

A
RESOLUTION
OF THE CITY COUNCIL
ESTABLISHING AUTHORIZATION AND RULES OF PROCEDURE
OF THE CITY OF CHERRY HILLS VILLAGE
PARKS, TRAILS AND RECREATION COMMISSION

WHEREAS, the City of Cherry Hills Village is a home rule municipal corporation organized in accordance with Article XX of the Colorado Constitution; and

WHEREAS, the City Council approved Ordinance 2, Series 2006 establishing the Parks, Trails and Recreation Commission to assist the City Council with matters concerning parks, trails, open space and recreation; and

WHEREAS, Section 2-8-10(d) of the Cherry Hills Village Municipal Code states that "the [Parks, Trails and Recreation] Commission shall operate in accordance with Rules of Procedure adopted by the City Council"; and

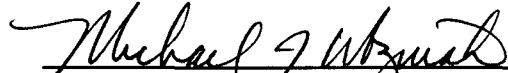
WHEREAS, the City Council desires to establish authorization and rules of procedure of the City of Cherry Hills Village Parks, Trails and Recreation Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:

Section 1. The attached "Authorization and Rules of Procedure of the City of Cherry Hills Village Parks, Trails and Recreation Commission" is hereby adopted by the City Council.

Section 2. This Resolution shall be effective immediately.

Introduced, passed and adopted at the
regular meeting of City Council this 3rd day
of October, 2006, by a vote of 5 yes and 0 no.


Michael J. Wozniak, Mayor

ATTEST:


Karen C. Losier, CMC, City Clerk

APPROVED AS TO FORM:


Thad W. Renaud, City Attorney

(SEAL)



**AUTHORIZATION AND RULES OF PROCEDURE OF
THE CITY OF CHERRY HILLS VILLAGE
PARKS, TRAILS AND RECREATION COMMISSION
Adopted October 3, 2006**

A. Article I. Name of the Commission

The name of the Commission shall be the Parks, Trails and Recreation Commission.

Article II. Purpose

The Parks, Trails and Recreation Commission shall serve as a forum for comments and suggestions from Village citizens regarding the maintenance of parks, trails, open space and recreation. The Commission shall advise City Council on matters related to parks, trails, recreation and open space within the Village, and shall:

1. Recommend improvements for the Village's park and open space system consistent with the provisions of Chapter 11, Article 3 of the Municipal Code;
2. Recommend actions to protect and maintain existing trails and the acquisition of additional trails and trail connections;
3. Recommend actions to protect and maintain the streams and wetlands in the Village;
4. Review the Recreation Reimbursement Program and recommend any changes or enhancements to meet the recreation needs of the Village;
5. Analyze the portions of the Master Plan affecting parks, trails and recreation, and recommend changes and additions to the Planning and Zoning Commission;
6. Recommend annual budget priorities to the City Council for capital projects related to parks, trails, open space and recreation;
7. Prepare an annual recreation and event program and budget for submission to City Council;
8. Recommend long range financing plans for open space acquisition;
9. Review, comment and make recommendations on preliminary plat subdivision development applications for the dedication of land, in accordance with Chapter 17 of this Code;
10. To act in accordance with any other duties as requested and/or required by provisions of the Municipal Code as enacted by the City Council from time to time.

In addition, the Parks, Trails and Recreation Commission shall have such other duties as assigned by the City Council from time to time, except that nothing herein shall permit the Parks, Trails and Recreation Commission to assume powers expressly reserved for the City Council.

Article III. Membership and Terms

Members: The Parks, Trails and Recreation Commission shall consist of seven (7) members: one (1) from each Council district ("district members"); and one member of the City Council appointed by the City Council ("City Council appointee"); provided, however that if the Council is not reasonably able to appoint one member from each Council district the Council may appoint one or more members of the commission on an at-large basis. Each member shall have one vote.

District Members: On the date of appointment, each district member shall be a registered elector of the City for at least three (3) years immediately preceding the date of appointment. Each district member shall be a resident of the district on the date of appointment and throughout his or her term of office. Each district member shall be appointed by the City Council. The term of each district member shall be three (3) years, and the terms shall be staggered. Initial appoints shall be as follows:

Districts 1 and 2 shall be appointed for one (1) year terms.
Districts 3 and 4 shall be appointed for two (2) year terms.
Districts 5 and 6 shall be appointed for three (3) year terms.

City Council Appointee: The City Council appointee shall be appointed by the City Council for a term of two (2) years.

Terms: Terms of office shall expire on the third Tuesday of May in each respective year.

Article IV. Election of Officers

The members of the Commission shall annually elect from their membership a Chair and a Vice Chair.

1. Upon proper nomination and second by any Commission member, a nomination for Chair shall be considered. A majority vote of members present and constituting a quorum shall be required to elect a Chair. If the prevailing candidate is present and does not decline, the new Chair will assume office immediately and conduct the election of a Vice Chair. The same procedure will be utilized in the election of the Vice Chair.
2. In the election of officers, each Commission member shall be entitled to only one vote. There shall be no proxy voting.
3. In the event that the duly-elected Chair becomes unable to complete his term of office, the Vice Chair shall automatically assume the position of Chair until the completion of the term, and a new Vice Chair shall be elected at the next regular meeting in accordance with the provisions of these Rules. In the event that the Vice Chair is unable to complete the term, an election shall be held at the next regular meeting to fill the vacancy. Said election shall be in accordance with the provisions of these Rules.
4. If neither the Chair nor the Vice Chair is present, any member in attendance shall call the meeting to order, and the Commission shall immediately elect by majority vote of members present and constituting a quorum a Chair Pro-Tem to preside at the meeting. The entrance of the Chair or Vice Chair terminates such office.

B. Article V. Duties of Officers

Chair: It is the responsibility of the Chair to conduct formal Parks, Trails and Recreation Commission meetings in accordance with accepted principles of decorum, applicable laws of the State of Colorado and City of Cherry Hills Village, and the rules of order adopted in these Rules. The Chair shall be a voting member of the Commission and is accorded the same rights and privileges accorded other members of the Commission.

Vice Chair: In the event that the Chair is temporarily unable to act due to the absence from the City, illness, personal interest in any matter coming before the Commission, or any other cause, the Vice Chair shall act in his place. In this instance, the Vice Chair shall be accorded the same privileges and responsibilities as the Chair.

Article VI. Compensation

Members of the Commission shall receive no compensation. Commissioners may be reimbursed for pre-authorized expenses incurred in the discharge of their duties upon submission of a proper claim to the Parks and Trails Administrator.

C.

Article VII. Quorum and Voting Requirements

D. A quorum of the Commission shall be present in order to conduct any meeting of the Commission. A quorum shall consist of four (4) members. Any recommendation or other official action of the Commission shall require the affirmative vote of a majority of the Commission members present, voting, and constituting a quorum.

E. **Article VIII. Removal of Members**

The members of the Commission shall be subject to removal by three-fourths majority vote of the entire City Council. The Council shall make appointments to fill vacancies for unexpired terms. Any member of the Commission absent for three consecutive regular meetings or four regular meetings during a calendar year without being excused by the Commission may be replaced by City Council.

Article IX. Meetings

Regular meetings will be held once a month in the City Council chambers or such other location as agreed by the Commission members. The meeting night shall be the 2nd Thursday of every month at 7:00 p.m. Meetings may be cancelled if there are no agenda items. In the event of a conflict with holidays or other events, the Chair may change the date with proper notice. All meetings shall be open to the public.

Article X. Correspondence

The agenda for each meeting of the Commission shall be set by the City Manager or his designee. Commission members shall receive an agenda and packet of corresponding materials no later than the Monday prior to a regularly scheduled meeting.

F. **Article XI. Conduct of Meetings**

The Commission shall conduct meetings in a manner it deems efficient, and at each regularly scheduled meeting:

1. The Chair shall call the meeting to order, take roll in the presence of Commission members and determine whether a quorum exists.
2. Minutes of the previous meeting shall be reviewed, and may be adopted as written, or corrected, by a majority vote of the Commission members. Staff will provide a copy of the minutes to be approved in agenda packets.
3. The Chair shall conduct the business as presented on the agenda.
4. The Chair shall request that any Village resident who wishes to speak identify themselves and provide complete addresses.
5. The Chair shall allow any Village resident adequate opportunity to be heard on any issue within the Commission's jurisdiction and charge. The Chair in its discretion may limit the time allowed for discussion.
6. Staff may make a recommendation concerning any matter coming before the Commission.

7. After presentation by any Village resident, the Commission may vote to make a recommendation to the City Council, make no recommendation to City Council, or to conduct further investigation on any proposed recommendation.
8. Any Commission member, who actually or potentially has a conflict of interest concerning any recommendation before the Commission or whose participation would otherwise violate the appearance of fairness, shall disqualify himself from voting or participating in the discussion and in any motion concerning such recommendation. When a Commission member has been so disqualified, the member shall neither sit on nor preside over the Commission during the discussion and voting on the matter.
9. A potential conflict of interest or violation of the appearance of fairness exists when a Commission member has a direct or indirect interest in any business or undertaking which he has reason to believe may be directly and substantially affected to its economic benefit or detriment by a decision to be made by the Commission; provided, however, that no benefit or detriment that is common to that of the general public shall constitute a conflict of interest or violation of the appearance of fairness for purposes of this Article.
10. Any question or issue regarding the proper procedure for conducting business at any Parks, Trails and Recreation Commission meeting which is not resolved by the foregoing Rules of Procedure of the City of Cherry Hills Village Parks, Trails, and Recreation Commission shall be resolved by reference to the relevant portions of Robert's Rules of Order.
11. Subcommittees are created via the vote of the commission.