

Amesbury Open Space, Natural Resources, and Trails Committee ByLaws

A. PURPOSE:

Authority: These By-Laws describe the duties and methods of operation of the Amesbury Open Space, Natural Resources, and Trails Committee, hereafter referred to as the Open Space Committee. The Open Space Committee was established for the purpose of enhancing the City of Amesbury quality of life for its citizens by providing guidance, planning, preservation, enhancement, and support for the most optimum use of City open space, natural resource and trail assets for everyone. The City Council tasked the Open Space Committee with implementing the Open Space and Recreation Plan of the City of Amesbury by maintaining and updating the Plan itself and by supporting the City in the implementation of the action plans contained therein.

These bylaws do not limit the actions of the Office of the Mayor in exercising authority over the Open Space Committee. Pursuant to the establishment of the Open Space Committee, the committee shall be comprised of membership as follows: The Committee shall consist of up to 7 members and be chaired by a member elected from among the members and shall be subject to the general committee provisions of Rule 11-D of the City Council (2016 Rules, Amended). Up to two (2) of the Committee members shall be a City Councilor (as appointed by the City Council President), one (1) shall be a member of the Conservation Commission, one (1) shall be a member of the Planning Board, and the remaining members will be appointed in accordance with Section 2-3 of the Amesbury Home Rule Charter.

B. ORGANIZATION:

1. Responsibilities of Members:

All members shall make every effort to attend each scheduled meeting. Members of the Open Space Committee have authority only when acting as a Committee legally in session. The Open Space Committee shall not be bound by any action or statement of any individual Committee member except when such statement or action is pursuant to instructions from the Committee.

2. Officers:

- (a) Election - A Chairman, Vice-Chairman and Secretary shall be elected at the first regularly scheduled meeting of each year. Election shall be by a majority vote of those present.

Vacancies in membership created during the year shall be filled either by the representing bodies or by the Mayor (as appropriate), pursuant to municipal ordinances and policies.

- (b) Duties - The Chairman shall preside at all meetings of the Open Space Committee and perform all duties required.

In the absence of the Chairman, the Vice-Chairman shall preside and assume all duties and responsibilities of the Chair.

The Secretary shall preside in the absence of the Chairman and Vice-Chairman. The Secretary is the custodian of the official minutes and shall sign them as revised and approved and shall forward them to the City Clerk. The Secretary will also assist the City Clerk in maintaining materials and information related to the Open Space Committee on the City of Amesbury official website.

3. Sub-Committees and Work Groups:

The Chairman may delegate members of the Open Space Committee and other residents of the City of Amesbury to investigate matters pertinent to the mission of the Committee, to serve on sub-committees, and to perform other duties.

C. OPERATION:

The Open Space Committee process is intended to be focused and within the constraints of the proposed scheduling and direction. Every effort by the Committee members and staff shall be made to prepare for meetings to maintain the schedule and program for the production of high quality recommendations to the benefit of the City of Amesbury. Extraneous dialogue, discussions, reports, which raise matters that are not within a reasonable interpretation of the relevant topics, and jurisdiction of the Committee, shall be considered as not meeting the intent of a focused and productive process.

1. Meetings:

- (a) Organizational Meetings - An organizational meeting to elect officers shall be held at the first regularly scheduled meeting of each year. The Open Space Committee may adopt the previous policies and procedures, subject to amendment as provided in these by-laws. The Committee shall establish a schedule for meetings.
- (b) Program Meetings – The Committee shall develop formalized sequential meeting agendas for the entire year toward meeting regular goals and objectives. Business shall generally be conducted in accordance with the order of the approved agendas.
- (c) Workshop Meetings – This is a meeting that is less formalized and generally conducted for the purpose of providing Open Space Committee members with a more detailed understanding of a limited number of issues or to permit

discussion of issues in greater depth. These meetings may be conducted offsite as site visits.

- (d) **Sub-Committee and Working Group Meetings** - Meetings shall be called by the Chairman of the Open Space Committee under the rules governing organization. Any sub-committee or working group that involves four or more duly appointed members of OSNRTC shall constitute a quorum of the Committee and shall post meetings agendas and minutes, in accordance with Massachusetts Open Meeting laws.

2. Schedule of Meetings:

The schedule shall be published after the first organizational meeting for the entire year. Each meeting shall be posted in accordance with applicable laws. The posting of such schedule shall not limit the ability of the Open Space Committee to post and hold additional meetings, amend and post meeting dates, or cancel meetings.

3. Reports of Committees:

Written/Oral reports from committees received by the Open Space Committee shall be filed with and distributed with the minutes of the Committee.

4. Review of Reports, Projects, Submittals:

The Open Space Committee shall review reports, projects, submittals and other relevant materials in the course of developing recommendations for the Office of the Mayor, City Council and other public bodies, as applicable. Such review shall be in accordance with applicable criteria and policies as contained herein and as may be amended.

D. RULES OF ORDER:

1. **Quorum** - A quorum shall consist of four (4) members of the Open Space Committee.

2. **Annual Agenda** - As the Open Space Committee is established to support the production and update of the City's Open Space and Recreation Plan, including the production and update of site-specific open space and recreation management plans for key municipal assets, its agendas represent a sequential series of meetings toward the completion of the final documents. Such agendas may be amended from time to time to address the unique aspects of any given grant, budget or annual production cycle.

- (a) The agendas will be developed with specific tasks and anticipated outcomes.

- (b) Adjournment - A motion for adjournment will usually not be in order until after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

3. Role of the Chairman:

The Chairman's duties are as follows:

- To open the session at the time at which the Open Space Committee is to meet by calling the members to order; to announce the business before the Committee in the order in which it is to be acted upon;
- to recognize members entitled to the floor;
- to state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote;
- to assist in expediting all business in every way compatible with the rights of the members, as by allowing brief remarks when un-debatable motions are pending or by calling a brief recess to permit restoration of order or clarification of an obscure point if he thinks it advisable;
- to manage the members when engaged in debate within the rules or order;
- to enforce on all occasions, the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two (2) members) unless he prefers to submit the question for the decision of the Board;
- to inform the Committee on a point of order or practice pertinent to pending business;
- to authenticate by his signature, when necessary, all acts, orders and proceedings as directed by vote of the Committee.

The Chairman shall vote as a member of the Open Space Committee.

Discussions which are not addressing the business before the Open Space Committee, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

4. Conduct of Meetings:

Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters Roberts Rules of Order shall serve as a guideline with a vote of the Open Space Committee being the final deciding authority.

5. Recording of Votes:

Votes shall be by a show of hands or by a roll call. The vote of each member present shall be recorded. No action shall be considered at a subsequent meeting in the same calendar year except by majority vote of the members present and voting.

6. Requests for Information:

Should it become apparent to the Chairman or an individual Open Space Committee member, in the interim between meetings, that additional information relative to a specific item may be needed for Committee use at the next regularly scheduled meeting, a request for this information shall be submitted to the Office of Community and Economic Development or other relevant City staff before the agenda is set.

E. EMPLOYEES:

1. Duties:

The Recording Clerk or Secretary shall be the Recording Officer of the Committee and an official copy of the records are to be filed with the City Clerk and open to inspection by any person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the Recording Clerk to keep a roll of members and to call the roll when required. The Recording Clerk shall record the essentials called "the minutes" of the proceedings as follows:

- (a) The kind of meeting - regular, special, work session, or recessed.
- (b) Time of meeting and place of meeting
- (c) The presence/absence of Open Space Committee members
- (d) Whether the minutes of the previous meeting were approved or amended.
- (e) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
- (f) The hour of adjournment.

The Recording Clerk shall record the essentials of the proceedings, the name of the member who introduced a main motion or amendment and the name of the second, and should enter the number and names of votes on each side.

In addition to the strict record of what is done, the public minutes should contain the list of speakers on each side of every question with an abstract of all relevant points.

Reports of committees should be printed exactly as submitted. The minutes should show what action was taken by the Open Space Committee in regard to them.

F. AMENDMENT PROCEDURE:

An amendment to these By-Laws may be moved at one Open Space Committee meeting but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the office of the City Clerk for inclusion in the City Records.

G. OPEN SPACE COMMITTEE MISSION

The purpose of the Open Space, Natural Resources and Trails Committee is to implement the Open Space and Recreation Plan of the City of Amesbury by maintaining and updating the Plan itself and by supporting the City in the implementation of the action plans contained therein.

This may include but is not limited to:

- Strategic long term planning by contributing to the Amesbury Open Space and Recreation Plan, including:
- Development and updating of criteria for use in identifying priority open spaces for preservation, acquisition, or improvement;
- Identification and prioritization of critical open, recreational, and watershed spaces for preservation, acquisition, or improvement based on such criteria;
- Inventory of existing public and privately held open space resources and of access to open space resources, including a review of the state of current facilities and the identification of capital improvements;
- Development of trails and access points to open space, for the purpose of public recreation;
- Community education through informational fliers, public forums, and field trips;
- Coordinate with Intra-State organizations that encourage open space preservation;
- Increasing Amesbury's open space by informing local landowners of, and helping to secure land preservation;
- Engaging in conservation advocacy and campaigning for preservation and funding;
- Support for active open space stewardship, including trail-building, trail maintenance, and signage;
- Incorporate open space planning and utilization into the planning and use of other cultural assets;
- Assist in the research into and documentation of the Committee's activities;
- Participating in the review of any properties that become available to the City of Amesbury under Chapter 61, 61 a, and 61 b of the General Laws of the Commonwealth of Massachusetts.

Amesbury Open Space, Natural Resources, and Trails Committee Bylaws

Amesbury Massachusetts

Accepted at a Regular meeting September ____2016

Certified:

Bonnijo Kitchen, City Clerk

Date