

Citizens Advisory Committees

Board of Park Commissioners

Approved: 01-13-20



The Citizens Advisory Committees will serve in a voluntary, advisory role to the Board of Park Commissioners in support of the mission and implementation of the strategic plan.

Committees:

1. **Natural Resources Citizens Advisory Committee** (*combination of the Horticulture, Wildlife & Environment Standing Committees with new purpose*)
 - A. To inform and advise the Board on the current trends and best management practices in the fields of natural resource and wildlife management in an effort to promote and enhance environmental sustainability and ecological biodiversity within the MetroParks.
2. **Recreation Citizens Advisory Committee** (*a new committee with new purpose*)
 - A. To inform and advise the Board of the current trends and regulations pertaining to the fields of outdoor recreation to ensure that a diverse range of recreational opportunities are provided for all.
3. **Education Citizens Advisory Committee** (*a continued committee with new purpose*)
 - A. To inform and advise the Board of the current trends, techniques, and standards related to the fields of environmental education and interpretation to ensure that a diverse range of high quality educational programming and interpretation is provided for all.
4. **Finance Citizens Advisory Committee** (*a continued committee with new purpose*)
 - A. To inform and advise the Board of the current practices, standards and requirements in the fields of public finance and accounting to ensure the long-term financial sustainability of the MetroParks.

Committee Membership & Governance:

1. Membership:
 - A. One (1) MCMP Staff Liaison as determined by the Executive Director:
 - i. Staff Liaison will be the Chair of the respective Committee
 - ii. Staff Liaison will develop the agenda for the meetings.
 - iii. Staff Liaison will provide the annual goals for the Committees.
 - iv. Staff Liaison will prepare a written summary of activities of the Committee to the Board of Park Commissioners in December of each calendar year.
 - B. A Maximum of Nine (9), Minimum of Seven (7) Members of the General Public
 - i. Members must be residents of Mahoning County.
 - ii. Members will serve for one year renewable terms.
 - iii. Members will be selected by the President of the Board after successful completion of the application & background check process.
 - iv. Members serve at the pleasure of the Board of Park Commissioners and may be removed at any time as determined by the Board of Park Commissioners.
2. Meetings:
 - A. Committees will comply with the Open Meetings Act (ORC 121.22)
 - B. Committees will meet at a minimum twice per calendar year.
 - C. Committees will meet at the MetroParks Administrative Building at a time to be determined by the Committee.
 - D. Subcommittees are not permitted.

Misc.:

1. Committees will be reevaluated by the Board of Park Commissioners after the expiration of the one year term on December 31, 2020.
2. Committee membership has been expanded from Seven (7) to Nine (9) members.

Guidelines of Committee Meetings:

What is needed before the meeting:

1. Notice of meeting set well in advance
2. Minutes of previous meeting for approval or changes. Draft Minutes shall be made available within five (5) business days after the committee meeting
3. Agenda of forth coming meeting

4. Any relevant papers that are designated for informational purposes and/or discussion

Format for minutes

1. Title of Meeting
2. Date, Time, Venue
3. People present
4. Conflicts of interests
5. Corrections of minutes from previous meeting
6. Actions relating to previous meeting till this meeting
7. Items on the agenda
8. Items to be discussed and decided plus decisions made
9. Date, Time, Venue of next meeting

Agenda Template

1. Title of Meeting
2. Date, Time, Venue
3. Conflicts of interests
4. Minutes of previous meeting to be approved or amended
5. Actions taken relating to previous meeting
6. Items to be discussed and/or decided
7. Reports from members assigned from previous meeting
8. Old Business
9. New Business
10. Date, Time, Venue of next meeting

Chairing the Meeting

1. Direct discussion so the objectives of the meeting are met.
2. Decisions are taken, recorded and carried out
3. There is full participation
4. Time limits for meetings as a whole and agenda items
5. Be well briefed about each item on the agenda
6. Arrive in good time
7. Check with staff before to ensure time, place and set up

Chair during the meeting - you are the guide

1. Start the meeting, welcome and introduce new members
2. Check for conflict of interests on agenda items
3. Ensure additions or amendments to the minutes are recorded
4. Set the objectives of the meeting
5. Try to be brief when making a point.
6. Allow flexibility and freedom of expression
7. Keep to agenda
8. Ensure a quorum
9. Ensure proper minutes
10. Clarify decisions or discussions - summarize
11. Ending meeting
 - A. Summarize decisions
 - B. Agree on Date, Time, Venue for next meeting
 - C. Agree what items need to be carried over to the next meeting
 - D. Ensure minutes are written up in a proper fashion

Members must:

1. Attend meetings
2. Listen and be respectful
3. Arrive on time
4. Pay attention
5. Be familiar with the agenda
6. Stay on point
7. Say what you think
8. Keep informed

9. Be aware of legal duties- NEVER PASS YOURSELF OFF AS REPRESENTING THE PARK TO ANY OTHER AGENCY OR PERSON
10. Volunteer to help the Park
11. Place items on the agenda
12. Help to clear up the area for future use.