

**PROCEDURES OF
JACKSON COUNTY TRAILS AND GREENWAY COMMITTEE
An Advisory Subcommittee of the Parks and Recreation Advisory Board
Revised February ____, 2017**

Article I
Purpose

The Jackson County Trails and Greenway Committee, hereafter occasionally referred to as “Committee”, exists to further the planning, development, and maintenance of Trails and Greenway within Jackson County North Carolina.

Article II
Officers

Section 1. Officers. The Officers of the Jackson County Trails and Greenway Committee shall be Committee members and shall consist of a chairman and vice-chairman appointed by the Committee. All terms shall be for a period of one year.

Section 2. Chairman. The chairman shall preside at all meetings and hearings of the Committee and shall have the duties normally conferred by parliamentary usage of such office.

Section 3. Vice-Chairman. The vice-chairman shall act for the chairman in his or her absence and shall exercise the same powers and duties as the chairman in such instances.

Article III
Administration

Section 1. Staff. The Jackson County Parks and Recreation Department shall serve as staff to the Trails and Greenway Committee. Staff will be responsible for sending meeting notices and reporting minutes.

Section 2. Finances. All monies appropriated to the Jackson County Trails and Greenway Committee will remain titled in the county fiscal agent. Expenditures will be approved by the Parks and Recreation Director. No indebtedness for which the county should be liable shall be contracted or incurred by the Jackson County Trails and Greenway Committee or its members unless the appropriation is made by the Board of Commissioners or financial officer for such purpose and as authorized by law and then only to the extent of the appropriation. The Jackson County Trails and Greenway Committee shall have the right to accept gifts and donations for the exercise of its functions. The Jackson County Trails and Greenway Committee shall have the right to apply for grants and funding at the discretion of the Parks and Recreation Director. Grants and funding requiring matching funds must be approved by the Jackson County Board of Commissioners.

Article IV
Membership

The Jackson County Trails and Greenway Committee shall consist of nine (9) voting members and three (3) Ad Hoc non-voting members suggested by the Trails and Greenway Committee members or Jackson County Parks and Recreation Department and approved by the Jackson County Parks and Recreation Advisory Board.

Section 1. Member Selection. Membership shall represent the following geographical areas and will serve for the following terms. Though generally terms are three years, some terms of Members will be one year or two year appointments to provide for staggered terms.

Position	Term
District 1	3 years
District 2	3 years
District 3	3 years
District 4	3 years
At Large	3 years
At Large	3 years
At Large	3 years
At Large	3 years
At Large	3 years
Ad Hoc/Ex-officio Non-Voting	Term as Appointed
Ad Hoc/Ex-officio Non-Voting	Term as Appointed
Ad Hoc/Ex-officio Non-Voting	Term as Appointed

Section 2. Vacancies. In the event of a vacancy on the Committee, the Committee shall recommend to the Jackson County Parks and Recreation Advisory Board a new member for appointment to fill the unexpired term of the vacated position.

Section 3. Ad Hoc/Ex-officio members. The Jackson County Parks and Recreation Advisory Board may select, at their discretion or upon the request of the Jackson County Trails and Greenway Committee, individuals to serve as Ad Hoc or ex-officio members for the purpose of contributing expertise to specific projects or to the committee on an on-going basis. Ad Hoc or ex-officio members may be selected from the community at large or selected from organizations such as NCDOT, TWSA and WCU. Ad Hoc or ex-officio members shall be non-voting members.

Article V Meetings

Section 1. Regular Meetings. Regular meetings of the Jackson County Trails and Greenway Committee will be held at least quarterly. Meetings may be called more frequently based on pertinent information or ongoing projects. Meeting date, time, and location will be determined by the Committee Chairman and the Jackson County Parks and Recreation Ad Hoc representative. Meetings will be planned far enough in advance to allow for proper notice in compliance with the open meetings laws of North Carolina.

Section 2. Rules of Procedure. The Committee shall follow the “Suggested Rules of Procedures for Small Local Government Boards” written by Fleming Bell and published by the School of Government.

Section 3. Attendance. Regular attendance at Jackson County Trails and Greenway Committee meetings is expected. Failure to attend two (2) consecutive meetings without prior notice to the chairman will be addressed by the Chairman of the Committee or Jackson County Parks and Recreation Advisory Board and may result in dismissal from the committee.

Section 4. Voting / Quorum. A quorum shall consist of at least five (5) voting members of the committee provided the chairman or vice-chairman is among the five (5).

Section 5. Conduct of Meetings. The order of business at the regular meetings shall be as follows:

1. Call to order and taking of the roll
2. Public comment
3. Call for approval of minutes of previous meetings
4. Consideration of additions to the agenda
5. Consideration of items on the agenda
6. Adjournment

Section 6. Cancellation of Meetings. Whenever there is no business for the Committee or whenever so many members notify the Parks and Recreation Department Staff of inability to attend that a quorum will not be available, the chairman may dispense with a regular meeting by giving written or oral notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.

Article VI Rules of Conduct for Members

No member shall take part in the hearing, consideration or determination of any case, or other decision, in which he or she is personally or financially interested.

Article VII
Membership Liability

The Jackson County Trails and Greenway Committee and the individual members thereof, serving as an advisory committee to the Jackson County Parks and Recreation Advisory Committee and therefore to the Jackson County Board of Commissioners, are protected from liability in so far as their actions are within the scope of their duties and responsibilities, North Carolina General Statute 153A-11 and 153A-12.

Article VIII
Amendments

These rules may, with the limits allowed by law, be amended at anytime by an affirmative vote of the majority of the members of the Jackson County Parks and Recreation Advisory Board, provided that such amendments be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted this the _____ day of _____, 2017.

_____, Chairman
Jackson County Parks and Recreation Advisory Board

Attest:

Clerk or Secretary
Jackson County Parks and Recreation Advisory Board