

MOTION: CADDIGAN

**March 5, 2019
Regular Meeting
Res. No. 19-134**

SECOND: PRINCIPI

**RE: ADOPT THE UPDATED BYLAWS AND PROCEDURES OF THE
PRINCE WILLIAM COUNTY TRAILS AND BLUEWAYS COUNCIL**

ACTION: APPROVED

WHEREAS, the Prince William Board of County Supervisors together with the Prince William County Park Authority Board, established the Trails and Blueways Council in 2009 for the purpose of advising staff and the Board of County Supervisors on the development of a County-wide trails and blueways system; and

WHEREAS, the Board of County Supervisors approved the re-establishment of the Council via Resolution 12-567 on June 5, 2012; and

WHEREAS, the Council, with guidance from the National Park Service Rivers, Trails, and Conservation Assistance Program, has completed a strategic planning and organizational development process resulting in proposed updates to the Council's bylaws; and

WHEREAS, adoption of the new bylaws will better equip the Council to fulfill their mission, support County staff, and advance development of the County's trail system; and

WHEREAS, the Council voted unanimously to recommend the adoption of the draft bylaws on July 24, 2018; and

WHEREAS, the County Attorney's Office has reviewed the proposed updated bylaws; and

WHEREAS, pursuant to VA Code Ann. Section 15.2-1411, the Board of County Supervisors has the authority to establish such advisory boards, committees, and commissions as it deems necessary to advise the governing body with regard to any matter of concern to the locality; and

WHEREAS, all changes to the Council's bylaws must be approved by the Board of County Supervisors;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby adopts the updated bylaws and procedures of the Prince William County Trails and Blueways Council.

March 5, 2019
Regular Meeting
Res. No. 19-134
Page Two

ATTACHMENT: Updated Bylaws of the Prince William County Trails and Blueways Council

Votes:

Ayes: Anderson, Caddigan, Candland, Lawson, Nohe, Principi, Stewart

Nays: None

Absent from Vote: None

Absent from Meeting: None

ATTEST:

Andrea P. Madden

Clerk to the Board

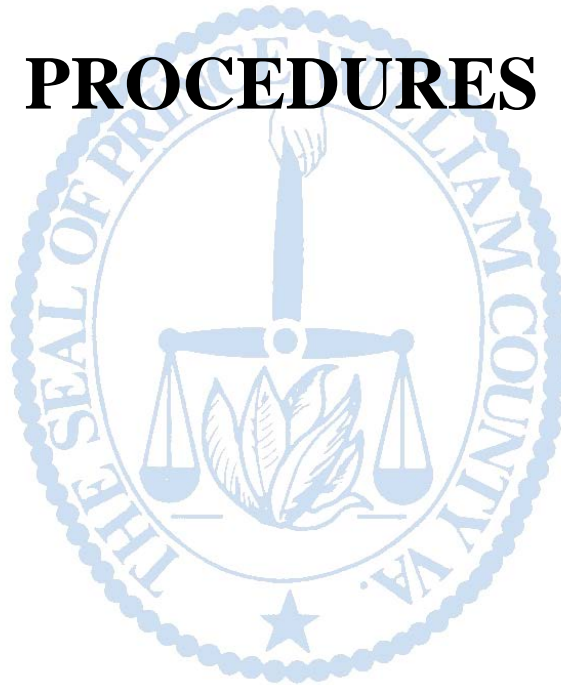
PRINCE WILLIAM COUNTY

TRAILS AND BLUEWAYS

COUNCIL

BY-LAWS AND PARTIAL

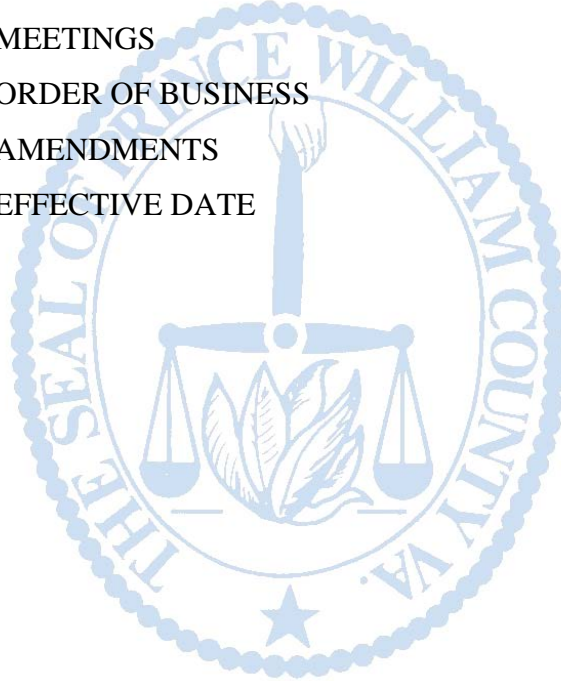
PROCEDURES



Adopted June 16, 2009
Re-Established June 4, 2012
Revised March 5, 2019

TABLE OF CONTENTS

		Page No.
ARTICLE 1	AUTHORITY AND ESTABLISHMENT	3
ARTICLE 2	PURPOSE AND OBJECTIVES	3-4
ARTICLE 3	MEMBERS	4-5
ARTICLE 4	OFFICERS AND THEIR SELECTION	5-6
ARTICLE 5	DUTIES OF OFFICERS	6
ARTICLE 6	SUB-COMMITTEES	7
ARTICLE 7	MEETINGS	7-8
ARTICLE 8	ORDER OF BUSINESS	8-10
ARTICLE 9	AMENDMENTS	10
ARTICLE 10	EFFECTIVE DATE	10



ARTICLE 1 – AUTHORITY AND ESTABLISHMENT

- 1-1. The Trails and Blueways Council, established by the Prince William Board of County Supervisors (BOCS) on June 16, 2009, and re-established by the BOCS on June 5, 2012, has adopted these Articles in order to facilitate its mission.
- 1-2. The official title of this body shall be the “Prince William County Trails and Blueways Council”.

ARTICLE 2 – PURPOSE AND OBJECTIVES

- 2-1. The Council’s purpose is to serve as an advisory group to the BOCS, and shall support development and growth of trails and blueways within Prince William County. Other services may include, but are not limited to, the following: publicity, promotion and community outreach.
- 2-2. The Council is committed to the mission of developing a high-quality, interconnected system of non-motorized trails and water trails throughout Prince William County that best serves the County’s needs.
- 2-3. The Council, with the advice and assistance of the Department of Parks, Recreation and Tourism, Department of Transportation, the Planning Office and the County Attorney, shall accomplish its mission by:
 - 2-3.1. Advocating for trail development and communicating with the public regarding trails in Prince William County through traditional, digital, and social media as well as at community events.
 - 2-3.2. Identifying funding sources, including grant opportunities, and strategic partners that facilitate trail development.
 - 2-3.3. Providing recommendations on provisions of the Prince William County Strategic Plan and Long Range Comprehensive Plan relating to or affecting trails.
 - 2-3.4. Reviewing and recommending priorities for inclusion in the Prince William County Capital Improvement Program (CIP).
 - 2-3.5. Recommending trail development and improvement opportunities.
 - 2-3.6. Actively seeking to establish a broad range of partnerships.
 - 2-3.7. Identifying new trails for inclusion in the countywide trails plan.
 - 2-3.8. Identifying opportunities to increase public access to water trails (blueways) and to create safe portage paths around obstacles.
 - 2-3.9. Representing the interests of the public by holding county agencies accountable for the development of a high-quality, interconnected trail system within the resources allotted.

- 2-3.10. Carrying out all other such matters as may be beneficial to the development of Prince William County's trail system, pursuant to the Prince William County Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Design and Construction Standards Manual, and other ordinances of Prince William County and/or the Commonwealth of Virginia, or as directed by the BOCS.
- 2-4. The Council, with the advice and assistance of the Department of Parks, Recreation and Tourism, Department of Transportation, the Planning Office and the County Attorney, may:
 - 2-4.1. Cooperate with other contiguous counties, cities, towns, planning councils, non-governmental organizations, community groups, or appropriate bodies of other localities to coordinate planning and development activities among the localities.
 - 2-4.2. Appoint Ad-Hoc sub-committees and adopt rules as needed to effect such cooperation.
 - 2-4.3. Request information from departments and agencies, of the Commonwealth that may affect the planning and development of the locality.
 - 2-4.4. Establish standing and special sub-committees as appropriate.

ARTICLE 3 – MEMBERS

- 3-1. Appointments to the Council shall be made by the BOCS; two members per Supervisor, including the Chair of the BOCS, at their pleasure. Any vacancy in membership shall be filled by the BOCS.
- 3-2. Members' terms are coterminous with those of their appointing Supervisor. Should a Supervisor leave office, his or her appointed member may be reappointed by the incoming Supervisor, at their discretion.
- 3-3. A member of the Council must: submit the annual Statement of Economic Interests and Disclosure of Real Estate Holdings required by Section 2.2-3118 of the Code of Virginia, attend minimum eight (8) regular meetings annually and be an active member of working groups or sub-committees of the council, and should be available for site visits related to the work of the Council, and to facilitate/attend two (2) outreach events per year.
- 3-4. Three (3) consecutive absences from regular council meetings in one fiscal year shall constitute a member's resignation, unless the member sends a letter to the Department of Parks, Recreation and Tourism's Trails and Blueways Council Staff Liaison indicating their intent to continue service on the Council.
- 3-5. The Chairperson shall contact members of the Council if they register more than three (3) consecutive absences or is otherwise unable to fulfill the duties of the Council to discuss their ability to continue serving on the Council, and shall notify

the appointing Supervisor if their representative continues to be unable to fulfill the duties of membership.

- 3-6. Members shall be provided orientation materials and access to any digital and print resources the Council and County staff maintain to facilitate their work.
- 3-7. Members shall share Council meeting minutes with their appointing Supervisor, and keep both their appointing Supervisor and the general public informed of trail and blueways related information.
- 3-8. Members shall visit one county park or trail a year, at minimum, to maintain a good working knowledge of the condition of Prince William County's outdoor recreation infrastructure.
- 3-9. The members shall be representative of the residents of Prince William County, qualified by knowledge and experience to make decisions on questions of outdoor recreation; public water access; multi-modal transportation; public health; or trail design, accessibility, construction, and maintenance.

ARTICLE 4 – OFFICERS AND THEIR SELECTION

- 4-1. The Council's officers shall consist of a Chairperson, a Vice Chairperson, and a Secretary elected by roll call vote annually from the membership of the Council.
- 4-2. In the absence of the Chairperson at any meeting, the Vice Chairperson shall preside; and at any meeting where both the Chairperson and the Vice Chairperson are absent, the members shall select from their number by roll call vote, a Chairperson *pro tem* to preside over such meeting and certify the minutes of such meeting.
- 4-3. Nomination of officers shall be made annually from the floor at the first regular meeting in November. Election of officers shall follow at the first regular meeting in December. In accordance with the Freedom of Information Act, a roll call vote shall be taken and recorded in the Council minutes.
- 4-4. A candidate receiving a simple majority vote of the members present and voting shall be declared elected, and shall take office in January of the year following their election, and serve for one (1) year or more [if elected for a second term] not to exceed two (2) consecutive years.
- 4-5. Vacancies in office shall be filled immediately by regular Council election procedures.

ARTICLE 5 – DUTIES OF OFFICERS

- 5-1. The Chairperson shall:
 - 5-1.1 Preside at all regular and special Council meetings.
 - 5-1.2. Appoint sub-committees.
 - 5-1.3. Rule on all procedural questions, subject to majority of the members present.
 - 5-1.4. Be informed immediately by the Departments of Parks, Recreation and Tourism, Transportation, and Planning of any official communication related to the Council and report it at the next meeting or sooner at the direction of staff liaisons.
 - 5-1.5. Carry out other duties as assigned by vote of the Council.
- 5-2. The Vice-Chairperson shall:
 - 5-2.1. Act in the absence or inability of the Chairperson to act.
 - 5-2.2. Have the powers to function in the same capacity as the Chairperson in cases of the Chairperson's inability to act.
 - 5-2.3. Be ex-officio member of sub-committees appointed by the Chairperson.
 - 5-2.4. Ensure the basic support of the county agencies to the Council.
- 5-3. The Secretary shall:
 - 5-3.1. Prepare and maintain a set of minutes for all regular and special meetings, as well as sub-committee meetings or work sessions, when requested. Minutes shall be distributed within fourteen (14) days of meetings.
 - 5-3.2. Assist with the development and maintenance of orientation materials and resources of the Council, and distribute these to all members.
 - 5-3.3. Keep a written record of all business transacted by the Council as reported by members at the monthly meeting.
 - 5-3.4. Notify all members of all meetings. A copy of the agenda for all regular and special meetings shall be sent to all members, said agenda being closed on the Tuesday preceding the meeting.
 - 5-3.5. Coordinate with county staff to maintain a file of all official records and reports of the Council.
 - 5-3.6. Serve notice of all public meetings.
 - 5-3.7. Attend to Council correspondence as hereinafter prescribed.

ARTICLE 6 – SUB-COMMITTEES

- 6-1. For the purpose and terms approved by the Council, the Chairperson may appoint standing and special sub-committees from its membership. Sub-committee meetings shall be set and the time and place announced during a regular Council meeting. Such sub-committee meetings shall be open to the public, and the sub-committee's decision/findings(s) shall be announced during the next regular Council meeting.
- 6-2. Sub-committees shall consist of at least two (2) members; the Vice-Chairperson may count toward this total.
- 6-3. The time and place of all sub-committee meetings shall be determined by a majority vote of the sub-committee members or Chairperson thereof.
- 6-4. Minutes shall be prepared for all sub-committee meetings and submitted to the Council at a regular meeting for acceptance and incorporation into the Council minutes as consent items.
- 6-5. Standing sub-committees authorized pursuant to article 6-1 shall be established per resolution and that resolution shall be attached per Council By-Laws and Procedures.

ARTICLE 7 – MEETINGS

- 7-1. Regular meetings of the Council are normally held on the fourth Tuesday of each month. When a meeting date falls on or near a legal holiday, the meeting may be held on either the preceding or following Tuesday, unless otherwise designated by the Council. There shall be at least ten (10) meetings of the COUNCIL each year.
 - 7-1.1. In addition to those required by law, at its discretion, the Council may hold public meetings when it decides that such meetings will be in the public interest.
- 7-2. Regular meetings normally begin at 6:30 p.m. and are typically held at the George Hellwig Memorial Park Administrative Offices, 14420 Bristow Road, Manassas, Virginia. Special meetings and work sessions are normally held at the Administrative Offices, or in the place specified by the notice required under paragraph 7-3 hereafter. The Council shall fix a time and place for meetings not held due to inclement weather or other conditions too hazardous for members to attend. Any changes in time and venue shall be publicly posted as soon as practicable, to facilitate public involvement.
- 7-3. The Chairperson may call special meetings and work sessions of the Council, or a special meeting or work session may be called by two of the Council members upon written request to the Secretary. The Secretary shall deliver to all members, at least five (5) days in advance of a special meeting, a written notice stating the time, place, and purpose thereof. The foregoing written notice to the members of

a special meeting is not required, if the time of the special meeting has been established at a regular meeting, or if all members are present at the special meeting, or if a written waiver of notice is filed. Notice shall be given to the public in accordance with the Freedom of Information Act.

- 7-4. All meetings of the Council, and all records and accounts thereof, shall be open to the public.
- 7-5. A majority of the Council's appointed members shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the members present and voting. Voting may be by roll call, in which case a record shall be kept as part of the minutes.
- 7-6. Any person addressing the Council shall limit their presentation to the time allotted by the Chairperson, unless the Council extends the time by unanimous consent.
- 7-7. Only speakers recognized by the Chairperson may speak. All persons in attendance shall refrain from making remarks, unless recognized by the Chairperson. All groups or individuals in the audience shall refrain from creating an atmosphere detrimental, or disturbing, to the conduct of the meeting at the risk of being asked to leave by the Chairperson.
- 7-8. Questions shall be addressed to the Chairperson; answers and follow-up questions by the Council shall be reserved until the end of the presentation to avoid interrupting the speaker and duplicating ground the speaker may cover.
- 7-9. Discussion and debate by the Council shall be conducted following the presentation of the pending item. Members shall not speak until recognized by the Chairperson. A member who has spoken shall not be recognized again until each member desiring to speak has had their opportunity.
- 7-10. The Chairperson may, at their discretion, temporarily suspend the rules of order to facilitate debate and discussion.

ARTICLE 8 – ORDER OF BUSINESS

- 8-1. The order of business for a regular meeting shall be:
 - 8-1.1 Call to order by Chairperson.
 - 8-1.2. Pledge of Allegiance.
 - 8-1.3. Roll call and determination of a quorum.
 - 8-1.4. Citizen's time. The Council shall offer citizen's time at the beginning of each regular meeting. During this time, the Council will receive comment from any citizen on any item not on the agenda for the evening, without restriction. The

Chairperson shall prohibit or proscribe the use of obscenity or other speech tending to create a breach of the peace. The Chairperson shall allocate time to each speaker in an equitable manner; a speaker shall not be permitted more than five (5) minutes when representing an organization or more than three (3) minutes when representing themselves.

- 8-1.5. County Agency Representatives' Time. Agency representatives are allotted to the time necessary to update the Council on trails-related projects and initiatives and to solicit input from the Council.
- 8-1.6. Presentation/Discussion Items. The Council shall hear presentations on major projects, issues, or events. Speakers may be Council members, agency staff, elected officials, representatives of partner groups, or members of the general public, and presentation topics shall pertain to the mission of the Council and the development of the County trail system.
- 8-1.7. Volunteer Opportunity Announcements. On each agenda, there shall be a period designated "Volunteer Opportunity Announcements", during which Council members, agency staff, and the public shall be entitled to announce upcoming volunteer events pertaining to the trail system. Individual announcements are not to exceed five (5) minutes.
- 8-1.8. Council Members' Time. On each agenda there shall be a period designated "Council Members' Time," during which each Council member shall be entitled to unrestricted use not to exceed five (5) minutes for such purposes as each member deems appropriate. A member may announce his or her intent to seek Council action but may not make a motion during Members' Time.
- 8-1.9. Meeting Review. At each meeting, prior to adjournment, the Chairperson or Secretary shall review any motions made, open action items, and instructions for upcoming meetings.
- 8-1.10. Adjournment.
- 8-2. The Chairperson or Secretary shall restate motions before a vote is taken. The names of persons making and seconding motions, as well as roll call voting, shall be recorded in the Council minutes.
- 8-3. Parliamentary procedures in Council meetings shall be governed by the adopted rules of order, namely, "Robert's Rules of Order," in all cases not otherwise provided for in these rules.
- 8-4. The Council shall maintain a set of minutes of all regular and special meetings, and work sessions at the call of the Chairperson and these minutes shall become a matter of public record.
- 8-5. Council meetings shall always include the elements listed above in 8-1, but the order of business may be amended, by majority vote, to allow for flexibility and to facilitate discussion.

- 8-6. The final regular meeting of the Council in a given calendar year shall incorporate a review of the year and the recognition and celebration of key accomplishments by the Council and its members.

ARTICLE 9 – AMENDMENTS

- 9-1. These rules may be added to, amended, or waived by a recorded majority vote of the entire membership, provided notice of such change is mailed at least five (5) days before the meeting. In the event said notice of proposed rule change is mailed to each member of the Council at least fifteen (15) days before said meeting, the rule may be changed by majority vote of those present, provided a quorum is in attendance.
- 9-2. The Council may temporarily suspend any of these rules by a unanimous vote of the members present.

ARTICLE 10 – EFFECTIVE DATE

- 10-1. Nothing in the foregoing by-laws and procedures shall invalidate any official business transacted by the Council prior to the adoption of these by-laws and procedures.
- 10-2. The foregoing by-laws and procedures shall become effective upon a vote of the majority of the membership of the Council at a regular meeting.
- 10-3. The by-laws shall be revisited and updated by the Council, with County staff support, every three (3) years from the effective date below.
- 10-4. The effective date of the Prince William County Trails and Blueways Council by-laws and procedures is March 5, 2019.

Neil Nelson, Chairman

Date

Jim Hollis, Vice Chairman

Date

Ben Smith, Secretary

Date

Joan Revak, Member

Date

Ed Dandar, Member

Date

Erik VanNortwick, Member

Date

Duane Martin, Member

Date

Zoe Vitter, Member

Date

Norm Catterton, Member

Date

Danny Cosner, Member

Date

Eileen Sheridan, Member

Date

David Brickley, Member

Date

Lynda Silverstrand, Member

Date

