

Milwaukee County Park System Trails Council Bylaws

Mission Statement

Vested Stakeholders advising our Milwaukee County Parks Department towards a sustainable and enhanced regional trails network providing a positive experience for its users.

I. General

These procedural bylaws are intended to guide the operation and organization of the Milwaukee County Park System Trails Council. They are established for the guidance of individual Council members, for the guidance of Park System personnel and for public information. "Council" means Milwaukee County Trails Council.

II. Authority and responsibilities

The authority and responsibilities of the Council are derived by Milwaukee County Resolution File Number 05-298 and File Number #06-79.

III. Organization

A. Membership

1. The Council consists of 12-17 members appointed by the County Executive, County Board, and respective organizations for three-year terms.
 - a. County Board Supervisor (County Board Chairperson)
 - b. Representative (County Board Chairperson)
 - c. County Executive Representative (County Executive)
 - d. Parks Director (or designee) (County Executive)
 - e. Parks Trails Representative - (County Executive)
 - f. Parks Planning Representative (County Executive)

- g. County Staff person from the Office of Persons with Disabilities (County Executive)
 - h. State of Wisconsin Department of Transportation representative
 - i. State of Wisconsin Department of Natural Resources representative
 - j. City of Milwaukee Department of Public Works Bicycle and Pedestrian Coordinator
 - k. The Park People
 - l. Wisconsin Bicycle Federation
 - m. Metro Mountain Bikers
 - n. Walking / Running Organizations – (Badgerland Striders, Wisconsin Walks)
 - o. National Parks representative
 - p. Water Trails (kayakers and canoers)
 - q. Winter Trails Users (Rolling Dice Riders Snowmobile Club, cross country skiers, snowshoers)
 - r. Dog Walkers / ROMP
 - s. Nature / Soft Trail Hikers
 - t. Cyclocross
 - u. Trails Involved Businesses
 - v. Commuting Organizations
 - w. Community Health / Personal Well-being
 - x. Recreational Clubs (Nordic Ski Club of Milwaukee)
2. The number of terms any member can serve is unlimited.
 3. Vacancies in the Council will be filled by appointed entity.

B. Officers

The Council shall have a chairperson and vice-chairperson for a period of one year. Nominations or volunteers will be received at the last meeting of the year. If an officer is contested by more than one person, an election by the Council will be conducted at the first meeting of each calendar year.

C. Committees

In order to make the most effective use of the talents and time of the members of the Council and stakeholders, the following committees are established:

1. Committee of the whole

- a. Shall review items of generally broad concern that are significant and require intensive review of the council as they may affect policy, budgetary commitment, and related matters.
- b. The chairperson of the committee of the whole shall be the duly elected council chairperson or vice-chairperson and its membership shall consist of all council members.

2. Other committees will be appointed as needed on an ad hoc basis

- a. Other specific purpose committees as may be deemed necessary by the chairperson or as established by vote of council members. These ad hoc committees shall have a specific charge listing work products (e.g. findings, a report). Upon meeting the charge and presenting work products to the Committee of the Whole, these committees are terminated unless reappointed.
- b. The chairperson shall make appointments to ad hoc committees.
- c. Ad hoc committees will report as they feel appropriate or at the request of the chairperson.

IV. Bimonthly Meetings

A. Time and Place

1. The Council shall normally meet bimonthly on the second Thursday of the month, starting in January.
2. The chairperson of the council shall establish the time and place of the meeting, unless the council or the chairperson acts under subsection 3 or 4 below.
3. Special meetings may be called by the chairperson and shall be called upon the request of three or more members of the council. The meeting shall be held at the Milwaukee County Parks Administration Building unless the council decides that a particular meeting shall be held at some other location. A call for a special meeting shall be directed to the chairperson of the council and contain a

statement of matters to be acted upon with pertinent data. The chairperson of the council shall then order such meeting to be held. A special meeting may be held by means of conference telephone when called by the chairperson of the council after consultation with the secretary.

4. Upon a determination that a quorum of the council is not available for a meeting, the chairperson may cancel or adjourn the meeting.

B. Agenda

The agenda of matters to be considered by the council shall be prepared by the Department's appointed representative for administrative duties in consultation with the chairperson in the following form and order and delivered or posted to members of the council with supporting papers at least 10 calendar days before the next regularly scheduled meeting, except for emergencies.

1. Approval of minutes of the previous council meeting.
2. Previous items.
3. Ad Hoc Committee reports.
4. Parks representatives' matters.
5. New items.
6. Council Member Matters
7. Public comment / other matters that may come before the council.
8. Action Items for next meeting.
9. Next meeting

C. Rules for the conduct of meetings

1. All meetings of the council shall be conducted according to Robert's Rules of Order, Revised; this policy statement; and the open meeting laws. A majority (>33%) of the council membership constitutes a quorum (membership consists of those positions currently filled).
2. All agenda items will be assigned to committees or members of the council by the chairperson for study and recommendation except that the chairperson may elect to present certain items personally.

3. Requests for appearance.
 - a. Requests for appearance shall be made to the chairperson no later than 10 calendar days prior to the meetings. They shall outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the council. Those requesting an appearance will be requested to provide council members with copies of written materials to be presented or a written statement of a position. Individual presentations to the council or committees will be limited to five minutes, unless otherwise authorized by the chairperson.
 - b. In emergency or unusual situations, these requirements may be waived by chairperson's suspension of the rules.
4. Council members may bring up any additional matters not submitted by the committees of the council at any regular meeting under the agenda item "Council Members Matters".

V. Trails Stakeholders Meeting

A Trails Stakeholders Meeting will be held annually to unify all trail involved partners and stakeholders within Milwaukee County and Southeast Wisconsin. The goal is to gather and exchange information, ideas, contacts, and accomplishments related to trails and to encourage involvement and interaction with the Milwaukee County Trails Council. The meeting will be outside typical working hours (after 5 pm) at a location designated by the council.

VI. Authority and responsibility of individual council members

A. General

1. Council members unable to attend a regular meeting of the council may send a voting alternate to attend in their place. A formal correspondence to chairperson must be made 24-hours prior to the start of the meeting.
2. Interim committee work will be conducted by the assigned ad hoc committees of the council between regular council meetings. The chairperson of each committee shall have the power to conduct meetings and public meetings when

necessary. No administrative functions are assigned to members of the council or committees. All acts of individual members and committees of the council between meetings are unofficial and without authority, except as specifically authorized by the council.

B. Specific

The chairperson of the council with concurrence of a majority of council members present shall appoint spokesperson(s) to meetings, hearings and sessions as may be deemed necessary. Spokesperson(s) shall represent the views and opinions of the council as a body. Council members may not present themselves as representatives of the council unless they have specific authorization from the majority of the council to do so.

VII. Responsibility of the department

To prepare routine and special reports requested by the council, record keeping of council meetings disclosing the appearances before and discussion at regular meetings, and a summary of the action of the council and its committees. Meeting arrangements, including meeting location, shall also be the responsibility of the Parks Department.

VIII. Revision

Changes to these council procedural bylaws herein may be made if such changes are presented in written form at a regular meeting of the council and approved by a two-thirds majority vote of the members present at the next regular meeting of the council.

Approved: July 10, 2014

Amended: March 12, 2015