

<b>Title:</b> Administrative Policy Open Space Advisory Committee	<b>Policy No.</b> Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 3
	<b>Effective Date</b> March 27, 2007
<b>Policy Custodian</b> Open Space Division	<b>Adoption/Revision Date</b> March 27, 2007

**Adopting Resolution(s):** CC07-152

**References (Statutes /Resos/Policies):** 1972 Resolution, CC80-711, CC81-227, CC81-420, CC86-110, CC86-259A, CC86-269, CC86-927, CC86-969, CC87-112, CC87-731, CC87-882, CC87-942, CC88-53, CC90-99, CC90-100, CC91-447, CC92-726, CC94-153, CC98-665, CC06-138, CC06-235

**Purpose:** To establish the Open Space Advisory Committee, specify its membership and terms, define its responsibilities, and provide procedures.

**Policy:** Open Space Advisory Committee

A. Establishment

The purpose of the Committee is to make recommendations to the County regarding selection, development, maintenance, preservation and use of Open Space land in accordance with the Responsibilities Section of this policy and as set forth in the Enabling Resolutions, and to establish priorities therefor.

The Committee may, by separate and additional resolution, recommend to the Board of County Commissioners such rules and regulations as may be required to implement the Jefferson County Open Space Program in the best interest and preservation of the public peace, health, safety, morals, and welfare of the citizens of Jefferson County. All rules and regulations are designed to assure that all Open Space Funds shall be used for the purposes set forth in the Enabling Resolutions, and to perform such other functions as authorized by law and the Board of County Commissioners.

B. Responsibilities

1. Recommendations

The Committee shall review and make recommendations to the Board of County Commissioners regarding the following:

- a. Open Space Budget.
- b. Terms of Purchase and Sale Agreements as to Real Property Interests.
- c. All Joint Venture and Grant Requests from cities and other appropriate entities.
- d. Purchase, sale, lease, or transfers of water rights.
- e. All acquisitions, dispositions, trades and gifts of interests in real property.
- f. The naming of County Open Space parks.
- g. When appropriate, intergovernmental agreements.
- h. Such other matters as the Director deems appropriate.

2. Work with Staff

The Committee shall work with Open Space staff regarding the following:

- a. The periodic development of and revisions to the Open Space Master Plan.
- b. Review of all new Open Space parks and major Open Space facility development conceptual plans and associated development budgets in advance of commencing development of Open Space parks and/or trails.

3. Meetings

- a. The Committee may meet with Cities, Districts, citizen's/homeowners groups, etc. when deemed necessary, regarding matters relevant to the Open Space Program.
- b. The Committee shall meet annually with the Board of County Commissioners to review the expenditures of all of the net proceeds from the approved Open Space sales tax made for the preceding two (2) years, and of the proposed expenditures to be made in future years, with a view to establishing priorities therefor, and to review the status of the Open Space Program.
- c. All Committee Members and Alternate Members are expected to attend all meetings and field trips. All Committee Members and Alternate Members shall endeavor to inform the Open Space Division Director in advance if they will not be attending a regularly scheduled meeting.
- d. Types of Meetings
  - (1) All regular meetings and study sessions of the Committee shall be held as determined by the Committee. No official action on any matter will be taken while in a study session.
  - (2) Special meetings of the Committee may be called by the Chairman or by a majority of the members of the Committee. Notice of any special meeting of the Committee shall be given at least twenty-four (24) hours in advance of said meeting either by telephone or in writing delivered to all of the members.
  - (3) The Committee may, by two-thirds vote of the quorum present, go into executive session to consider and discuss any matters as may be provided by law. No official action on any matter may be taken while in executive session, other than approval of the minutes of an executive session.

4. Remuneration

Committee Members and Alternate Members shall be compensated as authorized by the Board of County Commissioners for attendance at scheduled meetings and field trips of the total Committee.

C. Membership

1. Committee Composition

The Committee shall be composed of representatives to be appointed by the Board of County Commissioners as follows:

- a. Three (3) representatives of municipal government selected from lists of nominees submitted by individual Municipalities located wholly or partly within Jefferson County.
- b. Three (3) representatives of Jefferson County government (including one professional planner employed by Jefferson County).

- c. Three (3) citizens-at-large.
- d. One (1) representative from Park and Recreation Districts selected from lists of nominees submitted by Park and Recreation Districts located wholly or partly within Jefferson County.
- e. Alternate Members may be appointed at the discretion of the Board of County Commissioners.

2. Terms

- a. Each Committee member shall be appointed for a period of three (3) years, unless a vacancy is otherwise created.
- b. Appointment of Alternate Members shall be for a period of two years, unless a vacancy is otherwise created.
- c. Members serve at the pleasure of the Board of County Commissioners, and may be removed with or without cause, at the sole discretion of the Board.

3. Vacancies

Vacancies on the Committee shall be created either by the resignation of a member, expiration of a member's term or removal of the member from the Committee by the Board of County Commissioners. New appointments shall be made in accordance with the Board Appointments Policy.

4. Conflict of Interest

- a. As a matter of policy, the Committee members and Alternate Members shall strive to promote public confidence in the Committee by assuring the people of the impartiality and integrity of Committee Members and Alternate Members. As such, all Committee Members and Alternate Members will ensure that their actions present neither a conflict of interest nor the appearance of impropriety or of a conflict with the public trust.
- b. It shall be a conflict of interest for a Committee Member or Alternate Member to have a personal interest in any business transaction within that Member's area of influence on the Committee. In the event of such a conflict, or if for any other reason, the Committee Member or Alternate Member believes a conflict of interest or the appearance of impropriety or of a conflict with the public trust exists, the Committee Member or Alternate Member shall immediately disclose the interest to the Chairman of the Committee and immediately disqualify himself or herself from making any decisions involving such business transaction or other relationship.

5. Officers

- a. The Committee shall elect its officers on an annual basis. The term of all officers shall be one (1) year, or until removed or replaced.
- b. It shall be the responsibility of the Chairman to preside at all meetings, to appoint all standing and temporary committees, and to coordinate with staff on agendas for all regular and study meetings of the Committee. The Chairman shall also appoint all subcommittees and designate the chairman thereof.

- c. In the case of absence or disability of the Chairman, the Vice-Chairman shall perform the functions of the office of the Chairman. The Committee may choose to elect two alternate Vice-Chairmen. By motion, the Committee shall determine the manner in which the Chairman's responsibilities shall be assumed by a Vice-Chairman.
- d. The Secretary shall be responsible for attesting to all Resolutions approved by the Committee.
- e. In the case of absence or disability of the Secretary, the Secretary Pro-Tem shall perform the functions of the office of the Secretary.

#### D. Procedures

- 1. The Committee shall conduct its business as required by law and according to the Agenda prepared for each meeting. The Agenda may be revised or amended at any time by majority vote, subject to applicable public notice requirements.
- 2. At the public Committee meeting, a presentation may be made by the party submitting the proposal. Public comment may be accepted at this meeting. Before the Committee takes action on a proposal, the staff may make recommendations, and the Committee may discuss that issue prior to making a decision.
- 3. No official business of the Committee can be conducted without a quorum present. A quorum of the Committee shall be at least six (6) members.
- 4. All Resolutions of the Committee shall be forwarded to the Board of County Commissioners for review.
- 5. Voting
  - a. Each Committee member shall be entitled to and must be present to vote.
  - b. No proxy votes shall be allowed.
  - c. Unless otherwise indicated in these Policies, all matters shall be determined by the vote of a majority of the members, and all motions shall be determined by an affirmative vote of a majority of the members of the Committee.
  - d. When there are less than ten (10) Committee members eligible to vote on any matter, the Chairman shall authorize, on a rotating basis, one or more alternate members to vote, until (10) members are eligible to vote.
  - e. Prior to voting on whether to acquire an interest in real property, at least six (6) voting members of the Committee shall have viewed the real property. The real property may have been viewed by field trip, video or other electronic or visual media.
  - f. For purposes of recommending any changes to these Policies and Procedures, all motions shall be determined by the affirmative vote of seven (7) members at any scheduled meeting of the Committee.