Bylaws of the Van Buren County Land Preservation Board

Article I. NAME OF COMMITTEE
The name of this committee shall be the Van Buren County Land Preservation Board (hereinafter the LPB).

Article II. AUTHORITY
The LPB has been established by the Van Buren County Board of Commissioners (VBC BOC) under the authority of the Van Buren County Farmland and Open Space Preservation Ordinance, VBC Ordinance Number 2.

Article III. MEMBERS
1. Members of the LPB shall be appointed by the VBC BOC as defined by VBC Ordinance Number 2. At the request of the LPB and, at its discretion, the VBC BOC may appoint two persons to share a defined member seat, the term of both appointees being for the same period.
2. All member seats, including shared seats, shall be entitled to a single vote.
3. Members are encouraged to attend meetings on a regular basis. Regular attendance of meetings by LPB members is essential so that decisions made represent the opinions of the LPB as a whole. In addition, regular attendance enables members to be productive and helps ensure that issues are examined from a variety of perspectives. An LPB member may forfeit their seat as a result of poor attendance. The following conditions are considered problematic:
   a. The member has two un-notified absences in a row (“un-notified” means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would not attend).
   b. The member has three notified absences in a row.
   c. The member misses one third of the total board meetings in a twelve month period whether notified or not. Extenuating circumstances may be considered by the LPB.

Article IV. OFFICERS
1. Election of Officers – At the meeting following biannual LPB member appointments by the VBC BOC each year (usually the May meeting) the LPB shall select from its membership a Chairperson, Vice Chairperson and Treasurer who shall serve until the next election and who shall be eligible for re-election.
2. Term of Office – Officers shall hold office for one year or until a successor is elected.
3. Officers and Duties
   a. Chairperson – Chair meetings, set agenda, act as spokesperson for the committee.
   b. Vice-Chairperson – Act as chairperson in the absence of the elected chair.
   c. Treasurer – Serve to account for discretionary funds as may be donated or otherwise acquired for the purpose of general administration of LPB business or incidental expenditures. Track and report on status of the Van Buren County Land Preservation and Stewardship Fund account as may be established per VBC Ordinance Number 2.
Article V. STAFF
Staff provided the LPB in accordance with VBC Ordinance Number 2 shall be responsible for preparation of minutes, keeping of pertinent records, delivering communications, reports and related items of business of the LPB and performing related administrative duties to assure efficient and informed LPB operations. Staff shall be the de facto interface for communications between the LPB and other organizations, government entities or the public.

Article VI. EXECUTIVE COMMITTEE
1. The Chairperson, Vice-Chairperson, Treasurer and Staff shall constitute the Executive Committee.
2. The executive committee will meet as needed between meetings to make timely decisions on issues agreed to by the LPB.

Article VII. MEETINGS
The LPB will meet at a date and time established by the LPB; meetings may be scheduled as necessary. All meetings shall be posted in accordance with the State of Michigan Open Meetings Act and notices shall include date and time of the meeting.

Article VIII. Quorum
In order for the LPB to conduct business or take any official action, a quorum consisting of representation of five member seats shall be present. When a quorum is not present, no official action, except for the closing of the meeting may take place. The members of the LPB may discuss matters of interest, but can take no action until the next regular or special meeting.

Article IX. PARLIAMENTARY AUTHORITY
1. Given the nature of the business conducted by the LPB and the importance that all voices be heard in determining its direction, there will be an attempt to make all decisions by consensus.
2. In the event that consensus is not practical the group must determine by consensus that another decision making authority prevail which shall be Roberts Rules of Order 10th edition.

Article X. COMMITTEES
Committees may be formed to perform certain tasks as needed to achieve the LPB’s objective. Membership on committees may include community resource people and other stakeholders not represented on the LPB.

Article XI. AMENDMENTS
These bylaws can be amended at any regular meeting by consensus or according to Roberts Rules of Order 10th edition.