

EL PASO COUNTY
PARK FEE ADVISORY COMMITTEE BYLAWS

I. AUTHORITY

The Board of County Commissioners of El Paso County (the "Board") has determined the need and the desirability for a Park Fee Advisory Committee (P.F.A.C.) to advise and make recommendations to the Board and the El Paso County Parks Department in matters related to the establishment of the annual Park Fees in Lieu of Land as defined and set forth in Section 49.3.A of the El Paso County Land Development Code.

II. APPOINTMENT AND CONSTITUTION OF THE PARK FEE ADVISORY COMMITTEE

The members of the P.F.A.C. shall be appointed by the Board and shall consist of five (5) regular members who have resided within El Paso County for at least one year prior to their appointment.

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

The Park Fee Advisory Committee shall be composed of five members as follows:

- A. Two members of the El Paso County Park Advisory Board.
- B. Two persons involved in the Land Development business within El Paso County.
- C. One citizen of the County who is neither a developer, member of the Home Building Association, involved in the real estate industry, nor associated with the El Paso County Park Advisory Board or County Park Department.

III. TERMS OF OFFICE, VACANCIES AND REPLACEMENT

P.F.A.C. members shall be appointed for terms of three (3) years. However, appointments for the purpose of filling vacancies that occur other than by expiration of term shall be for the unexpired term. Terms of office shall be established to expire at the conclusion of the first regular meeting in October of each year.

Board Resolution (97-326, General-72) directs the appointment/reappointment of advisory board/committee members and includes the following:

- A. 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.
- B. Upon expiration of the first full or partial term, an incumbent may request reappointment; however, reappointment is not guaranteed. The Board will review the attendance record, participation, and performance of each member who requests reappointment before determining whether to advertise for a replacement or for additional volunteers. It is at the discretion of the Board to re-advertise and/or re-interview for an appointment.
- C. Upon the expiration of a second successive term, no citizen member shall be eligible for reappointment to that advisory committee until at least one year has passed since service on that committee. 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.
- D. The Board may dismiss a member from any of said advisory boards, committees, commissions or task forces if that member misses three scheduled meetings during any one-year period.

The Board of County Commissioners may replace P.F.A.C. members, with or without cause. Reasons for replacement may include, but are not limited to, non- or irregular attendance, lack of performance of duties, appearance of impropriety or conflict of interest, or other activities considered detrimental to the best interests of the County.

IV. RESPONSIBILITY

The primary and general responsibility of the P.F.A.C. member is to all citizens and residents of the County, the Board and the County Parks Department. The committee member must protect and serve the interests of the entire County. Members must carefully consider all aspects of the issue at hand, check all factors to see that they are well founded, decide if this matter serves the best interests of the County at-large, and make honest decisions accordingly.

It is the P.F.A.C. member's specific responsibility to demonstrate an active interest in the objectives, goals and problems incumbent with the establishment of a fair and equitable, annual, schedule of park fees in lieu of land, and in making recommendation to the Board for the annual adoption of such fee schedule.

V. COMMITTEE ORGANIZATION AND PROCEDURES

A. Officers

1. At the first, regular meeting of each year, the Advisory Committee shall meet and elect officers for the coming year.
2. Election of Committee officers shall be in accordance with Roberts' Rules of Order, Newly Revised.
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 Committee shall preside at the meetings of the Committee and shall perform the duties ordinarily performed by that office.
5. The Vice-Chairperson of the Committee, in the absence of the Chairperson, shall perform all the duties of the Chairperson.
6. Ex-officio Secretary of the Committee shall be the Director of Community Services. Duties to include: preparation of the agenda, keeping a full and true record of all meetings of the Committee, custodianship of all documents and written materials belonging to the Committee, and issuance of notice of meetings. Notice of meetings will be posted in advance at the County's official public notice board in the lobby of the County Office Building (27 East Vermijo).

B. Meetings

The P.F.A.C. shall hold regular meetings beginning in fall each year, designating the time and place thereof, and shall keep a record of all its proceedings.

Regular meetings shall be scheduled by the Committee, as necessary, and as needed in order to formulate a recommendation to the Board regarding the proposed schedule of park fees in lieu of land for the coming year.

A final recommendation regarding the fee schedule must be formulated and forwarded to the Board no later than November 30 of any given year.

C. Quorum

Three (3) regular members shall constitute a quorum for official business.

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. Absence Policy

A vacancy in the Committee may occur when any member shall fail to be present at three regular meetings, unless the Committee has excused such absences and the reason therefore entered in the proceedings of the Committee.