

**TELLER COUNTY PARK ADVISORY BOARD BYLAWS
ADOPTED 1/13/00 RESOLUTION# 1-13-00(10)**

ARTICLE 1

NAME

Section 1. The organization shall be known as the Teller County Parks Advisory Board, hereinafter known as the Board, as directed by the Board of County Commissioners, hereinafter known as the County Commissioners.

Section 2. The name of the Board may be changed only at the direction of the County Commissioners.

ARTICLE 2

PURPOSE

Section 1. **Board of County Commissioners** : the Board shall advise the County Commissioners on all matters referred to it by the County Commissioners.

Section 2. **Planning** : the Board shall identify the recreational facility needs of the county, prioritize those needs, and recommend a master plan to satisfy those needs to the County Commissioners. The master plan shall be updated every five years.

Section 3. **Public Information and Participation**: the Board shall function as a voice of the public, to advise the County Commissioners on all matters that pertain to the planning, administration, and budgeting for County Park and Recreational facilities. The Board shall host public meetings pertaining to parks, and provide educational and promotional information to the general public.

Section 4. **Review**: the Board shall be responsible for recommending projects to the Parks Coordinator for approval by the County Commissioners, and for reviewing and providing recommendations on projects to be addressed by the County Commissioners, including requests for easements or rights-of-way across county-owned park property.

Section 5. **Cooperation with Other Jurisdictions** : the Board will promote full cooperation and coordination between the County and its departments and other tax supported agencies such as school districts, city governments, and the six communities of Cripple Creek, Divide, Florissant, Four Mile, Victor and Woodland Park. Therefore, the Board is dedicated to exploring all possible avenues that lead to shared projects and policies for the mutual benefit of city and county taxpayers.

Section 6. **Temporary Committees:** the Board shall be responsible for appointing temporary committees that deal with specific issues requiring additional public input.

Section 7. **Administration:** the Board shall work in concert with the County Park Coordinator, the Planning Department and the County Commissioners to preserve the integrity of Teller County parks, trails and open space through planning and administration, including budget preparation.

ARTICLE 3

MEMBERSHIP

Section 1. The board shall consist of six voting members. There will be an independent citizen member from each of the six communities of the county, as defined in Article 2, Section 5 herein. A second citizen member from each community will also be accepted. The second citizen member will only vote in the absence of the voting citizen member. The voting citizen member from each community is determined by seniority on the Board. A non-voting member will be appointed by each individual city and school district in the county for an indefinite period and continue to serve at the pleasure of the individual governmental subdivision and the Board of County Commissioners. The Parks Coordinator will be the official representative of the County to the Board and a non-voting member. All members will be initially approved by the Board of County Commissioners.

Section 2. Voting members and additional citizen members will be appointed by the Board of County Commissioners for two year terms or to fill vacancies for the remainder of a term. The terms of the citizen members from the six communities will be staggered. The additional citizen member term will be staggered with the individual from the same community.

Section 3. Members may be replaced by the County Commissioners after a resolution for the same is passed by the Commissioners. Reasons for replacement are: a lack of performance of duties; demonstration of conflict of interest; more than three unexcused absences in one year; or other activities detrimental to the best interests of the County.

Section 4. The Board will request vacancies occurring on this Board be filled through appointment by the County Commissioners within thirty days of notification of the vacancy. Members may be reappointed for additional terms within three months of expiration of their current terms.

Section 5. Members shall serve without compensation, but may be reimbursed by the County Commissioners for necessary expenses.

ARTICLE 4

OFFICERS OF THE BOARD

Section 1. The officers of the Board shall consist of a Chairperson and Vice-Chairperson. The Board has the option of selecting a Minutes Recorder from its membership or request the Parks Coordinator to provide for Minutes Recording.

Section 2. The officers of the Board shall be selected upon the adoption of these bylaws, and at the first meeting each year thereafter.

Section 3. Officers shall be elected from the membership of the Board by majority vote of the members present. The candidates do not have to be present.

Section 4. Vacancies occurring among the officers of the Board shall be filled by special election within 30 days.

ARTICLE 5

CHAIRMAN'S DUTIES

Section 1. The Chairman shall prepare the agenda for, and preside over all meetings.

Section 2. The Chairman shall sign all documents executed on behalf of the Board.

Section 3. The Chairman shall serve as the spokesperson for the Board to present or explain policies adopted by the Board.

Section 4. The Chairman shall perform other duties as directed by the County Commissioners or by amendment to these bylaws.

Section 5. The Chairman may delegate these responsibilities as required to another officer of the Board or to the County Parks Coordinator.

ARTICLE 6

VICE-CHAIRMAN'S DUTIES

Section 1. In the absence of the Chairman, the Vice-Chairman shall assume all the powers and duties of the Chairman.

Section 2. The Vice-Chairman shall perform other duties as directed by the Chairman, County Commissioners or by amendment to these bylaws.

ARTICLE 7 MINUTES RECORDER'S DUTIES

Section 1. The Minutes Recorder shall keep detailed minutes of each meeting and provide these to the Teller County Park Coordinator for publication and distribution to the Board members prior to the next regular meeting.

Section 2. The Minutes Recorder shall be responsible for all official correspondence for the Board or as directed by the Chairperson and shall maintain a file of all correspondence.

Section 3. The Minutes Recorder shall maintain a current list of all Board members, their phone numbers and mailing addresses, and shall keep all members informed of any changes to this list.

Section 4. By agreement between the Board and County Administrator, certain duties may be delegated to County staff.

ARTICLE 8 BOARD STRUCTURE

Section 1. The Board is responsible to the Board of County Commissioners. The Parks Coordinator is responsible to advise the Board on all matters deemed pertinent to the Parks and Recreation activities but is not supervised by the Board.

ARTICLE 9 MEETINGS

Section 1. The Board shall hold regular meetings as determined by the Board and scheduled for the calendar year at the first meeting of the year.

Section 2. Special meeting may be called by the Chairperson or at the request of any two Board members. Members of the Board must be notified at least 24 hours in advance of any special meeting.

Section 3. A quorum is defined as a majority of the current VOTING membership. A quorum must be present to conduct business.

Section 4. Members must be present at meetings to vote, unless special circumstances warrant communication by telephone. No proxies will be recognized.

**ARTICLE 10
AMENDMENTS**

Section 1. These bylaws may be amended by a vote of TWO THIRDS OF THE CURRENT voting members.

Section 2. Amendments to these bylaws must be proposed in written form. Proposed amendments must be mailed to all members prior to the meeting at which they are introduced.

Section 3. A vote to amend these bylaws must be successful in two successive regular meetings to be adopted.

Section 4. These bylaws may not be suspended except by the County Commissioners.

**ARTICLE 11
ENACTMENT**

Section 1. These bylaws and any amendments shall become effective when approved by a concurring MAJORITY vote BY THE CURRENT voting members of the Board and adopted by a Resolution of the County Commissioners.

ARTICLE 8
BOARD STRUCTURE

Section 1. The Board is responsible to the Board of County Commissioners. The Parks Coordinator is responsible to advise the Board on all matters deemed pertinent to the Parks and Recreation activities but is not supervised by the Board.

