

**ST. LAWRENCE COUNTY
RECREATIONAL TRAILS ADVISORY BOARD**

**BYLAWS
March 2007
Rev January 2009**

ARTICLE I - NAME

This organization shall be known as the **ST. LAWRENCE COUNTY RECREATIONAL TRAILS ADVISORY BOARD**, hereinafter referred to as the Board.

ARTICLE II - AUTHORITY AND PURPOSE

This organization is a volunteer advisory board created by the St. Lawrence County Board of Legislators, hereinafter referred to as the Board of Legislators, in Resolution Number 235-2006 on August 7, 2006, for the purpose of making recommendations to the St. Lawrence County Legislature concerning the recreational use of public and private lands within St. Lawrence County.

ARTICLE III - DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this Advisory Board are:

1. The Board will formally make recommendations to the Board of Legislators for the appropriate use of recreational trails on private and public lands.
2. The Board will formulate and periodically review and revise Policies and Procedures by which user groups may propose, create and maintain recreation trails and areas as part of the County's recreation system.
3. The Board will adhere to the State Environmental Quality Review Act (SEQRA) to determine appropriate recreational use on public or private lands when necessary as part of the County's recreation system, as approved by the Board of Legislators.
4. The Board will have oversight of limitations and restrictions on recreational uses, and will accept input from various user groups to insure fair and equitable use of a County trail system by everyone.
5. The Board will have oversight of trail/area care, signage and maintenance by establishing a contract system with user groups similar to the New York State Dept. of Environmental Conservation "Adopt-A-Natural Resource Stewardship Program", as stipulated by the Board of Legislators.
6. The Board will make recommendations to the Board of Legislators regarding law enforcement where the County Recreational Trail System is involved.
7. The Board will make recommendations to the Board of Legislators for the formal designation of County Recreational Trails/Areas as they are established for the purpose of continuity, clarity and legal standing.
8. The Board will request that the Board of Legislators make recommendations and requests to County Townships for their cooperation in connecting parts of the County Recreational Trail System.

ARTICLE IV – MEMBERSHIP

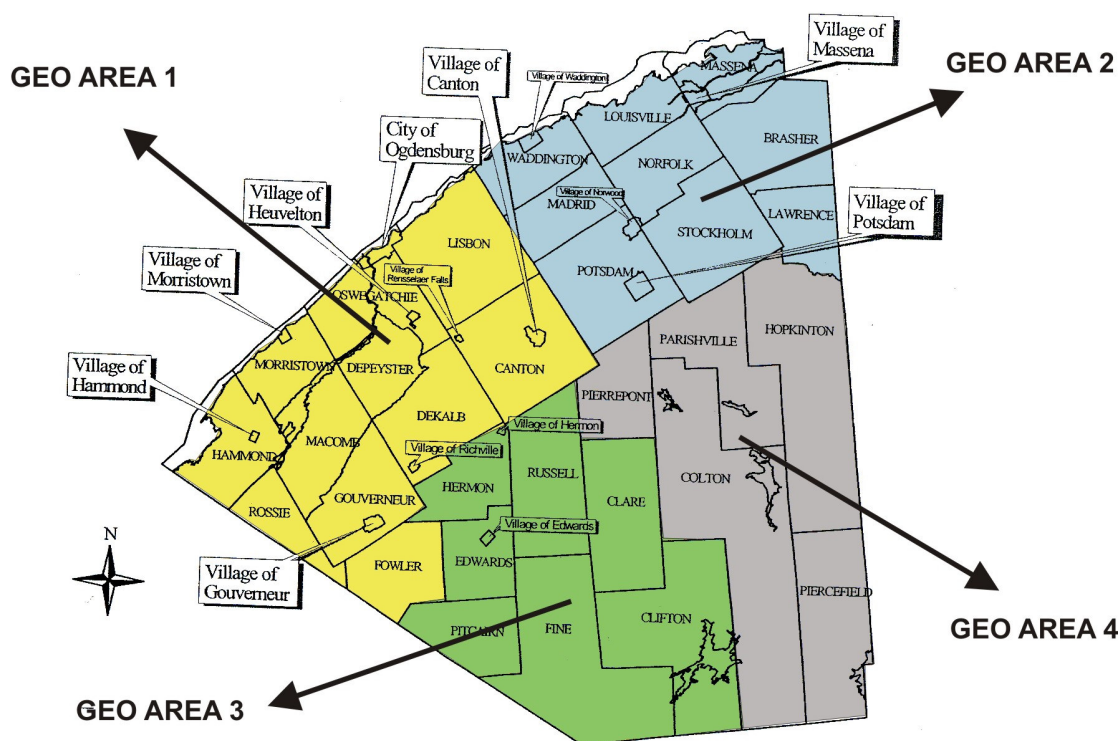
1. APPOINTMENT

The St. Lawrence County Board of Legislators shall appoint members to the Board through their normal process. Nominations for membership may be put forward in writing to the Advisory Board Chair by the respective interest group.

2. REPRESENTATION

Membership to this Board shall be encouraged to represent the following:

- a. User organizations, which may include, but not be limited to:
 - Sportsmen, ATV, Snowmobile, Equestrian, Hiking/Walking, Cross Country Skiing, Bicycling, Dog Sledding
- b. Town Governments
- c. Farm Bureau
- d. Sports Dealers
- e. Chamber of Commerce (Tourism/ Small Business)
- f. Private Landowners
- g. Resource Conservation and Development
- h. People with Disabilities
- i. St. Lawrence County: Board of Legislators, Soil and Water Conservation District, Planning Dept., Sheriffs Dept., Highway Dept., Economic Development
- j. NYS Dept. of Environmental Conservation
- k. Geographic Areas as designated here:



3. SIZE AND VOTING MEMBERS

- a. Each duly appointed Board member shall have an equal vote.
- b.** The Board shall keep its membership between 20 & 30 members.
- c. Constituent groups should be asked for their nominations/re-nominations to be submitted by September of each year so Legislative appointments may be processed by January.

4. TERM OF OFFICE

- a. Members shall serve a term of three (3) years, and are not limited as to number of terms, but must be reappointed in the manner of initial appointment. Term expiration dates for initial Board members will be determined through the drawing of lots for one (1), two (2) and three (3) years in order to replace members incrementally rather than all at once.

5. VACANCIES

- a. Board members may resign by submitting a letter of resignation to the Chair.
- b. A vacancy shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment. Board Chair shall ask constituent groups for recommendations to fill vacancies.

6. ABSENTEEISM

- a. If a member fails to attend three consecutive meetings of the Board without giving good cause to the Chair, the Chair may ask for a member vote on removal and forward notice of failure with a request for removal to the Board of Legislators.

ARTICLE V - AD HOC PARTICIPANTS

The Board may invite ad hoc participants from time to time to assist in the proceedings of the Board.

ARTICLE VI - MEETINGS

1. Regular meetings of the Board shall be held at 7:00 pm on the third Tuesday of each Month at a place to be determined at the prior month's meeting, with the Annual meeting held in January.
2. Additional (special) meetings may be called at the discretion of the Officers, or by request of three (3) members. Notice of such special meetings shall be given at least forty-eight (48) hours prior to the time of the meeting.
3. Meetings are open to the public by law and public participation is encouraged. Time will be allotted for five-minute public commentaries at the beginning and end of each meeting.

ARTICLE VII – TRANSACTION OF BUSINESS AND VOTING

1. A quorum of the members is required for the transaction of business. A quorum is defined as being at least half of the total of the voting members less those having excused absences. A quorum is further defined as being more than a minimum of 30% of the voting members.
2. A majority vote of members present at any meeting where a quorum is achieved shall be the act of the Board. Tie vote shall be considered as a nay vote.
3. Voting on Board business may be by simple voice or show of hands, however any member may request a roll call vote or secret ballot if they so wish.

ARTICLE VIII – OFFICERS

The Board shall elect a Chair, a Vice-Chair and a Secretary. Officers will be elected during the annual business meeting held in January of each year. Nominating Committee candidates shall be announced and nominations may be entertained from the floor for each of the officer's positions. Officers may be re-elected to the same office held at the time of the election for a maximum of three (3) consecutive one-year terms. Duties of the Officers shall be:

1. CHAIR

- a. The Chair shall preside at all meetings of the Board,
- b. Act as liaison between the Board and the Board of Legislators and make periodic reports of the Boards activities,
- c. Act as official spokesperson for the Board or delegate another to do so as appropriate, however, written public statements, press releases, etc. shall be approved by a vote of the members,
- d. Establish meeting agendas, ensure that the work of the Board accomplishes its mandated purpose and shall establish and be an ex-officio member of all committees deemed necessary to complete that purpose.

2. VICE-CHAIR

- a. Preside as Chair in the absence of the Chair,
- b. Assist the Chair in completion of his duties and perform such other duties as may, from time to time, be assigned by the Chair.

3. SECRETARY

- a. The Secretary shall record and disseminate the minutes and keep the records of the Board, the membership roster and meeting attendance records,
- b. Provide notice of meetings,
- c. Notify Chair of quorum; tally and record votes at all meetings,
- d. Prepare and issue reports and news releases as approved by the Board concerning the Board's activities,
- e. Attend to the correspondence of the Board,
- f. Preside as Chair in the absence of the Chair and Vice-Chair,
- g. In the absence of the secretary, the Chair shall appoint a temporary Secretary.

ARTICLE IX – COMMITTEES

The Chair shall appoint standing committee members at the annual meeting each year. Each committee shall choose it's own Chair from among those members

- a. **Mapping:** This committee will be responsible for maintaining a detailed map of the County Recreational trails/areas. They will prepare and update user maps for publication, distribution and promotion.
- b. **Maintenance and Stewardship:** This committee will work with land managers/owners to oversee user stewardship agreements. They will take responsibility for project accounting, including hours expended, equipment costs, etc., to report to finance committee for grant accounting.
- c. **Financial:** This committee will be charged with working with other standing committees to develop project cost estimates for approval by the Board of Legislators, review project bills and submit for supplier payment. They will be responsible for grant paperwork, and tracking and reporting grant usage. In addition, they will seek ways to establish other sustainable funding for future recreational development and maintenance.
- d. **Enforcement/Safety/Education:** This committee will liaison with local law enforcement agencies and judiciary to ensure reasonable patrol and follow-thru on enforcement. They will review new trail plans to ensure they meet legal, safety and policy requirements. They will oversee and keep a record of trail system trouble spots, complaints and response. They will have the responsibility of assisting safety patrols and providing public education.

2. Ad Hoc Committees

The Chair may appoint Ad Hoc Committees as needed for exploring issues in more detail than regular Board meetings may allow.

ARTICLE X - MODIFICATION OR AMENDMENT

These Bylaws may be repealed or amended or new Bylaws may be adopted by the affirmative vote of the majority of the members at any annual, regular or special meeting of the Board at which a quorum is present, provided such change has been discussed during at least one prior meeting.