

Archuleta County

Parks, Recreation, Open Space, and Trails Advisory Commission

BYLAWS

Updated: May 17, 2012

Article I - Duties

The Parks, Recreation, Open Space, and Trails Advisory Commission, hereafter referred to as PROST, was established by the Archuleta County Commissioners in 2009. PROST shall act in an advisory capacity to the Board of County Commissioners and to the County Administrator in all matters relating to parks, recreation, open space, and trails in Archuleta County.

The purpose of PROST shall be:

- A. To strive to pursue the recreation and scenic qualities of Archuleta County and provide for a balance between recreation, scenic and historic use of lands. Cooperative efforts between various segments of the community will be fostered in an attempt to increase the understanding and awareness of the importance of parks, multi-surface trails, urban forestry, and recreational facilities and programs and recognize its place and value to the community.
- B. To review improvements for current and future County parks and open space, including the 120 acres presently designated as the Cloman Open Space, the 95 acres located on Hwy 84 south of the Fairgrounds, Rotary Park located along Hwy 160 east of town, and any new areas developed primarily for recreation.
- C. To initiate, review and make recommendations to the County Commissioners and County staff on matters related to parks, recreation, open space, and trails and assist administrative departments of the County in defining operational policy and programs which meet the needs of the residents and visitors of Archuleta County and are consistent with adopted master plan documents related to parks, recreation, open space, and trails.
- D. To make recommendations regarding parkland acquisition or facilities for recreational purposes and their disposition per provisions of the County's Procurement Policy.
- E. To furnish both short and long range planning recommendations to the Planning Commission and City Council for purposes of assisting and enabling the City Council to update or adopt parks and recreation planning documents.

- F. To understand state and federal legislation affecting the County in matters pertaining to parks, recreation, open space, and trails.
- G. To cooperate with other Boards and Commissions and make appropriate recommendations as necessary to other Boards and Commissions and Town Council.
- H. To assist the County Administrator or designated Budget Officer in all phases of preparation, submission and review of budget and grant information for parks, recreation, open space, and trails operations, capital acquisitions, and capital improvements.
- I. Report to the BOCC, providing a “State of Parks Recreation, Open Space, and Trails on an annual basis presented by the PROST Chairman or her/his designated representative.
- J. Perform any other and further duties and responsibilities which may become necessary for the safe, efficient, and self-sufficient operation of the County’s open space, recreation programs, and trails.

Article II—Membership

- A. PROST shall be composed of a maximum of eight (8) members, of whom all shall be approved by the County Commissioners.
- B. All members shall be at least 18 years of age on the date of their appointment.
- C. New members shall receive an informational session(s) within the first quarter of their term to ensure they are educated in current issues involving PROST.
- D. Members serve without compensation.
- E. The following entities shall have a designated representative among the 8 members:
 - Town of Pagosa Springs
 - Archuleta Joint 50 School District
 - Pagosa Lakes Property Owners Association (PLPOA)
- F. The other 5 seats are considered “At Large” and the Board of County Commissioners will endeavor to have representation from the different interests of the community.

Article III—Term of membership

- A. Each regular member's term of membership on PROST shall be 2 years, with the operational year being January 1st – December 31st.
- B. On formation of PROST, the initial terms of membership are to be staggered. Members may be reappointed for successive terms.
- C. All members serve at the pleasure of the County Commissioners and may be removed at any time by the County Commissioners without cause.

Article IV- Vacancies

- A. Vacancies shall be advertised in the periodical of general circulation for Archuleta County for a minimum of two (2) weeks.
- B. Vacancies are selected by a majority of the County Commissioners.
- C. A member may resign upon written notice to the County Commissioners.
- D. In the case where a majority of PROST feel that a member is failing to perform their responsibility as a Board Member, or a member is absent for 4 regularly scheduled meetings of the PROST within a calendar year, they may be asked to tender their resignation. In such case, the PROST members should be prepared to make such a recommendation to the BOCC for member removal.

Article V—Meetings

- A. Official PROST meetings shall be held on at least on a quarterly basis, but may be held more frequently as necessary. The meetings shall be open to the public and conducted in accordance with the Colorado Open Meetings Law. Notice of meetings shall be posted at the Archuleta County Courthouse. Five of eight (5 of 8) regular members shall constitute a quorum. As a general rule, agendas for meetings shall be available no later than the day before the published meeting date.
- B. Normally, meetings will be scheduled for the second Monday of the month, commencing at 5:00 P.M. at the Commissioners' Hearing Room at the County Courthouse.

Article VI—Officers

- A. PROST shall elect a Chairman, Vice-Chairman and Secretary at the first scheduled meeting of each calendar year. Officers may serve successive terms.

Article VII—Currency of Bylaws

- A. The PROST shall review these By-laws on an annual basis to ensure that they properly reflect the way in which business is conducted. If the Bylaws need to be amended, it may be accomplished by a simple majority vote so long as a quorum is present. Then the recommended changes are forwarded to the County Commissioners for final adoption.