

**COMMERCE CITY**  
**Department of Parks, Recreation and Golf**

**PARKS, RECREATION AND GOLF ADVISORY COMMITTEE CHARTER**

**SECTION 1 – PURPOSE AND MISSION**

1. Purpose & Mission: The Committee shall serve as a voice of the public and shall have the obligation and function to ADVISE the City on issues related to the planning, construction, regulation, maintenance, repair, and operation of City owned and/or controlled parks, golf and recreation amenities and facilities, open spaces, programs and services, as set forth in Resolution No. 2016-12 or other enabling resolution.
2. Authority: The Committee is created by resolution pursuant to Section 11.1 of the City Charter and serves in an advisory capacity through the designated Commerce City staff liaison to City Council, staff and project and/or service consultants and does not create policy and/or approve expenditure of funds. The Committee is subject to all requirements of the City Charter, Commerce City Revised Municipal Code, applicable Council Policies, and the enabling resolution.

**SECTION II – OFFICERS AND THEIR DUTIES**

1. Officers: The officers of the Committee shall consist of two (2) co-chairs from its membership at its first meeting of the calendar year, to serve for a one-year term. In the event of a vacancy, the Committee shall elect a new co-chair who will serve the remainder of the unexpired term.
2. Duties: Co-chairs shall preside over Committee meetings on an alternating basis; develop the meeting agenda in consultation with the Committee staff liaison; call special meetings as required; and represent the Committee before City Council. In the event of the absence of both co-chairs, the Committee shall select a member to chair that meeting.

**SECTION III – MEETINGS OF THE COMMITTEE**

1. Meetings: The Committee shall meet as set forth in Resolution No. 2016-12 or other enabling resolution. To promote public participation, regular meetings will be held in the evening on the third Tuesday of the month or as determined by the Committee at its first meeting of the calendar year. The regular meeting shall be held at alternating locations including the Commerce City Recreation Center (6060 E. Parkway Drive) and Buffalo Run Golf Course (15700 E. 112<sup>th</sup> Ave).
2. Absences. Members must notify one of the co-chairs or designated staff liaison in advance of a scheduled meeting if they are unable to attend. The co-chairs shall determine if an absence is excusable for reasons such as illness, emergency, or

scheduled business or personal travel. A member's unexcused absence from three (3) consecutive meetings shall be considered as a de facto resignation.

3. Agendas: Notice and agenda of meetings shall be sent to all Committee members and posted on the Commerce City website prior to all meetings. The proceedings of all meetings shall be summarized and made available to all Committee members and posted on the Commerce City website within two weeks of the meeting.
4. Meetings Open to Public. All meetings shall be open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda and as recognized by the chair.
5. Quorum: A quorum, as defined by Resolution No. 2016-12 or other enabling resolution, shall be necessary to convene any meeting of the Committee.
6. Conduct of Meetings. Working groups may be formed as necessary to carry out the work of the Committee. Members of a working group who are not members of the Committee shall serve in an ex officio capacity.

Meetings of the Committee will be conducted on an informal basis. The Committee shall use a consensus process to formulate input and advice on matters being considered. When needed, as determined by the presiding co-chair, the rules contained in the current edition of Robert's Rules of Order newly Revised shall govern the Committee.

The Committee shall provide updates of Committee activity and accomplishments to City Council through co-chairs or the staff liaison on a bi-annual basis, or more frequently if requested.

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*(updated March 2016)*