

*EL PASO COUNTY*  
*PARK ADVISORY BOARD BYLAWS*

I. AUTHORITY

The Board of County Commissioners of El Paso County (the "Board") has determined the need and the desirability for a County Park Advisory Board (CPAB) to advise the Board and the El Paso County Parks Department in matters involving policy and philosophy, related to the County Parks Department operations and activities.

The Board of County Commissioners of the County of El Paso is empowered by the provisions of §30-11-107 (1)(a) and (e), Vol. 9, C.R.S. 2000, and §§29-7-101, et seq., Vol. 9, C.R.S. 2000, as amended, to create the CPAB, and through subsequent amended resolutions, has modified and refined the County Parks Department status and functions, and subsequently, the status and function of the CPAB.

II. APPOINTMENT AND CONSTITUTION OF ADVISORY BOARD

The members of the CPAB shall be appointed by the Board and shall consist of nine (9) regular members who have resided within El Paso County for at least one year prior to their appointment.

CPAB members shall serve without pay, except that they may be reimbursed for actual expenses incurred in the conduct of business of the County.

III. TERMS OF OFFICE, VACANCIES AND REPLACEMENT

- A. CPAB members shall be appointed for terms of three (3) years. However, appointments for the purpose of filling vacancies occurring other than by expiration of term shall be for the unexpired term.
- B. A term of office expires at the conclusion of the regular meeting in May of any year.
- C. No citizen member of a board, committee, commission or task force shall serve more than two successive terms on that board, committee, commission, or task force.
- D. At the expiration of the first full or partial term a voting or associate Board member may request re-appointment; however, re-appointment is not guaranteed and the Board of County Commissioners has the discretion to re-advertise or re-interview concerning a vacant position. All members serve at the pleasure of, and may be removed without cause by, the Board of County Commissioners.
- E. Upon the expiration of a second successive term, no citizen member shall be eligible for reappointment to CPAB until at least one year has passed since serving on CPAB. Members appointed to a vacancy to complete a term that has more than one and one-half years remaining shall be reappointed to no more than one additional term.

- F. The Board may dismiss a CPAB member for reasons including, without limitation, unsatisfactory performance of duties, misconduct, conflict of interest, or other activities deemed by the Board of County Commissioners detrimental to the best interest of the CPAB and/or El Paso County. The Board may replace CPAB members after the Commissioners have initiated a resolution for the same.

#### IV. RESPONSIBILITY

The primary and general responsibility of the CPAB member is to all citizens of the County, the Board and the County Parks Department. The CPAB member must protect the desires and interests of the entire County. Members must consider carefully all aspects of the issues at hand, check all factors to see that they are well founded, decide if the matter serves the best interests of the County at-large, and make honest decisions accordingly.

It is the CPAB member's responsibility to demonstrate an active interest in the objectives, goals and problems of County regional parks, trails and open space.

Specific areas of responsibility requiring formal recommendation to the Board are as follows:

- A. Subdivision and land development matters within the unincorporated areas of the County.
- B. County Parks Department annual operating budget.
- C. County Parks Department long-range goals for the acquisition and development of County regional parks, trails and open space.
- D. Items which specifically relate to questions involving policies, philosophy and objectives, or to changes in existing policy, philosophy or objectives for the County Parks Department.

#### V. BOARD ORGANIZATION AND PROCEDURES

##### A. Officers

1. At the regular May meeting of each year, the Park Advisory Board shall meet and elect officers for the coming year. Officers shall serve from June through May.
2. Election of officers shall be in accordance with Roberts' Rules of Order, Newly Revised, as said rules pertain to small boards and committees, or as otherwise directed by the Board of County Commissioners
3. In case a vacancy shall occur in any of the offices, an election may be held at any regular meeting.

4. The Chairperson of the Park Advisory Board shall preside at the meetings of the Board and shall perform the duties ordinarily performed by that office. The Chairperson shall be an ex-officio member of all committees appointed by the Park Advisory Board.
5. The Vice-Chairperson of the Park Advisory Board, in the absence of the Chairperson, shall perform all the duties of the Chairperson.
6. The Second Vice-Chairperson, in the absence of the Chairperson and the Vice-Chairperson, shall perform all the duties of the Chairperson.
7. The Third Vice-Chairperson, in the absence of the Chairperson, the Vice-Chairperson and the Second Vice-Chairperson, shall perform all the duties of the Chairperson.
8. The Secretary, in the absence of the Chairperson, the Vice-Chairperson, the Second Vice-Chairperson and the Third Vice-Chairperson, shall call the meeting to order and preside until the immediate election of a chairperson *pro tem*.
9. The Secretary shall sign all recorded minutes of meetings that have been approved by the Park Advisory Board.
10. Ex-officio Secretary of the Park Advisory Board shall be the Director of Parks and Leisure Services. Duties to include: preparation of the agenda, keeping a full and true record of all meetings, custodianship of all documents and written materials belonging to the Park Advisory Board, and issuance of notice of meetings.
11. The Chairperson, as needed, shall designate committees.

B. Meetings.

1. Regular Meetings

The CPAB shall hold regular monthly meetings, designating the time and place thereof, and shall keep a record of all its proceedings.

2. Special Meetings

The CPAB Chairperson may call special meetings as necessary. The Director of Parks and Leisure Services may request special meetings through the Chairperson.

C. Quorum

Five (5) regular members shall constitute a quorum for official business. In the absence of a quorum, the meeting will be canceled. The CPAB or any committee designated by CPAB may participate in any CPAB meeting by means of a telephone conversation or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person

at the meeting. Any such telephone meeting shall conform to the Open Meetings Law, §§24-6-401 et seq., Vol. 7, C.R.S. 2000, as amended.

D. Voting

All voting shall be by voice vote, except that any member can request a roll call vote on any issue. Roll call votes shall be recorded as such in the minutes of the meeting.

E. Agenda Preparation and Order of Business

The administration and the Chairperson shall prepare agendas for the CPAB meetings.

Submission of items to be included in the agenda packet shall be received not less than ten working days prior to any CPAB meeting. Items requiring CPAB action must be submitted for inclusion in the packet for review prior to the scheduled meeting.

Notice of all regular meetings shall be mailed to each CPAB member no later than the Friday prior to each meeting. This notice will include all agenda material and the minutes of the previous meeting. The agenda will be posted in advance of the CPAB meeting at the County's official public notice board in the lobby of the County Office Building (27 East Vermijo).