

PARK ADVISORY COMMITTEE WITHIN THE CITY OF ARVADA

RULES AND PROCEDURES

(Revised) January 2021

I. PURPOSE AND MISSION

A. Name

This committee shall be known as the Arvada Park Advisory Committee (the "Committee") as established by resolution (Resolution No. R96-099) of the Arvada City Council ("City Council").

B. Purpose

The purpose of the Committee as established by the City Council shall be as follows:

1. To advise and make informed recommendations to the Arvada City Council on both future and immediate park related projects, land acquisition, modifications to recreational facilities, park and trail development and redevelopment, capital funding issues, and other related issues.
2. To make recommendations to the City Council on methods of financing the acquisition and construction of parks, open space, and trails and new programs.
3. To participate in the implementation and revisions in the development of a park master plan for Arvada within the framework of the City Comprehensive Plan.
4. To work cooperatively and actively as an advocacy group to prioritize projects with neighborhood groups, special interest groups, other official city committees and individuals, and function as a forum where citizens can voice concerns or request acquisition, development, or modifications to parks and open space, and other recreational facilities.
5. To assist City staff with referrals from and applications to Jefferson County Open Space Advisory Committee.
6. To provide regular reports to the City Council.
7. To work cooperatively with Apex Park and Recreation District.

II. COMMITTEE MEMBERS

A. Number, Qualifications and Term of Office

The business and affairs of the Committee shall be managed by the Committee members. The

Committee shall consist of a minimum of twelve members. At least four of the members shall reside in one of each of the four City Council districts of Arvada.

One member may reside in the area outside the city limits but within the Apex Park and Recreation District. The Committee will seek student applicants from the senior high schools in Arvada to serve on the Committee when appropriate.

The Committee members shall be nominated by City Council. Advertisement for the positions and interviews will be coordinated by the City of Arvada. The terms of the appointments shall be designated by the City Council and may include terms of one year, two years, and three years. The City Council sets the term limits for City boards and commissions. In the event City Council fails to appoint a successor to an expired term, the Committee member shall be requested to remain on the Committee for an additional thirty (30) days, or until a successor is appointed. Committee appointees shall serve without compensation. It is the intent that this Committee be a true "citizen" committee. Therefore, no elected officials from the City of Arvada, Jefferson County or Apex Park and Recreation District shall serve on the Committee. Past elected officials to City Council shall not serve within two years of their term expiration.

City staff will attend the Committee meetings to advise and assist the Committee. They shall be non voting members and cannot hold offices on the Committee. The Committee shall be advisory only and shall not direct staff.

Absences of any member from regularly scheduled meetings shall not exceed one-half of the regular monthly meetings held in a twelve-month period. If a Committee member misses one-half of the meetings in a twelve month period, regardless of the reasons, the Secretary shall prepare a letter for signatures by the officers of the Committee to be sent to the City Council advising them of the fact. The Committee member also shall receive a copy of the letter.

B. Performance of Duties

Committee members shall perform their duties as a Committee member in good faith, and in a manner in which they each believe to be in the best interests of the Committee based on the job description.

C. General Duties

Members of the Committee shall not vote upon any acquisition recommendation without having inspected the property. Members of the Committee may not represent themselves in public as members in opposition to the consensus of the Committee.

D. Vacancies

Any Committee member may resign by giving written notice to the Chair or Co-Chairs of the Committee, who shall notify the City of Arvada's Manager of Park and Urban Design of the resignation. Such resignation shall take effect at the time specified therein. The acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring on the Committee by resignation or removal shall be filled, if necessary, by appointment of City

Council.

E. Removal

All members of the Committee shall serve at the pleasure of City Council and may be removed at any time pursuant to Section 2-78(b) of the Arvada City Code which states "All other members of boards, commissions, and committees, except as set forth in subsection (e) of this section, serve on such boards, commissions, and committees at the pleasure of the city council, and may be removed by a vote of the city council at any time."

F. Sunset Provision

The Committee shall perform its duties until the Committee is terminated by City Council.

III. MEETING OF THE COMMITTEE

A. Place of Meetings

The regular or special meetings of the Committee shall be held in a public place designated by the Committee from time to time. Those interested in attending a Committee meeting may visit www.arvada.org or call the Arvada Parks, Golf and Hospitality Department (720-898-7400) to determine the meeting location. In the event meetings are not able to be held in a public place, virtual meetings will

be arranged by the City and conduct will follow these adopted Rules and Procedures.

B. Time of Regular Meetings

The Committee will meet monthly, the evening of the second Wednesday of the month. Additional meetings, including sub-committee meetings may be called as deemed necessary by the Committee.

Virtual meetings will be arranged by a City Liaison as circumstances necessitate such meetings. The timing of the meetings will remain as stated, unless otherwise noted.

C. Special Meetings

Special meetings of the Committee may be called by any two officers and held pursuant to the notice provision herein. In the event the Chair is out of town or unavailable, the two other officers may call a special meeting.

D. Notice of Meetings

Notice of regular meetings shall be completed according to Section IV in this document. Members shall be notified of special meetings by email, phone, mail or text to each member not less than seventy-two (72) hours prior to the time fixed for the meeting.

E. Quorum

At meetings of the Committee more than one-half of the Committee members shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, action by a majority of the Committee members present shall be the action of the Committee.

Voting: Prior to voting on a motion, the Chair or Vice-Chair will ask the Committee if there is any further discussion, allowing opportunity for additional comments.

- All votes shall be recorded in the minutes, the names of the members making and seconding the motions, major discussion points and the resulting outcome.

G. Procedure

All members can make motions or proposals that the Committee can act or vote on. Draft agendas for all committee meetings shall be prepared by the leadership team and City Liaison and submitted to the committee members at a reasonable time prior to the scheduled meetings. Any new items members want to discuss can be communicated during Good of the Order.

IV. OPEN MEETINGS

All regular and special meetings of the Committee are open to the public. The time, date, and place of all regular and special meetings of the Committee shall be posted at the designated location in the Arvada City Hall no later than 24 hours prior to the meeting. All meetings shall provide the public with a reasonable opportunity to participate. Public comment shall be accommodated at the beginning of the regular meeting.

V. OFFICERS OF THE COMMITTEE

A. General

The officers of the committee shall consist of a Chair, a Vice-Chair, and a Secretary serving for a one year term or until their successors are elected. An alternative would be two Co-Chairs and a Secretary.

The officers shall be elected annually by the Committee members at the first meeting of the Committee held in November each year. The previously elected Officers will lead meetings until the Annual Retreat; however, the process of transition will begin following the election in November. If the election of officers shall not be held at such meeting, such election shall take place as soon thereafter as the meeting may conveniently be held. There shall not be a limitation on the number of terms for which a person may serve as an officer, but in order to encourage Committee members to seek leadership positions, each officer should volunteer to serve no more than three consecutive terms.

Candidates for officers of the Committee can either submit their name for a particular office or be nominated by a member of the Committee. Nominations for each position will close through a motion and a majority vote of committee members present. Candidates for each position will be elected by a majority vote of the Committee members present.

B. General Duties

All officers of the Committee shall have such authority and perform such duties as may be provided in these Rules and Procedures or as may be determined by resolution of the Committee not inconsistent with these Rules and Procedures.

C. Vacancies

When there is a vacancy in one of the offices it shall be filled by the Committee according to the guidelines set forth for the election of Committee officers.

D. Removal

An officer of the Committee may be removed with cause by motion and affirmative vote of the Committee, only at a special meeting called for the purpose of removing that officer. Any officer being removed from their office shall be allowed to appear before the Committee prior to the Committee's vote of removal.

No officer should be removed by less than a two-third vote of the Committee. The vote should be by ballot, except by general consent of the Committee.

E. Chair

The Chair of the Committee shall preside as chair at meetings of the committee. They shall, in addition, execute resolutions and documents as directed by Committee actions, represent the Committee at public functions, and perform such other duties as the Committee may define.

F. Vice-Chair

The Vice-Chair shall fulfill the responsibilities of the Chair when the Chair is unavailable to do so and perform such other duties as the Committee may define.

G. Co-Chairs

In the event two Co-Chairs are elected to lead the Committee, only one Co-Chair shall preside as Chair at the meetings of the Committee. The two Co-Chairs shall agree upon a schedule to chair Committee meetings. The Co-Chairs shall, in addition, execute resolutions and documents as directed by the Committee actions, represent the Committee at public functions, make progress reports to the City Council, and perform such other duties as the Committee may define.

H. Secretary

The Secretary shall keep or cause to be kept, in a form, written or electronic, provided for that purpose, the minutes of the meetings of the Committee. The Secretary also will be responsible for maintaining a record (written or electronic) of all Committee recommendations, referrals, proposals or any other written correspondence developed by the Committee during the course of its work. The Secretary may have one or more assistants and will have access to City staff resources as defined by the City.

I. Delegation of Duties

Except for the Chair, whenever an officer is unable to perform the duties of his/her office for any reason, the Committee may by a majority vote, delegate the powers and duties of an officer to any other Committee member.

VI. AMENDMENTS

The Committee may amend, supplement, or repeal these Rules and Procedures, and all such changes shall in effect be binding upon Committee participants and the Committee. The Committee shall be given written notice of proposed amendments, supplements, or repeal at a regularly scheduled meeting to be voted upon at the next regularly scheduled meeting. Any amendment, supplement, or repeal of these Rules and Procedures or adoption of new Rules and Procedures shall require approval of two-thirds majority of the Committee at the meeting.

APPROVED this _____day of _____, 2020

CHAIR

Print _____

Signature _____

VICE-CHAIR

Print _____

Signature _____

ATTEST

Print _____

Signature _____