

**CITY OF BIRCHWOOD VILLAGE
PARKS AND NATURAL RESOURCES COMMITTEE
BYLAWS**

I. NAME OF THE COMMITTEE

The name of the committee shall be the Parks and Natural Resources Committee.

II. PURPOSE OF THE COMMITTEE

The purpose of the Parks and Natural Resources Committee shall be to maintain and enhance all the public areas within the City of Birchwood, including Tighe-Schmitz Park; Bloomquist Field; Wildwood Park; Nordling Park; Kurt Feistner Preserve; Ash, Grotto, and Birch walkways; Ash, Elm, Kay, Dellwood, and Birch Beaches; and other public spaces within the City.

III. COMMITTEE MEMBERSHIP

- A. Members.** The committee shall consist of up to 7 members appointed by the City Council.
- B. Terms.** The terms of each member shall be for three years. A person may be reappointed to the committee by the Council and serve more than one term. Terms shall run from July to July. Any new member appointed in months other than July shall end his/her term three years after his/her appointed month.
- C. Resignation.** Any member of the committee may resign before his or her term expires by providing written notice of such intent to the City Council. The resignation shall be effective upon receipt of the written notification, unless the member identifies a later date.
- D. Removal.** The City Council may remove any member from the committee prior to expiration of the member's term upon the request of a majority of the committee members.
- E. Vacancy.** In the event of a vacancy through resignation or removal, the City Council shall appoint a person to serve the remainder of the term of the person who resigned or was removed. The person appointed to fill a vacancy may be appointed to a full three year term upon expiration of the filled term.
- F. Council Liaison.** The Council shall appoint one Council member to be the liaison to the committee. The Council liaison shall not be a voting member of the committee but may participate in committee functions and may vote on all matters before the Council involving the committee.

G. List of Members. The City Clerk shall maintain a list of the members of the committee and the date of each member's term and shall post the same information on the City webpage.

IV. COMMITTEE OFFICERS

A. Chair. The committee shall elect a Chair of the committee. The Chair shall be elected for a one year term. The term shall run from July to July. The Chair may serve up to three consecutive terms.

B. Secretary/Treasurer. The committee shall also elect a Secretary/Treasurer. The term shall run from July to July. The Secretary/Treasurer may serve up to three consecutive terms. The committee may determine to separate the office of Secretary/Treasurer and decide to elect two people to serve these roles, one as Secretary and one as Treasurer. Whether the office is combined or not may be changed from year to year.

C. Majority Vote. All officers shall be elected by a simple majority vote.

D. Resignation. Any officer may resign his or her position by providing written notice of the resignation to the City Clerk and the Mayor. The resignation shall be effective upon receipt of the notice or upon such later date, not to exceed three months, that the officer designates.

E. Vacancy. Upon a vacancy in the position of one of the officers, the committee shall elect another member to serve the remainder of the vacated term.

V. COMMITTEE MEETINGS

A. Scheduling. The Chair of the committee shall call for meetings of the committee as deemed necessary. The committee shall meet at least once every three months. The Chair shall call for a meeting upon the request of three committee members.

B. Open Meeting and Notice. All meetings of the Parks and Natural Resources Committee shall be open to the public. Notice of all committee meetings shall be given at least three days in advance by posting notice on the City's webpage and by posting a notice on the bulletin board outside city hall, along with a draft agenda.

C. Quorum Not Necessary. The committee can meet regardless of how many members are in attendance at the meeting. A quorum is not necessary for the committee to hold a meeting. However, the committee

cannot take any action unless a majority of all the members vote in favor of the action.

D. Minutes. The committee shall keep minutes of all its meetings. The Secretary or other person shall be responsible for keeping the minutes of each meeting. The Chair shall forward the minutes of all meetings to the City Clerk and the Council when they become available. The Clerk shall post the minutes on the city webpage. Upon approval of the minutes, the Chair shall forward the approved minutes to the Clerk and the Council and the approved minutes shall be posted on the city webpage.

VI. COMMITTEE ACTION

A. Majority Required. A majority vote of all the committee members shall be required for the committee to take final action, regardless of how many members are present at the meeting at which the action is proposed.

B. Authority. The committee shall have no authority to make final decisions that permanently affect any of the public spaces within the city, such as cutting trees, buying or selling land, removing structures, installing rain gardens, or making other decisions that clearly require Council authorization. When in doubt, the committee shall bring the matter to the attention of the Council.

C. Budget. The Committee is authorized to spend all monies budgeted to the committee by the Council for the fiscal year. Monies may be carried over to subsequent fiscal years provided no more than \$5,000 in total may be carried over. Any amounts remaining in the Committee's budget at the end of a fiscal year over \$5,000 shall be returned to the City's general fund. The Committee shall prepare a budget for the following fiscal year by October 1st, and shall present the proposed budget to the City Council at their November meeting.

D. Report to the Council. Upon the request of the City Council, the Chair or another member shall report to the Council on the activities of the committee.

VII. COMMITTEE CONTINUATION

The committee shall continue in existence until terminated by action of the Council.

VIII. COMPENSATION

Members of the Parks and Natural Resources Committee shall receive a per diem payment of \$10 per meeting for attendance at the regular monthly meeting. No

per diem shall be paid for attendance at meetings in addition to the regularly scheduled monthly meeting or for volunteer work performed outside the monthly meeting.

The Chair of the Committee shall certify to the City Treasurer by December 1st of each year the number of meetings each member attended in the previous twelve month period.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any time by action of the City Council. The committee may recommend changes to the Council.

****ADOPTED July 12, 2011****

****AMENDED November 13, 2012****

*****AMENDED August 13, 2013*****