

# **TIMNATH PARKS, RECREATION, OPEN SPACE, AND TRAIL COMMITTEE BYLAWS**

## **Section 1. Formation**

The Town has formed the Parks, Recreation, Open Space, and Trails Committee (“PROST Committee” or the “Committee”). which will serve as an advisory committee of the Town Council. The Committee shall consist of no more than nine members, consisting of one or two members of the Town Council, with the balance to be comprised of non-council residents of the Town. At least two of the resident members of the Committee will be between the ages of 12 and 18 years old. The Town Council makes the final determination of which persons sit on the Committee.

## **Section 2. Rules**

The following rules shall apply to the Committee:

A. Quorum: A simple majority of the Committee shall constitute a quorum. A quorum is required to act on any matter before the Committee, but in the absence of a quorum, a lesser number may continue or adjourn any meeting to a later time and date.

B. Appointment: Committee members shall be appointed at a public meeting of the Town Council in accordance with the Town Charter. All non-Town Council members shall apply to join the Committee by submitting an application to the Town Clerk. When a non-Council position is set to become open, either due to expiration of a term or vacancy, the Town Clerk will be alerted of the opening. An advertisement for the position will be publicly posted on the Town website and social media at least ten days before applications are due. Then, the Chair of the Committee and a Town Council member of the Committee (or in absence of a Town Council member, the Mayor or his/her designee) will review all applications, conduct candidate interviews if desired, and make a recommendation to the Town Council regarding which candidate to appoint. Members will be appointed and reappointed by the Timnath Town Council by Resolution. The appointment or reappointment of any commission member who is required to be appointed by the Timnath Town Council shall require the affirmative vote of a majority of the present Council. Home Rule Charter Sec. 9.2.1.

C. Term: Each Committee member shall be appointed to a two-year term. Unless otherwise appointed by the Town Council, a Committee member's term shall commence on the fourth Tuesday of April of the year of appointment and shall expire on the fourth Tuesday of April two years later. Committee members will serve for staggered terms. For this purpose, resident members will be divided into two groups, each group to be as equal in number as possible, with the terms of each group expiring in a different year.

D. Term Limit: No Town Committee member shall serve more than two consecutive full two-year terms. For purposes of this Section 2 (D), terms of office shall be considered consecutive unless they are at least one year apart. This limitation shall apply to terms beginning on or after November 12, 2024. Notwithsatnding the foregoing, if the Town advertises an open position , pursuant to Section 2 (B) and there are no applicants for an open position prior to the application due date, a Committee member who would otherwise be term limited, may apply for and be appointed to the

Committee for a new term.

E. Vacancies/Removal: A vacancy is automatically created upon: a) a Committee member moving residence outside of the boundaries of Timnath, b) written resignation of a Committee member, or c) removal of a Committee member for any reason by two-thirds vote of the entire Town Council (or two-thirds (2/3) vote of the remaining eligible voting councilmembers should a councilmember recuse him or herself). Committee vacancies shall be filled for the remainder of the term by an affirmative vote of a majority of the entire Town Council. The term of any person appointed to the Committee to fill a vacancy shall expire on the expiration date of the term of the vacating Committee member.

F. Officers: The Committee shall elect one member to serve as the Chair and another member to serve as Vice Chair. The Chair shall serve as the presiding officer conducting the meeting. In the absence of the Chair, the Vice Chair shall perform all duties of the Chair. Officers shall be generally elected at the first meeting after a new term commences, but the existing officers shall serve until new officers are elected. Officers may be removed and new officers elected by a majority vote of all Committee members at any open meeting.

G. Meetings: The Committee shall meet as necessary and determined by the Chair, based on Town Staff suggestions that the Committee make recommendations to the Town Council. Meetings of the Committee shall be subject to the Colorado Open Meetings Law and the Committee shall generally abide by the notice and meeting conduct requirements of the Open Meetings Law. Town Staff shall keep an accurate summary or minutes of all Committee meetings, which shall be open for inspection in accordance with the Colorado Open Records Act.

H. Committee Recommendations: Any recommendations by the Committee shall be communicated to the Town Council on behalf of the Committee by a designated Committee member and will be included as part of the regularly scheduled Town Council meeting. Committee recommendations will be coordinated with the Town Manager, who will ensure that the Committee's recommendations are included as part of the next regularly scheduled Council meeting or at a future Council meeting more deemed appropriate.

I. Compensation: Committee members shall serve without compensation.

### **Section 3. Goals and Responsibilities**

The Committee shall serve in an advisory capacity to Town Council and Town Staff on matters related to Town owned and controlled parks, trails, open space, recreation areas and facilities, programs, and services. The Committee is encouraged to consult externally with community stakeholders possessing experience relevant to matters being studied by the Committee. No Committee member shall attempt to negotiate on behalf of the Town with any outside agency or individuals regarding any matter before the Town Council or the Committee without the express written consent of the Town Manager. The Committee's goals and responsibilities shall include the following:

1. Make recommendations pertaining to the planning, development, regulation, and operation of facilities;
2. Work with Town staff to develop long term strategy on the five-year capital improvement plan;

3. Participate in public engagement processes related to the Committee's work;
4. Participate in project milestones such as groundbreakings, progress tours, and grand openings;
5. Participate in the naming of parks, recreation and facilities in accordance with applicable policies; and
- v1. Promote public awareness and understandings of parks, recreations, programs, services, facilities, and projects.