

**TOWN OF SILVERTHORNE, COLORADO
RESOLUTION NO. 2019-37**

**A RESOLUTION OF THE SILVERTHORNE TOWN COUNCIL AMENDING THE
BYLAWS OF THE SILVERTHORNE PARKS, OPEN SPACE, RECREATION AND
TRAILS (SPORT) ADVISORY COMMITTEE**

WHEREAS, the Silverthorne Town Council has determined that the establishment of a citizens advisory committee for the purpose of reviewing issues and making recommendations to the Council on matters related to parks, open space, recreation and trails will promote the welfare of the community by involving citizens in town recreation issues;

WHEREAS, the Town of Silverthorne has general police power authority and home rule charter authority to establish committees; and,

WHEREAS, the SPORT Committee reviewed the Bylaws established by Resolution 1999-2, and wishes to update such Bylaws;

NOW, THEREFORE, BE IT RESOLVED BY THE SILVERTHORNE TOWN COUNCIL the following:

SECTION 1. COMMITTEE ESTABLISHED

An advisory committee was established by the Silverthorne Town Council in 1999, and is known and referred to as the "Silverthorne Parks, Open Space, Recreation, and Trails Advisory Committee" which shall also be known as the "SPORT Advisory Committee", (hereinafter referred to as "Committee" in these rules of procedure).

SECTION 2. PURPOSE

The Committee shall review items and issues related to parks, open space, recreation and trails in the Silverthorne regional community area.

SECTION 3. DUTIES

- A. The Committee shall meet at least monthly and shall meet more often as may be required to perform the duties herein.
- B. The Committee shall act as an advisory committee to Council.
- C. The Committee shall initiate, review, and make recommendations to the Council, staff, and other committees, commissions or entities as desired on matters related to parks, open space, recreation, and trails in the Silverthorne regional area.
- D. The Committee shall assist the administrative departments of the Town in defining programs which serve the recreation needs of the residents and visitors in the Silverthorne region.
- E. The Committee shall promote the dissemination of information to persons and groups interested in parks, open space, recreation, and trail amenities in the Silverthorne region.
- F. The Committee shall submit reports as required by Council, hold public meetings as may be required and perform such other duties as the Town Council may require.

- G. The Committee shall review and provide recommendations of any amendments to the rules and procedures contained in this Resolution.
- H. The Committee members shall follow all laws and procedures governing Town parks, open space, recreation programs, and trails.

SECTION 4. COMMITTEE MEMBERS, TERM, QUALIFICATIONS

- A. There shall be a minimum of 5 members and a maximum of 11 members of the Committee which shall be appointed by Council.
- B. The term of Committee members shall be three years. Committee members may be re-appointed to the Committee for consecutive terms.
- C. The term of Committee members shall be staggered. Members shall be appointed for staggered terms such that approximately one-third of the committee membership terms expire each year.
- D. Residents of the Town of Silverthorne and residents outside the Town of Silverthorne may be Committee members; however, a majority of the Committee shall always be comprised of residents of the Town of Silverthorne.
- E. The Council may appoint Ex Officio members to the Committee who shall not have any voting rights.
- F. All members of the Committee shall be covered under the Town's liability insurance program while acting within the scope of their assigned duties.
- G. Sub-committees may be formed to accomplish SPORT goals. It is recommended that all SPORT committee members serve on at least one sub-committee. The Committee may invite interested members of the community to participate in sub-committee projects

SECTION 5. COMMITTEE MEMBER RESIGNATION, EXPIRATION, REMOVAL AND VACANCY

- A. Any member of the Committee may resign by providing written notice to the chairperson of the Committee of such resignation.
- B. Committee members serve at the pleasure of Council and may be removed with or without cause. Council shall provide at a hearing at a regular Council meeting and least 14 days written notice of such hearing to a Committee member prior to taking any action to remove a Committee member. Committee members may be removed only by an affirmative vote of four Council members (not including the Mayor). Cause for removal may include, but is not limited to: three unexcused absences* during a calendar year; conflict of interest; inefficiency or obstruction to the purpose and duties of the Committee; commission of a felony or acts of moral turpitude; or conduct unbecoming a public official of Silverthorne. Any committee member subject to removal shall be provided the opportunity to resign prior to Council taking action to remove such member from the Committee. *An unexcused absence occurs when a member does not provide prior notice of an absence to Town staff.
- C. Any vacancy of the Committee, whether through tender of resignation, expiration of term, or removal by Council, shall be filled by Council by appointment at a regular Council meeting after publishing notice in a local newspaper of such vacancy at least seven (7) days prior to such Council meeting.

- D. When someone is appointed to fill a vacancy, that person must re-apply to the Committee when that vacancy has expired.
- E. A member of the Committee who has tendered a written resignation or whose term has expired may continue to serve until a replacement is appointed by Council.

SECTION 6. OFFICERS

- A. Officers of the Committee shall include a Chairperson and a Vice-Chairperson, and such other officers as the Committee may designate. Officers shall be appointed by the Committee.
- B. The Committee shall consider the reappointment of existing officers or the appointment of new officers at the first meeting of the calendar year and shall make such appointments as soon as practical at the beginning of each year. The Committee shall fill any vacancy by appointment as soon as practical after receiving notification of an officer's resignation. The Vice-Chairperson shall act as the interim Chairperson until the vacancy is filled.
- C. Officers shall serve at the pleasure of the Committee and may be removed with or without cause, after receiving written notice and hearing before the Committee, by the affirmative vote of a majority of the Committee.
- D. The duties of the Chairperson include presiding over all meetings; determining whether member absences are excused; acting as a liaison between the Committee and Town Staff, between the Committee and Council, and between the Committee and the community; attending Council meetings.
- E. The duties of the Vice-Chairperson include performing all duties of the Chairperson in the absence or vacancy of the Chairperson.

SECTION 7. MEETINGS

- A. The Committee shall meet at least once monthly. The date, time and place of regular meeting shall be designated by the Committee and may be amended from time to time.
- B. The Committee Chairperson may call a special meeting. A good faith effort shall be made to provide notice of the time, place, and date of special meeting and an agenda of the special meeting to all Committee members at least 24 hours prior to a special meeting.
- C. Robert's Rules of Order are adopted and shall govern the conduct of meetings unless suspended by a majority vote of Committee members present at a meeting.
- D. A typed agenda shall be prepared for each Committee meeting and copies shall be distributed by the Chairperson, or designee, to all members of the Committee, the Staff SPORT liaison, the Town Manager, and other appropriate persons, agencies, and Town Staff. The agenda should follow the following format: (1) Call to Order/Roll Call, (2) Approval of Minutes, (3) Reports of Officers, Sub-Committees, and Task Force Groups, (4) Old Business, (5) New Business, and (6) Adjournment.
- E. All actions and recommendations to the Town Council, Town Departments, and other Town commissions or boards shall be communicated to the Town Council through the Town Manager by memorandum, formal report, or through summary minutes signed by the Committee Chairperson or designated representative.
- F. The Committee shall have the power or authority to conduct executive sessions.

SECTION 8. VOTING

- A. A majority of voting members present shall constitute a quorum.
- B. All Committee members except Ex Officio members shall be voting members.

SECTION 9. STAFF SUPPORT

- A. The SPORT Staff liaison shall be the lead staff contact person with the Committee. The SPORT Staff liaison is appointed by the Town.
- B. Town Staff shall provide administrative support, including: recording and preparing minutes; preparing, circulating, posting and publishing agendas; posting and publishing any required public meeting notices; preparing reports or correspondence under the direction of the Chairperson; preparing an annual calendar of regular meeting dates and forwarding such calendar to the Town Manager; forwarding subdivision and planned unit development applications for review and comment; and, forwarding notices of special meetings to the Town Manager.
- C. The SPORT Staff liaison shall provide an orientation for all new Committee members appointed to the Committee within thirty (30) days after their formal appointment to the Committee. Such orientation shall include, but not be limited to, a review of the enabling resolution establishing the Committee and a review of the rules and procedures in this Resolution.
- D. Town Staff shall provide such other administrative support as approved by the Town Manager.

SECTION 10. RELATIONSHIP WITH OTHER ENTITIES

- A. Relationship: to Town Council. The Committee shall review, recommend, and advise the Town Council on policy matters regarding its area of responsibility. All actions of the Committee shall be subject to approval and confirmation of the Town Council. No action of the Committee shall relieve the Town Council of its responsibilities or usurp the authority granted to the Town Council. Committee conflicts associated with this relationship shall be expeditiously referred in writing to the Council through the Town Manager.
- B. Relationship: to Administrative Staff. The Committee shall work closely with department directors and the Town Manager. A Committee may call upon specific departments to provide information upon which the Committee can make informed decisions. The Council may establish close working relationships with specific departments by the designation of a member of such a department as an Ex Officio member of the Committee. Department members designated as Ex Officio Committee members shall attend all Committee meetings and participate in Committee discussions, provide background information, and advocate positions on potential Committee actions. The Committee may call upon other Town departments for information or assistance by directing a request through the Ex Officio member to the Town Manager. The Ex Officio representative shall not vote on Committee actions. Town departments may provide staff reports to the Town Council through the Town Manager. Such reports may supplement, agree with, or take positions opposed to the recommendations of the Committee. If the Committee prepares a staff report, a copy of the report shall be provided to the Chairperson of the Committee.

Conflicts associated with the relationship between the Committee and Town Staff shall be directly and expeditiously referred in writing to the Town Manager.

- C. Relationships with other Private and Public Agencies. The Committee may call upon private and public agencies in order to have adequate information to make decisions and prepare recommendations. A Committee shall provide guidance and advice and take appropriate actions as requested by such bodies; however, prudence should be practiced so that no action of a full Committee or its individual members can be interpreted as an official position or action of the Town Council. Conflicts associated with this relationship shall be expeditiously referred in writing to Council through the Town Manager.

SECTION 11. COMMITTEE BUSINESS OUTSIDE OF MEETINGS

- A. Attendance at Town Meetings. Committee members may be asked to attend scheduled Town meetings when required to carry out the work of the Committee.
- B. Special Assignments. At the discretion of the Committee Chairperson, Committee members may undertake special assignments outside of Committee meetings that are required for the efficient dispatch of Committee business.
- C. Review of Background Material. Committee members are expected to review all background information in preparation for regular or special meetings or work sessions.

SECTION 12. AMENDMENTS

The rules and procedures contained in this Resolution may be amended or supplemented by Resolution after referral to, and opportunity for comment by, the Committee.

INTRODUCED, PASSED AND ADOPTED this 13th day of November, 2019.

Ann-Marie Sandquist, Mayor

ATTEST:

Michele Miller, Town Clerk