AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Bylaws; Gunnison County Trails Commission

Action Requested: Motion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
The Gunnison County Trails Commission has suggested some updates to the Bylaws that will better serve the needs of the Commission.

Fiscal Impact: $0

Submitted by: Marlene Crosby **Submitter's Email Address:** mcrosby@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:

Reviewed by: ATrezise Discharge Date: 6/10/2013 Certificate of Insurance Required Yes ○ No ◉

County Manager Review:

Comments:

Reviewed by: MBirnie Discharge Date: 6/10/2013

○ Consent Agenda ◉ Regular Agenda ○ Worksession Time Allotted:

Agenda Date: 6/18/2013 Follow Up Agenda Date: N/A

Revised April 2013

BYLAWS

GUNNISON COUNTY TRAILS COMMISSION

Article I

Name

The name of the organization shall be the Gunnison County Trails Commission, hereinafter referred to as "Trails Commission".

Article II

Purpose

The purposes for which the Trails Commission is formed are set forth in the Resolution 95-7 adopted by the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY on the 21st day of February, 1995.

The Trails Commission shall be responsible for assisting and advising the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY and its subsidiaries concerning alternative modes of transportation.

Article III

Membership and Terms

Pursuant to the Gunnison County Board of Commissioner's Resolution 95-7 and 99-9, the Trails Commission shall be comprised of nine (9) members, and all must be Gunnison County residents.

A. Members shall be appointed by the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY as follows:

   1. Nine members at large composed of representatives from the North end of the Valley, the City of Gunnison and surrounding area and a representative from the ranching community. The members should also represent the differing user groups, including hikers, bicyclers, skiers, equestrians and motorized.
   2. Ex-officio membership shall be ~~given~~ granted to one named representative from ~~each of the following: United States Forest Service, Bureau of Land Management, National Park Service, Colorado Department of Transportation, Colorado Division of Parks and Wildlife, Crested Butte Land Trust, City of Gunnison and Adaptive Sports Center. In addition, ex-officio membership will be granted to~~ State, Federal agencies and organized ~~trail user~~ groups that want to assist and advise the Board of County Commissioners of Gunnison County and its subsidiaries concerning alternative modes of transportation.

B. All terms will be for a period of three years.

C. Vacancies in the panel shall be appointed by the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY for the unexpired term.

D. County Staff Assistant: An Administrative Assistant from the Public Works Department will prepare all vouchers for approval, prepare the agenda and prepare and distribute the minutes. They will also schedule food and transportation as needed.

Article IV

Officers

A. The officers of the Trails Commission shall consist of the Chairperson, Vice Chairperson, Communications ~~Specialist~~ Officer, Project Leaders.

B. The officers shall be elected at the April meeting of Trails Commission by its membership.

C. The term of office shall be for one (1) year.

D. Vacancies occurring in any office shall be filled for the unexpired term.

E. Project Leaders shall be appointed as needed, not elected.

Article V

Duties of Officers

A. The Chairperson shall preside at all meetings at which he or she is present, and shall coordinate the work of the Trails Commission in order that the purpose of the organization may be fulfilled. In addition the chairperson shall act as spokesperson for the commission, unless as otherwise designated.

B. The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and other duties as assigned by the Chairperson and or the Trails Commission.

C. The Communications ~~Specialist~~ Officer will be responsible for monitoring grant opportunities and deadlines and advising the Commission about potential opportunities. They will also be responsible for writing letters of support for Commission review and approval.

D. The Project Leaders will be assigned to each open project or priority as the lead on the project. As the Leader the member is responsible for moving the project forward including scheduling needed meetings, involving other Commission members as needed and preparing reports for the Commission. The report may be verbal, written or an email that could be included as a note under the agenda item.

Article VI

Meetings

A. Meetings of the Trails Commission shall be held the second Monday of the month unless it is a holiday recognized by Gunnison County, otherwise by a vote of the Trails Commission, at a location and time determined by the Trails Commission and or the Chairperson.

B. In the event a regular meeting date or time is changed, 24 hours notice shall be given to each member by personal contact.

C. Special meetings may be called by the chairperson and or a majority of the members. In the event a special meeting is called, notice of the meeting time and place along with the agenda, must be noted on Gunnison County's official posting board and given to the members at least 24 hours in advance of the meeting.

D. A quorum shall consist of a simple majority (51%) of the members, and a quorum must be present to take official actions, and official actions must be approved by a majority vote. Voting can be done at the meeting in person or by fax or electronic version transmissions of signed proxies in lieu of presenting original proxy.

F. All meetings of the panel shall be open to the public and noticed in compliance with county policy.

Article VII

Administering Trails Commission Policy

The task of the Trails Commission is to promote and implement the goals and mission of the Gunnison County Trails Master Plan which has been adopted by the Trails Commission and is reviewed annually.

Policy on Letters of Support:

The Trails Commission meets on the second Monday of each month. The request for a letter of support must be received in time to be placed on the agenda, which is published at least 24 hours in advance, and must be reviewed by the Commission.

The request must include the following information:

1. The applicant must explain how the project meets the goals and objectives of the Trails Commission as defined in the Mission Statement.

2. Who is requesting the letter and to whom should the response be addressed

3. Who or what will benefit from the request

4. A timeline of the project for which the request is being written.

The Trails Commission will take formal action on the request. If it is approved, a member will write the letter for the group.

Article VIII

Attendance

Pursuant to the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY Resolution 99-9 paragraph 6:
Good governance requires that a member should attend monthly Trails Commission meetings. Consistent attendance by Commission members at monthly meetings creates a cohesive environment and leads to progress on ongoing projects. Absence of three consecutive monthly meetings by a member requires a review of the situation by the other members of the Trails Commission. This review may result in a request to the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY to remove the member from the Trails Commission.

Article IX

Rules of Order

All questions of parliamentary procedure shall be settled according to Robert's Rules of Order when ever the questions are not consistent with the Bylaws of the Trails Commission.

Article X

Amendments to the Bylaws

Amendments to the Bylaws shall be presented to the Trails Commission at a regular meeting, and by two thirds vote at the next regular meeting, they may be recommend to the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY for approval.

Adopted by the Trails Commission on May 13, 2013 for approval by the BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY.

_____
Kay Peterson-Cook, Chairperson

Adopted by the Board of County Commissioners on April 16, 2013.

Paula Swenson Chairperson	Phil Chamberland Vice Chairperson	Jonathan Houck Commissioner