



TOWN OF EAGLE OPEN SPACE AND RECREATION ADVISORY COMMITTEE BYLAWS

January 2021

ARTICLE I. PURPOSE.

The purpose of the Town of Eagle Open Space and Recreation Advisory Committee (the "Committee") is to provide additional expertise to the Town Council and the Town Manager necessary to enhance and facilitate open space and recreation in the Town, and to act as a catalyst between the Town, residents, relevant stakeholders, and the broader community to expand and improve the Town's internal and adjacent open space and recreation opportunities within the context of the Town's commitment to conservation, social, and environmental objectives.

ARTICLE II. MEMBERS.

A. Number; Term. The Committee shall consist of not more than 7 voting members appointed by the Town Council to 4-year terms, and an alternate member appointed to a 4-year term who may act as a voting member in the absence of a regular voting member. Other non-voting members of the Committee shall consist of a Trustee, the Town Manager or designee and other appropriate Town staff. Voting members of the Committee shall be residents of the Town, own real property or own a business within the Town or employed within the Town limits in order to be eligible for appointment. Voting members may be reappointed by the Town Council but shall serve no more than 2 successive 4-year terms.

B. Application; Appointment. The Town Manager shall establish an application process for prospective Committee members, including public notice. The Town Manager shall then present a list of candidates to the Town Council from qualified applicants. The Town Council may interview some or all of the applicants and may consider recommendations made by current Committee members. The Town Council shall then vote on the appointment of members by written ballot, with such ballots being tallied by the Town Clerk, followed by a motion to appoint the highest vote-getters and a voice vote on that motion. The written ballots shall include the name of the person voting and shall be public records, as required by the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*

C. Removal. Committee members may be removed by a majority vote of the Town Council for neglect of duty, conflict of interest or malfeasance in office, after notice and an opportunity to be heard.

D. Vacancies. Vacancies shall be filled in the same manner as appointments.

ARTICLE III. OFFICERS.

A. Chair. The Committee shall be led by a Chair, who shall be elected by the voting members of the Committee at the Committee's first meeting of each calendar year. The Chair shall be responsible for scheduling and leading the Committee meetings and activities.

B. Other Officers. The Committee shall elect a Secretary at the same time and in the same manner as it elects a Chair. The Committee may elect a Vice-Chair through the same method, who shall assume the duties of the Chair in the Chair's absence. All officer appointments shall be for a 2-year period.

C. Committee Coordinator. The Committee shall appoint one of its voting members as the Committee Coordinator, who shall act as a liaison between the Committee, the Town Council, and Town Manager. The Chair, Secretary or Vice-Chair may serve concurrently in the role of Committee Coordinator.

ARTICLE IV. AUTHORITY AND DUTIES.

A. Authority. The Committee is authorized to take any of the following actions, consistent with its purpose:

1. Make recommendations to the Town Council regarding open space acquisition, conservation, and recreation programs in line with stated priorities in the Town Comprehensive Plan and adopted Strategic Plan of the Town Council;
2. Promote open space conservation and stewardship in the Town; and
3. Encourage recreation which provides responsible use of open spaces in ways that conserve the land and provide for ongoing quality of life for current and future residents of Eagle.

B. Duties. In exercising its Authority, the Committee shall perform the following duties:

1. Present an annual written report to the Town Council on the ongoing projects under review by the Committee as well as a proposed budget of any funds allocated to the Committee;
2. Provide input to the Town Manager regarding provisions of the Town's Building Code or Land Use Code which may hinder open space conservation and recreation;
3. Formulate and evaluate new open space recreation strategies and policies in furtherance of the environmental and quality of life goals adopted by the Town Council;

4. Review planned open space, recreation, and development proposals in the Town, upon request by the Town Manager; and
 5. Perform any other activities related to open space management that could promote a positive environmental and recreational capacity for the Town or will help with the implementation of the Town's environmental and strategic plan, as assigned by the Town Council or Town Manager.
- C. Quorum. Four (4) members of the Committee shall constitute a quorum for any official action, but, in the absence of a quorum, a lesser number may continue any meeting or hearing to a later time or date, and in the absence of all members, Town staff may adjourn any meeting.

ARTICLE V. PARTNER ORGANIZATIONS.

To encourage collaboration, the Committee shall have partner organizations or subject-matter experts whose representatives may also participate in Committee meetings in a non-voting, advisory manner. There shall be no limit to the number of partner organizations or subject-matter experts invited to attend and participate in the Committee's meetings.

ARTICLE VI. MEETINGS.

A. Public Meetings. All Committee meetings shall be open to the public, and noticed as required by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* Upcoming agendas shall be posted on the Town's website.

B. Regular Meetings. Regular meetings shall be held monthly at the Eagle Town Hall, unless determined by a majority vote of the Committee as necessary and appropriate to meet at another location. The Chair may cancel any regular meeting when there is no business to be conducted by the Committee.

C. Special Meetings. Special meetings may be called by the Chair or upon written request of 3 members of the Committee filed with the Secretary. The purpose of the meeting shall be stated at the time of the request.

D. Minutes. Action minutes shall be kept for all Committee meetings. Approved minutes shall be posted on the Town's website.

E. Quorum. A majority of the total number of members then holding office shall constitute a quorum of the Committee for purposes of conducting business, and a majority vote of those present shall be necessary to carry any proposition.

ARTICLE VII. EXPENSES.

A. Staff Assistance. The Town Manager will make available to the Committee adequate facilities, staff assistance and discretionary funds to assist with the administrative functions and expenses of the Committee.

B. Budget. Upon request of the Committee, the Town Council may budget a portion of funds for administrative costs and other goals aligned with the direction from Town Council associated with the Committee's duties or meetings. The Committee Coordinator shall work with the Town Manager as needed to propose a Committee budget to the Town Council in a similar format as other Town Departments. Use of funds budgeted for the Committee may be reviewed and discussed by the Committee and proposed to Town staff as a recommendation by the Committee regarding budgeting or use of such funds.

ARTICLE VIII. AMENDMENTS.

These Bylaws may be amended by resolution of the Town Council in its sole discretion.

ARTICLE IX. SEVERABILITY.

If any part, section, subsection, sentence, clause or phrase of these Bylaws is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

ARTICLE X. DISSOLUTION.

The Committee may be dissolved by resolution of the Town Council in its sole discretion.