

# **LIVINGSTON PARKS and TRAILS COMMITTEE LIVINGSTON MT**

## **BYLAWS**

### **ARTICLE I—AUTHORIZATION**

Livingston City Commission Resolution No. 4344 establishes that the Parks and Trails Committee (“PTC”) is a permanent advisory board to the City Commission (“Commission”) in matters pertaining to parks and trails and the City’s Parks and Trails Master Plan. The PTC may be modified or abolished by action of the City Commissioners.

### **ARTICLE II—PURPOSE**

The purpose of the Livingston Parks and Trails Committee is to assist the Livingston City Commission in the long-term planning, preservation and promotion of parks and trails and to pursue other duties that the City Commission assigns. The PTC duties may include, but are not limited to:

- a. Periodically reviewing and if necessary, revising and updating the Livingston Parks and Trails Master Plan and other relevant parks and trails plans, documents or maps and submitting recommendations pertaining to parks and trails to the Commission;
- b. Providing and gathering public input on parks and trails plans;
- c. Advising the Commission on the location, construction, maintenance and funding of parks and trails facilities and on issues related to parks, trails and other public spaces presented to the PTC by the Commission, other city or county boards or committees or members of the public;
- d. Maintaining communication with relevant Livingston and Park County committees, staff and residents, and pursuing opportunities to coordinate development, maintenance and funding of city and county parks and trails;
- e. Reviewing subdivision parkland dedication requirements as requested by the Planning Board and advising the Planning Board and the Commission on subdivision parks and trails issues;
- f. Making recommendations to the Commission on operating and capital budgets related to parks and trails, and facilitating and assisting with opportunities for fundraising; and
- g. Reviewing undeveloped lots and city road rights-of-ways that may be priorities for retention and improvement for trails and parks and making recommendations to the Commission on all proposed lot or ROW abandonments prior to the Commission’s decision on abandonment.

### **ARTICLE III—COMMITTEE MEMBERSHIP**

- A. **VOTING MEMBERS.** The Parks and Trails Committee consists of seven voting public members and one member of the Commission.

- B. **QUALIFICATIONS.** Committee members must reside within the City, be at least 18 years of age and a registered voter, and demonstrate a commitment to the purposes of the PTC.
- C. **APPOINTMENTS.** The Chair of the Commission shall appoint, by and with the advice and consent of the Commission, each member of the PTC. The Commission shall advertise in a local newspaper and post open member positions and vacancies at the City and County Complex at 414 East Callender Street, Livingston, Montana at least one month prior to filling the vacancy.
- D. **TERMS.** Members shall be appointed for a term of up to four years, ending on December 31. Members may be reappointed for additional terms.
- E. **COMPENSATION.** Members shall receive no compensation for services rendered but may be entitled to documented expenses for mileage or expenses with prior approval of the City Manager.
- F. **REMOVAL or RESIGNATION OF COMMITTEE MEMBERS.** PTC members, on a majority vote of the PTC members, may recommend to the Commission that a member be removed from the committee for cause or for three or more unexcused absences during a calendar year. Valid absences may include, but are not limited to, vacation, illness, and business travel. Any PTC member may resign at any time by giving notice to the Chairperson. The resignation shall take effect upon receipt of said notice. The Commission may, with or without the recommendation of the PTC, remove any member of the PTC for misconduct, activities detrimental to the best interest of the City, or neglect of duty.

#### **ARTICLE IV—OFFICERS.**

- A. **OFFICER POSITIONS.** The officers of the PTC consist of the Chairperson, Vice-Chairperson and Secretary, elected by the members of the PTC on the first regular meeting of each year.
- B. **TERMS.** Officers will serve a term of one year and may be re-elected to that same position or another position.
- C. **VACANCIES.** Vacant officer positions shall be filled at the next regular meeting of the PTC.
- D. **DUTIES.**
  - a. Chairperson  
The Chairperson shall lead the PTC in performing its duties and responsibilities, will preside at all meetings of the PTC and will call special meetings when he/she deems them necessary or is required to

do so. The Chairperson shall approve all official papers and plans involving the authority of the PTC which are transmitted to the Commission. The Chairperson may discuss all matters before the PTC and make motions on all voting thereon.

b. Vice-Chairperson

The Vice Chairperson will assume the duties and powers of the Chairperson in his/her absence. If the Chairperson and Vice-Chairperson are both absent, the Secretary may serve as a temporary chair or the PTC may elect a temporary chair by a majority vote of those present at a regular or special meeting once it has been determined that a quorum is present. This person will assume the duties and powers of the Chairperson for that meeting.

c. Secretary

The Secretary shall record the minutes of all regular and special meetings and submit the minutes of the previous meeting to the PTC for approval. The minutes of each meeting shall state the time and place it was held and list the members and guests present, the reasons for members' absences if known, as well as such other information necessary to determine the actions taken. The secretary shall also prepare the agenda for each meeting and shall cause notice to be given of all regular and special meetings.

## **ARTICLE V—MEETINGS**

**A. TIME AND PLACE OF REGULAR PTC MEETINGS.** The PTC shall meet on the fourth Wednesday of each month at 6 pm in the City-County Building, or at such other time and place as may be properly noticed. The Chairperson may cancel the meeting if there is not or will not be a quorum.

**B. SPECIAL MEETINGS and WORK SESSIONS.** Special meetings and work sessions may be called by the Chairperson with the specified purpose of the meeting stated. Except in cases of emergency, at least two days' notice shall be given to each member of the special meeting.

**C. NOTICE.** Notice of PTC meetings and work sessions must be given to each PTC member by email. The PTC shall provide the City Manager a schedule of their meetings for submission to the Commissioners' meeting agendas and will ensure that agendas and approved minutes are available to the public.

**D. QUORUM.** A majority of voting members shall constitute a quorum for the purpose of taking official action. In cases where there are no vacancies on the PTC, a quorum is four voting members. PTC members may not consent to items by proxy.

- E. PARTICIPATION.** Members may participate in regular or special meetings through any means of communication by which all members participating may simultaneously hear each other during the meeting.
- F. ACTION WITHOUT MEETING.** Any action allowed to be taken at a PTC meeting may be taken without an in-person meeting with the unanimous consent of the voting PTC members. Such consent may be granted via email and any allowed actions may be taken by a vote via email.
- G. MINUTES.** Written minutes shall be kept of all meetings, including votes on all motions and the vote of each member. A copy of the approved minutes will be forwarded to the Commission in a timely manner and be publicly available.
- H. COMMITTEE OPERATIONS.** All meetings are open to the public and all public meeting agendas will include an opportunity for public comment. The time for individual public comment may be limited by the Chairperson. The PTC shall address the items listed on the agenda prepared by the Chairperson.
- I. CONFLICT OF INTEREST.** A PTC member who is aware of a conflict of interest from which they may personally benefit must disclose that a conflict may exist. If the member feels they can make a fair and impartial decision, they may vote on the matter.

## **ARTICLE VI—BYLAWS**

These bylaws shall become effective upon adoption of the PTC and approval of the City Commissioners. The bylaws may be amended by a majority vote of the quorum provided the proposed amendment(s) has/have been submitted in writing at the previous regular meeting, followed by approval of the Commission.