

RESOLUTION NO. 14
SERIES OF 2018

INTRODUCED BY: KATY BROWN
SECONDED BY: DAN SHELDON

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

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 of the City of Cherry Hills Village is authorized under its home rule charter and pursuant to its general municipal powers to adopt policies and procedures in furtherance of its municipal functions and authority; 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 2-8-30(c) of the Cherry Hills Village Municipal Code states that "The Commission shall operate in accordance with Rules of Procedure adopted by the City Council"; and

WHEREAS, the City Council approved Resolution 18, Series 2006 establishing Rules of Procedure for the Parks, Trails and Recreation Commission; and

WHEREAS, amendments to the Rules of Procedure are recommended by staff and the Parks, Trails and Recreation Commission; and

WHEREAS, the Council desires to amend the Parks, Trails and Recreation Commission Rules of Procedure as described in Section 1 below, and as attached hereto as Attachment A.

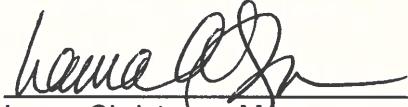
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:

Section 1. The City Council hereby amends and reaffirms the Parks, Trails and Recreation Commission Rules of Procedure, as more fully set forth in Attachment A, attached hereto and incorporated herein.

Section 2. This Resolution shall be effective immediately upon approval by the City Council.

Introduced, passed and adopted at the regular meeting of City Council this 17th day of July, 2018, by a vote of 6 yes and 0 no.

(SEAL)


Laura Christman, Mayor

ATTEST:


Laura Smith, City Clerk

Approved as to form:


Linda C. Michow, City Attorney

ATTACHMENT A
PARKS, TRAILS AND RECREATION COMMISSION
RULES OF PROCEDURE

**RULES OF PROCEDURE OF
THE CITY OF CHERRY HILLS VILLAGE
PARKS, TRAILS AND RECREATION COMMISSION**
Adopted October 3, 2006
Amended July 17, 2018

Article I. Adoption and Amendment of Rules

These Rules are adopted in accordance with Section 2-8-30(c) of the Municipal Code and shall govern the procedures of the Parks, Trails and Recreation Commission. These Rules may only be amended upon adoption and approval of the City Council in accordance with Section 2-8-30(c) of the Municipal Code.

Article II. Name of the Commission

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

Article III. Purpose of the Commission

- a) The Parks, Trails and Recreation Commission has been established to advise City Council on matters related to parks, trails, recreation and open space within the community. The Commission shall meet at the direction of City Council for the following specific reasons:
 - (1) To make recommendations with the purpose of improving and maintaining the City's park and open space system consistent with the provisions of Chapter 11, Article III of the Code;
 - (2) To evaluate and make recommendations concerning the acquisition of additional trails, trail connections, pocket parks, wildlife refuge areas, protected view areas, open space parks and recreational parks;
 - (3) To make recommendations with the purpose of protecting and maintaining the streams and water features that exist in the City;
 - (4) To review and make recommendations on the Recreation Reimbursement Program to meet the recreation needs of the community;
 - (5) To make recommendations to the Planning and Zoning Commission concerning the adoption of that portion of a Master Plan concerning park and trail development;
 - (6) To recommend annual budget priorities to the City Council for capital projects related to parks, trails, open space and recreation;
 - (7) To develop and recommend an annual recreation and event program and budget to the City Council; and
 - (8) To recommend long-range financing plans for open space acquisition;
- b) The Commission shall meet in accordance with the provisions of the Municipal Code to:
 - (1) Review and make comments and recommendations on preliminary plat subdivision development applications concerning the dedication of land, in accordance with Chapter 17 of this Code; and
 - (2) Act in accordance with any other duties as required by other provisions of this Code as enacted by the City Council from time to time.
- c) In addition, the Parks, Trails and Recreation Commission shall have such other duties as assigned by the City Council, by motion, from time to time.

Article IV. Membership and Terms

- a) The Parks, Trails and Recreation Commission shall consist of seven (7) members: one (1) from each Council district; and one (1) member appointed by the City Council on an at-large basis; provided, however, that if the City Council is not reasonably able to appoint one (1) member from each Council district, the City Council may appoint one (1) or more members of the Commission on an at-large basis. Each member shall have one (1) vote.
- b) On the date of appointment, each member shall be a resident of the City for at least three (3) years immediately preceding the date of appointment. Each member shall be a resident of the district on the date of appointment and throughout his or her term of office. Each member shall be appointed by the City Council. The term of each member shall be three (3) years, and the terms shall be staggered.
- c) Terms of office shall expire on the third Tuesday of May in each respective year.

Article V. Officers

- a) The members of the Commission shall annually elect from their membership a Chair and a Vice Chair. The election of a Chair and Vice Chair shall be held at the first regular meeting following the third Tuesday of May. No member of the Board shall hold the same office for more than two successive years (24 months).
- b) Upon nomination and second by any Commission member, a nomination for Chair shall be considered. A majority voice 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. The same procedure will be utilized in the election of the Vice Chair.
- c) In the election of officers, each Commission member shall be entitled to only one vote. There shall be no proxy voting.
- d) In the event that the duly-elected Chair becomes unable to complete their 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.

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.

Article VI. 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 including the Colorado Open Meetings Law 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, conflict of interest in any matter coming before the Commission, or any other cause, the Vice Chair shall act in the Chair's place. In this instance, the Vice Chair shall be accorded the same privileges and responsibilities as the Chair.

Article VII. 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 Recreation Coordinator.

Article VIII. Quorum and Voting Requirements

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.

Article IX. Removal of Members

The members of the Commission shall be subject to removal by action of the 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 removed by City Council.

Article X. 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 6:30 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 XI. Correspondence

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

Article XII. Conduct of Meetings

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

- a) The Chair shall call the meeting to order and determine whether a quorum exists.
- b) 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.
- c) The Chair shall conduct the business as presented on the agenda.
- d) Audience Participation:
 - 1) The Chair shall request that any member of the public who wishes to speak identify themselves and provide complete addresses.
 - 2) The Chair shall allow any member of the public 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.

- 3) After presentation by any member of the public, 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.
- e) Staff may make a recommendation concerning any matter coming before the Commission.
- f) Conflicts of Interest:
 - 1) 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 or herself 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.
 - 2) 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 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.
- g) 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.
- h) Subcommittees are created via the vote of the Commission.
- i) Public Hearings shall be conducted in accordance with the City Council Rules of Procedure.