent from more than 1/3 of the required Business Meetings held from September through August of each year shall be involuntarily dismissed from the Board of Directors.
- iv. Two (2) unexcused absences from meetings of the mParks Board of Directors that are not an emergency in nature shall be grounds for involuntary dismissal.

D. PARLIAMENTARY AUTHORITY

- i. The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent

with the mParks Constitution, mParks Bylaws, and any special rules of order that the Association has adopted.

E. QUORUM

- i. Quorum for the Board of Directors shall be four (4) of the voting members of the Board.

3. COMMITTEES – An mParks Committee is defined as a body of persons delegated to consider, investigate, and act on affairs that serve the Association’s mission, goals and initiatives.

A. THERE SHALL BE COMMITTEES SIMILAR TO, BUT NOT LIMITED TO:

- i. **GOVERNANCE** – Responsible for nominations, recruitment, and orientation for the mParks Board of Directors, as well as assessment and oversight of the Association, including the Constitution, Bylaws, Board policies and strategic planning. The President, President Elect, Secretary/Treasurer and two Board Members at large constitute the Governance Committee.
- ii. **PROFESSIONAL DEVELOPMENT** – Creates comprehensive plans for the professional growth of the membership, including education and training opportunities, certifications, and the annual mParks Conference & Trade Show.
- iii. **PUBLIC POLICY** – Monitors state and federal legislation related to parks, tourism, recreation, and natural resource issues, suggests positions to the mParks Board of Directors, and keeps the membership informed.
- iv. **PROFESSIONAL RECOGNITION** – Recognizes professional excellence through an awards program that notes outstanding contributions to the Association, the profession, and community service. The mParks Hall of Fame Committee is a sub-committee of the Professional Recognition Committee.
- v. **WAYS AND MEANS** – Reviews and makes recommendations to the mParks Board of Directors and Chief Administrator, to maintain and improve the financial stability of the Association. The Ways and Means Committee also provides annual budget recommendations.
- vi. **DIVERSITY** - Evaluates and identifies opportunities for mParks to further diversify the parks and recreation profession, and works with the mParks Board of Directors and Leadership Team to provide educational opportunities, promote awareness, and implement action items on behalf of the Association.

B. A NEW COMMITTEE MAY BE ADDED IF:

- i. The Board of Directors recognizes a need consistent with the purpose of a Committee, which aligns with the goals established by the Board at its annual planning retreat.
- ii. The new Committee is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. A new Committee shall be approved via a simple majority vote of the Board of Directors.

C. AN EXISTING COMMITTEE MAY BE RESCINDED IF:

- i. The Board of Directors recognizes that the Committee no longer meets the needs of the Association, consistent with the goals established by the Board at its annual planning retreat.
- ii. The dissolution of the Committee is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. An existing Committee shall be dissolved via a simple majority vote of the Board of Directors.

D. COMMITTEE MEMBERSHIP

- i. Membership of a Committee shall consist of one (1) representative from each Network (defined in item 4), as well as any Association member in good standing who wishes to participate.

- ii. Information on each Committee shall be posted on the mParks website, including (but not limited to) the Committee description and contact information for the Committee Chair. Any mParks member in good standing who wishes to become a member of the Committee shall register to participate via the online signup form available at www.mparks.org
- iii. The membership of the Governance, Public Policy, Professional Recognition, Professional Development and Ways and Means Committees shall elect a Chairperson, who shall serve as the main contact person and leader of the Committee.
- iv. The Chairperson of the mParks Annual Conference & Trade Show shall be appointed by the President Elect (per item 2 A iii).

E. COMMITTEE MANUAL OF PROCEDURES - Each Committee shall be responsible for developing and submitting a Manual of Procedures, to be approved by the mParks Board of Directors by a simple majority vote. The Committee Manual of Procedures shall include the components listed in Appendix A of the mParks Bylaws.

F. COMMITTEE STATUS

- i. In an effort to affirm our commitment to the mParks Mission and Strategic Plan, the Board of Directors shall review the status of all Committees on an annual basis at the Annual Board Retreat.

4. NETWORK –An mParks Network is defined as a community of professionals exchanging information, to develop mutually beneficial relationships and industry-driven outcomes that serve the Association and its members. Each large Network shall be comprised of smaller Focus Areas, which shall concentrate on specific topics or areas of interest within the parks and recreation industry.

A. THERE SHALL BE NETWORKS SIMILAR TO, BUT NOT LIMITED TO:

- i. Facilities, Parks and Trails
- ii. Recreation
- iii. Stakeholders

B. A NEW NETWORK MAY BE ADDED IF:

- i. The Board of Directors recognizes a need consistent with the purpose of a Network, which aligns with the goals established by the Board at its annual planning retreat.
- ii. The new Network is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. A new Network shall be approved by a simple majority vote of the Board of Directors.

C. AN EXISTING NETWORK MAY BE RESCINDED IF:

- i. The Board of Directors recognizes that the Network no longer meets the needs of the Association, consistent with the goals established by the Board at its annual planning retreat.
- ii. The dissolution of the Network is discussed at a regularly scheduled meeting of the Board of Directors, with a vote at the following regularly scheduled Board Meeting. An existing Network shall be dissolved via a simple majority vote of the Board of Directors.

D. NETWORK MEMBERSHIP

- i. Network membership shall be comprised of the Chairperson from each mParks Focus Area, as well as any Association member in good standing who wishes to participate.
- ii. Information on each Network shall be posted on the mParks website, including (but not limited to) the Network description and contact information for the Network Chair. Any mParks member in good standing who wishes to become a member of the Network shall register to participate via the online signup form available at www.mparks.org.

E. NETWORK MANUAL OF PROCEDURES - Each Network shall be responsible for developing and submitting a Manual of Procedures, to be approved by the mParks Board of Directors by a simple majority vote. The Network Manual of Procedures shall include the components listed in Appendix B of the mParks Bylaws.

F. NETWORK STATUS

- i. To affirm our commitment to the Association's Mission and Strategic Plan, the Board of Directors shall review the status of all Networks on an annual basis at the Annual Board Retreat.

5. FOCUS AREAS –An mParks Focus Area is defined as group of professionals exchanging specific information as it pertains to the parent Network. The purpose of the Focus Group is to assist members in growing professionally and to benefit the Association with shared or discovered information.

A. THERE SHALL BE FOCUS AREAS SIMILAR TO, BUT NOT LIMITED TO:

- i. Under the **Facilities, Parks, Trails Network**, there shall be Focus Areas such as:

- 1. Facilities
- 2. Park Resources
- 3. Trails, Greenways, Blueways and open spaces

- ii. Under the **Recreation Network**, there shall be Focus Areas such as:

- 1. Aging
- 2. Aquatics
- 3. Health and Wellness
- 4. Archery
- 5. Programming
- 6. Adaptive (Therapeutic Recreation)
- 7. Youth and Teens

- iii. Under the **Stakeholders Network**, there shall be Focus Areas such as:

- 1. Directors
- 2. mParksRegional Groups
- 3. Foundation
 - a. Students
 - b. Scholarship
 - c. Student Representative
- 4. New Professionals
- 5. Past Presidents
- 6. Marketing

B. A NEW FOCUS AREA MAY BE ADDED IF:

- i. The appropriate parent Network recognizes a need consistent with the purpose of a Focus Area, which aligns with the goals established by the mParks Board of Directors at its annual planning retreat.
 - 1. The new Focus Area is discussed at a regularly scheduled meeting of the appropriate parent Network and approved by a majority vote.
 - a. If the addition of a new Focus Area is petitioned at a time when a Network meeting of regular business is not possible, the addition of a new Focus Area may be discussed and approved by electronic means.
 - b. If the addition of a new Focus Area shall be determined and voted upon using electronic means, members of the appropriate parent Network shall be notified of the voting deadline via e-mail no less than seven (7) business days in advance.
 - c. To allow for adequate discussion, the option of hosting a GoToMeeting shall be presented to all members of the parent Network.

C. AN EXISTING FOCUS AREA MAY BE RESCINDED IF:

- i. The appropriate parent Network recognizes that the Focus Area no longer meets the needs of the Association, consistent with the goals established by the Board of Directors at its annual planning retreat.
- ii. The dissolution of the Focus Area is discussed at a regularly scheduled meeting of the appropriate parent Network and approved by a majority vote.
 - 1. If the dissolution of a new Focus Area is petitioned at a time when a Network meeting of regular business is not possible, the dissolution of a new Focus Area may be discussed and approved by electronic means.
 - a. If the dissolution of a new Focus Area shall be determined and voted upon using electronic means, members of the appropriate parent Network shall be notified of the voting deadline via e-mail no less than seven (7) business days in advance.
 - b. To allow for adequate discussion, the option of hosting a GoToMeeting shall be presented to all members of the parent Network.

D. FOCUS AREA MEMBERSHIP

- i. Focus Area membership shall be comprised of any Association member in good standing who wishes to participate.
- ii. Information on each Focus Area shall be posted on the mParks website, including (but not limited to) the Focus Area description and contact information for the Focus Area Chair. Any mParks member in good standing who wishes to become a member of the Focus Area shall register to participate via the online signup form available at www.mparcs.org.

E. FOCUS AREA STATUS

- i. To affirm our commitment to the Association’s Mission and Strategic Plan, the mParks Network chairs shall review the status of all Focus Areas on an annual basis at the Annual Board Retreat.

6. AD-HOC COMMITTEES – Ad-Hoc Committees shall serve a designated term, as appointed by the President, to resolve a specific issue. Upon completion of the assigned task, the Committee shall automatically be dissolved.

7. ASSOCIATION STAFF – Appropriate staff shall be hired to conduct the business of the Association. The Governance Committee shall recommend to the Board of Directors the Chief Administrator. The Chief Administrator reports directly to the current President. The annual review for the Chief Administrator is

completed by the Governance Committee and the annual compensation package for the Chief Administrator is determined by the Governance Committee.

In turn, the Chief Administrator shall be responsible for the administration of the Association staff. Duties and responsibilities of Association staff members shall be determined in accordance with the Human Resource policies adopted by the Board of Directors. The Annual Budget of the Association shall serve as the organization's financial guideline and shall be reviewed by the Ways and Means Committee.

8. **ANNUAL BUDGET** – The Annual Budget of the Association shall serve as the financial guideline for mParks and shall be reviewed and approved by the Ways and Means Committee and Board of Directors.
 - A. mParks staff will provide each Committee, Network and Focus Area their existing budget status by September 30 of each year. Each will review and make recommendations to the mParks staff by November 1. The mParks Business Office and Ways and Means Committee will develop the annual budget.
 - B. A preliminary budget will be presented to the mParks Board of Directors no later than December 30 annually. A final budget will be presented for approval by March 30th annually. The date, time, and physical location of the meeting that the budget is going to be approved must be announced to the general membership through eBlast or a posting on the website at least seven calendar days before the meeting.
9. **ASSOCIATION DUES** – Membership dues shall be determined by mParks Board of Directors through the annual budgeting process.
 - A. mParks membership dues shall not be raised higher than the cost of living increase (as measured by the Consumer Price Index) or 5%, whichever is higher.
 - i. Any change in annual membership dues greater than the cost of living increase or 5% shall require two public hearings open to all Association members. All members shall receive notification of said public hearings via e-blast and a notification on the mParks website no less than thirty (30) days prior to the public hearing.
10. **AMENDMENTS TO THE mParks BYLAWS**
 - A. Any amendments to the mParks Bylaws shall be reviewed and voted upon by the mParks Board of Directors. Amendments may be approved or denied via a simple majority vote.
 - B. A public hearing open to all Association members is mandatory prior to any adoption of proposed amendment(s), to allow for full discussion.
 - C. The mParks membership shall receive notice via e-mail and a posting on the mParks website regarding any proposed amendments to the mParks Bylaws, as well as the subsequent public hearing, no less than ten (10) days prior to the public hearing.
 - D. Proposed amendment(s) must be reviewed by the mParks Board of Directors for a minimum of 30 days before any action may be taken.
 - E. If proper notice has been provided to the membership and required review has been conducted by the Board of Directors, voting to amend the mParks Bylaws may be conducted electronically, if necessary.

Revised by Board Action May 1995

Revised by Board Action December 2000

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Revised by Board Action November 2018

APPENDIX A

REQUIREMENTS FOR mParks COMMITTEE MANUAL OF PROCEDURES

Policies and Procedures for the operation of the Focus Area

- A. **Committee description**, which shall be updated as needed and submitted to the mParks Business Office for inclusion on the Committee page of the mParks website.
- B. **A mission statement** tied to the functions and purpose of the Association.
- C. **Meeting schedule**, which must be completed and submitted to the mParks Business Office by August 1 of each year.
 1. Each Committee must hold at least four (4) meetings each year, with one (1) of the meetings taking place at the annual Conference & Trade Show.
 2. Committee meetings (outside of the required meeting at the Conference & Trade Show) may be held in person, via GoToMeeting, or conference call as needed.
- D. **Defined roles for Committee officers**, which must include, at a minimum, a Committee Chair, Chair Elect, and Secretary.
- E. **Defined process for the election of Committee officers.** Elections must be completed by July 1 of each year. Officers shall assume their positions consistent with annual Board of Directors elections. Committee shall inform mParks Business Office of the new Committee Officers immediately following Committee Elections. Election results must be submitted to the mParks office.
- F. **Defined terms of office for Committee officers.** Committee officers shall be elected annually and shall hold office for no more than two consecutive years. Deviations from these term limits shall be approved by a simple majority vote of the Board of Directors.
- G. **Standing Agenda Items for each Committee meeting** at a minimum shall include updates on:
 1. Public Policy
 2. Professional Development
 3. Professional Recognition
 4. Finance
 5. Board of Directors Priorities
 6. Best Practices and Resources
 7. Roundtable Discussion of cutting edge and forward-thinking issues and trends, as well as the future direction of the Committee.
- H. **Policies and Procedures for the operation of the Committee**, which must include:
 1. Voting privileges shall be the right of mParks members only.
 2. Defined process for filling the vacancy of a Committee officer:

- a. In the event of a vacancy in the office of Committee Chair, the Chair Elect shall assume the office of Committee Chair for the remainder of the current term, during which time the Chair Elect position shall remain vacant until the following election. The Chair Elect shall also complete the term of Chair for which he or she was originally elected.
 - b. In the event of a vacancy in the office of Chair Elect, due to causes other than assuming the office of Chair, the Committee shall elect a new Chair Elect, who shall serve the office for the remainder of the unexpired term. This individual shall also serve the term of Chair for the following year.
 - c. In the event of a vacancy in the office of Secretary, the Committee Chair shall appoint a Committee member in good standing, who shall complete the remainder of the unexpired term. The Committee shall approve the appointment via a simple majority vote.
3. Removal of a Committee Officer - If a Committee Officer has violated the mParks Creed of Ethics, the Committee shall make a recommendation to the mParks Board of Directors for removal. The mParks Board of Directors shall remove or retain the Committee Officer based on a majority vote.
4. Any amendment to the Committee Manual of Procedures shall be voted upon by the Committee and approved by a majority vote. Once approved on the Committee level, any amendment must be reviewed and approved by the mParks Board of Directors via a simple majority.
5. The Committee shall submit a Budget to the mParks Business Office, which shall include detailed line item revenues and expenditures. The Committee Budget shall be submitted on an annual basis, consistent with the timelines established by the mParks Bylaws.
6. An electronic copy of Committee meeting minutes shall be submitted to the mParks Business Office no more than seven (7) days after the meeting.
7. The Committee shall prepare an Annual Report, containing reports on the activities of the previous year, as well as goals and objectives for the following year. The Annual Report must be received by the mParks Business Office as specified by the Board.
8. Each Committee shall send an e-mail notification to all Committee members regarding upcoming meetings at least seven (7) business days prior to a meeting.
9. Each Committee shall submit a Committee Update to the mParks PROfessional Quarterly at least three (3) times annually.
10. Each Committee shall submit an article related to their area of focus for publication in the mParks PROfessional Quarterly at least one (1) time annually.
11. Each Committee shall post at least one (1) question to any online mParks Discussion Group monthly.
12. Committee shall provide an update to the mParks Business Office, for inclusion in the informational packets distributed at each Board of Directors meeting. The Business Office shall provide a form for the Committee to complete prior to each meeting.
13. Each Committee shall research and submit one (1) resource or best practice for the mParks Resource Center at least four (4) times annually.

14. Each Committee shall plan and submit at least two (2) sessions for the mParks Annual Conference & Trade Show each year.
15. Each Committee (except for the Professional Recognition Committee) shall be responsible for submitting at least two (2) nominations for an mParks award via the Professional Recognition Committee. This is an annual Committee requirement.
16. The Committee shall complete all requirements to be in good standing. Committees in good standing shall send their chairperson as a representative to the Annual mParks Board of Directors Retreat, to be held on a date determined by the President. If the Committee Chair is unable to attend the Board Retreat, the Committee shall select an alternate representative via majority vote.
17. Authority shall be governed by Roberts Rules of Order and shall not conflict with the mParks Constitution or Bylaws.

APPENDIX B

REQUIREMENTS FOR mParks NETWORK MANUAL OF PROCEDURES

Policies and Procedures for the operation of the Focus Area

- A. **Network description**, which shall be updated as needed and submitted to the mParks Business Office for inclusion on the Network page of the mParks website.
- B. **A mission statement** tied to the function and purpose of the Association.
- C. **Meeting Schedule**, which must be completed and submitted to the mParks Business Office by August 1 of each year.
 1. Each Network must hold at least three (3) meetings per year, ~~with one (1) of the meetings taking place at the annual mParks Conference & Trade Show.~~
 2. Network meetings (outside of the required meeting at the Conference & Trade Show) may be held in person, via GoToMeeting, or conference call as needed.
- D. **Defined roles for Network officers**, which must include, at a minimum, a Network Chair, Chair Elect, and Network Secretary.
- E. **Defined process for the election of Network officers**. The chair of each Network will be determined by mParks Bylaws. Elections for other positions must be completed by July 1 of each year. Officers shall assume their positions consistent with annual Board of Directors elections. Network shall inform mParks Business Office of the new Network Officers immediately following Network Elections.
- F. **Defined terms of office for Network officers**. Network officers shall be elected annually and shall hold office for no more than two (2) consecutive years. Deviations from these term limits shall be approved by a simple majority vote of the Board of Directors. Election results must be submitted to the mparks office.
- G. **Standing agenda items for each Network meeting** shall, at a minimum, include updates on:
 1. Public Policy
 2. Professional Development
 3. Professional Recognition
 4. Finance
 5. Board of Directors Priorities
 6. Focus Area Report
 7. Best Practices and Resources
 8. Roundtable Discussion of cutting edge and forward-thinking issues and trends, as well as the future direction of the Network.
- H. **Policies and Procedures for the operation of the Network**, which must include:
 1. Voting privileges shall be the right of mParks members only.
 2. The definition of quorum shall be a simple majority.

3. Defined process for filling the vacancy of an officer on the Network:
 - a. In the event of a vacancy in the office of Network Chair, the Board shall appoint a new chair.
 - b. In the event of a vacancy in the office of Chair Elect, the Network shall elect a new Chair Elect, who shall serve the office for the remainder of the unexpired term.
 - c. In the event of a vacancy in the office of Secretary, the Network Chair shall appoint a Network member in good standing, who shall complete the remainder of the unexpired term. The Network shall approve the appointment via a simple majority vote.
4. Removal of a Network Officer – If a Network Officer has violated the mParks Creed of Ethics, the Network shall make a recommendation to the mParks Board of Directors for removal. The mParks Board of Directors shall remove or retail the Network Officer based on a majority vote.
5. Any amendment to the Network Manual of Procedures shall be voted upon by the Network and approved by a majority vote. Once approved on the Network level, any amendment must be reviewed and approved by the mParks Board of Directors via a simple majority.
6. Each Network shall submit a Budget to the mParks Business Office, which shall include detailed line item revenues and expenditures. The Network Budget shall be submitted on an annual basis, consistent with the timelines established by the mParks Bylaws.
7. An electronic copy of Network meeting minutes shall be submitted to the mParks Business Office within seven (7) days after the meeting.
8. The Network shall prepare an Annual Report, containing reports on the activities of the previous year, as well as goals and objectives for the following year. The Annual Report shall be received by the mParks Business Office no later than December 1 each year.
9. Each Network shall send an e-mail notification to all Network members regarding upcoming meetings at least seven (7) business days prior to a meeting.
10. Each Network shall submit a Network Update to the mParks PROfessional Quarterly at least three (3) times annually.
11. Each Network shall submit an article related to their area of focus for publication in the mParks PROfessional Quarterly at least one (1) time annually.
12. Each Network shall post at least one (1) question to any online mParks Discussion Group monthly.
13. Each Network shall provide an update to the mParks Business Office, for inclusion in the informational packets distributed at each Board of Directors meeting. The Business Office shall provide a form for the Committee to complete prior to each meeting.
14. Each Network shall research and submit at one (1) resource or best practice for the mParks Resource Center at least four (4) times annually.
15. Each Network shall plan and submit at least two (2) sessions for the mParks Annual Conference & Trade Show each year.

16. Each Network shall be responsible for submitting at least two (2) nominations for an mParks award via the Professional Recognition Committee. This is an annual Network requirement.
17. The Network shall complete all requirements to be in good standing. All networks in good standing shall send their chairperson as a representative to the Annual mParks Board of Directors. If the Network Chair is unable to attend the Board Retreat, the Network shall select an alternate representative via majority vote.
18. Authority shall be governed by Roberts Rules of Order and shall not conflict with the mParks Constitution or Bylaws.

APPENDIX C

REQUIREMENTS FOR mParks FOCUS AREA MANUAL OF PROCEDURES

Policies and Procedures for the operation of the Focus Area

- A. **Submit an annual planning form to the mParks office by September 7 with:**
 - a. **Focus Area Description**, which shall be updated as needed and submitted to the mParks Business Office for inclusion on the Focus Area page of the mParks website.
 - b. **A mission statement:** tied to the functions and purpose of the Association.
 - c. **A meeting schedule:**
 - i. Each Focus Area must hold at least two (2) meetings per year, Focus Area meetings may be held in person, via GoToMeeting, or conference call as needed.
 - d. **Defined roles for Focus Area Officers**, which must include, at a minimum, a Focus Area Chair.
 - e. **Defined monthly topics/industry interest areas, and trends:** In accordance with the goals of exchanging information and discovering new resources within the industry, each Focus Group shall be responsible for igniting member-driven discussion.
- B. **Defined process for the election of Focus Area officers.** Elections must be completed by July 1 of each year. Officers shall assume their positions consistent with annual Board of Directors elections. Focus Areas shall inform mParks Business Office of the new Focus Area Officers immediately following Focus Area election. Election results must be submitted to the mParks office.
- C. **Defined terms of office for Focus Area officers.** Focus Area officers shall be elected annually and shall hold office for no more than two (2) consecutive years. Deviations from these terms limits shall be approved by a simple majority vote of the Board of Directors.
- D. Each Focus Area shall work with their parent Network to submit annual budget requests to fund Focus Area activities.
- E. Make an educational contribution to the mParks annual conference.
- F. All Focus Areas in good standing shall send their Focus Area Chair as a representative to the Annual mParks Board of Directors. If the Focus Area Chair is unable to attend the Board Retreat, the Focus Area shall select an alternate representative via majority vote.
- G. Focus chairperson must attend 2/3 of mParks Board of Director Meetings. If the Focus Area Chair is unable to attend the Board Retreat, the Focus Area shall select an alternate representative.
- H. Submit a Year in Review Report form to the mParks office by August 1 with description of programs and events held, successes and challenges of the year.
- I. The Focus Area shall complete all requirements to be in good standing.
- J. **Standing agenda items for each Focus Area meeting** at a minimum shall include updates on:
 1. Public Policy
 2. Professional Development
 3. Professional Recognition
 4. Best practices and Resources
 5. Roundtable discussion of cutting edge and forward-thinking issues and trends