

**CHAPTER 9**  
**ADVISORY BOARDS**

(Ordinance 2-16-99B, Amended by Ordinance 11-11-2003A)

**2-9-101 Parks and Trails Advisory Committee**

**(1.) Committee Established.**

The Parks and Trails Advisory Committee of the Town of Cedar Hills is hereby established.

**(2.) Duties and Responsibilities.**

The Committee shall act in an advisory capacity to the Town Council and shall have the following duties and responsibilities:

- (a.) To advise the Town Council on the methods and means of enhancing the beauty of the Town.
- (b.) To make recommendations concerning the abatement of noxious weeds and unsightly or deleterious objects.
- (c.) To assist the Town Council in public relations concerning Town beautification matters.
- (d.) To make recommendations to the Town Council for programs such as Arbor Day, Clean-Up and Home Beautification projects.
- (e.) To undertake studies and make recommendations concerning the landscaping of homes and businesses.
- (f.) To sponsor contests for holiday decorations and, if appropriations therefor have been made by the Town Council, make awards to the winners.
- (g.) To encourage residents, businesses and property owners to participate in spring clean-up and fall clean-up activities.
- (h.) To recognize those residents and/or businesses which have made a significant contribution to the beautification of the neighborhood or surrounding area. Such recognition may include the payment of a financial award, if appropriation therefor is made by the Town Council.
- (i.) To solicit gifts or bequests from any person or source, on behalf of the Town, for the development or improvement of civic pride or for beautification projects. Such gifts or bequests shall be received by the Town Treasurer and shall be put in a special fund for the purpose for which the money was received.
- (j.) To recommend changes in Town ordinances, policies and practices to encourage and enhance the beautification of the Town.
- (k.) To participate in the development of the Urban Forestry Program for the betterment, care, and maintenance of Town and Non-Town Trees.
- (l.) To participate in the development and periodic updating of a Street Tree Master Plan and Parks & Trails Master Plan.
- (m.) To make recommendations regarding park expansion and/or maintenance issues.
- (n.) To prepare and present periodic reports to the Town Council on the progress and status of the Parks & Trails Committee.
- (o.) To complete specific Parks, Trails, and beautification projects for the Town Council,

as assigned.

**(3.) Membership of Committee.**

The Committee shall consist of seven (7) members, five of whom shall be known as regular voting members. The two additional non-voting members shall be a member of the City Council and a member of the Planning Commission. (Paragraph amended by Ordinance 11-11-2003A)

**(4.) Appointment.**

Committee Appointment shall be made as follows:

- (a.) The Committee Chair, with advice and consent of the committee, shall submit names for committee appointments to the Mayor.
- (b.) Committee members shall be appointed by the Mayor, with the advice and consent of the Town Council.
- (c.) Committee members shall be residents of the Town of Cedar Hills.
- (d.) Committee members shall be selected without respect to political affiliation.

**(5.) Term of Office.** (Paragraph 5. Amended by Ordinance 11-19-2002A)

- (a.) The term of office for Committee members, except for the City Council representative and Planning Commission representative shall be three (3) years. Terms shall expire on December 31 of the final year of appointment.
- (b.) Each of the Committee members, except for the City Council representative and Planning Commission Representative, shall be eligible for one (1) additional three-year (3) term.
- (c.) No person shall serve more than two (2) consecutive terms on the Committee. Partial terms shall not be considered in determining whether a person has served two (2) consecutive terms.
- (d.) The term of the City Council representative on the Committee shall be determined by the Mayor and the term of the Planning Commission representative shall be determined by the Planning Commission.
- (e.) Each term shall continue until a successor is chosen and qualified, except in the case of the member's death, resignation, removal, or disqualification from holding office.

**(6.) Removal and Vacancy.**

- (a.) Any member of the Committee may be removed from office by the Mayor, with the advice and consent of the Town Council .
- (b.) A member's office automatically becomes vacant if the member establishes residence outside of the Town, or lives outside of Town boundaries for a continuous period of more than 60 days.
- (c.) Upon failure of any member to attend three consecutive meetings, the committee may recommend termination of that appointment to the governing body and the governing body may remove the incumbent from the committee, and declare the position vacant to be filled in the manner set herein.
- (d.) Vacancies shall be filled for the unexpired term of any member whose office becomes

vacant.

- (e.) Vacancies occurring other than through the expiration of a regular term shall be filled by appointment by the Mayor, with the advice and consent of the Town Council.

**(7.) Voting.**

- (a.) Each regular member of the Committee shall have one (1) vote.
- (b.) Three (3) members of the voting membership of the Committee shall constitute a quorum.
- (c.) The minimum number of votes required to take any action shall be a majority of those present at the meeting, provided there is a quorum, but shall never be less than three (3). (Paragraph amended by Ordinance 11-11-2003A)

**(8.) Meetings.**

- (a.) The Committee shall select one of its members annually at the first January meeting of the year to be Chairperson. Neither the Town Council representative, nor the Planning Commission representative shall be eligible for The Chair. The Chair shall have general supervisory and directional powers over the committee. The chair shall preside at all committee meetings and set committee agendas. The chair shall also be an ex-officio member of all sub-committees and shall be the sole spokesperson for the committee unless this responsibility is delegated in writing. A Chairperson shall serve for one (1) year and may serve consecutive terms.
- (b.) The Committee shall meet at least once each month and may meet more often at the direction of its Chairperson.
- (c.) Committee business and discussion shall be conducted in open public meetings in accordance with legal requirements and Town policies.
- (d.) The Committee shall keep written minutes for each of its meetings. The minutes shall be reviewed for approval at the following Committee meeting.
- (e.) The Committee may adopt By-laws, rules or procedures for the transaction of its business.
- (f.) The Committee may establish sub-committees to help carry out its responsibilities.

**(9.) Staff Assignments.**

The Town Administrator shall appoint appropriate staff support for the Committee.

**(10.) Compensation.**

- (a.) Members of the Committee shall serve without monetary compensation.
- (b.) Members may be compensated for reasonable expenses incurred for official responsibilities, if approved in advance by the Mayor.

**(11.) Recommendations.**

The Chairperson of the Committee shall, from time to time, present recommendations to the Town Council which have been approved by the Committee. Status reports shall be given to the Town Council no less than quarterly, or as requested by the Town Council.

