

Parks and Trails Legacy Advisory Committee Charter

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Purpose

The Parks and Trails Legacy Advisory Committee was created as a part of the implementation of the 25 year Parks and Trails Legacy Plan. The committee was convened by the Metropolitan Council (Met Council), the Minnesota Department of Natural Resources (DNR), and the Greater Minnesota Regional Parks and Trails Coalition (GMRPTC).¹ The vision is to create a seamless network of parks and trails that connect people to Minnesota's outdoor heritage.

The Mission

It is the mission of the Parks and Trails Legacy Advisory Committee² to *“champion the 25-year Parks and Trails Legacy Plan by providing recommendations to enhance promotion, coordination and accountability throughout implementation of the plan.”*

Implementation of the plan will build on the strengths of existing state and regional park and trail systems, which are considered to be among the best in the nation. The effort is funded by the constitutional Legacy Amendment. The purpose of the amendment is to provide supplemental financial resources to traditional funding sources for support of state and regionally significant park and trail systems.

¹ The Met Council, DNR, and GMRPTC are hereafter referred to as the “convening sponsors” as defined by the Memo of Understanding between the agencies. Initially each convening sponsor appointed three members each to the advisory committee. Six to eight “at-large” members were selected through an open solicitation process, and each convening sponsor appointed an ex-officio member representing their agency to serve as an information provider to the advisory committee and the convening sponsor.

² The Parks and Trails Legacy Advisory Committee is hereafter referred to as the either “the Advisory Committee” or “the committee.”

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Advisory Committee Membership and Structure

1. Chairperson and Alternate Chair

1.1. Selection of the Chair

1.1.1. A chairperson and alternate chair will be selected from within the Legacy Advisory Committee membership by a vote of the committee.

1.1.2. While selecting a Chair (or alternate chair) the committee and convening agencies will seek balance and representation of the committee membership (e.g. sponsorship, gender, ethnicity...)

1.2. Role of the Chair

1.2.1. Presides over meetings, agenda development, and review of minutes to ensure they reflect the direction the committee identifies.

1.2.2. Ensures each participant has access to and has the opportunity to be heard in each meeting.

1.2.3. Ensures the committee follows the approved conflict management process.

1.2.4. Serves as a liaison between convening agencies, staff, and the committee as needed.

1.3. Role of the Alternate Chair

1.3.1. To ensure continuity the alternate chair will succeed as the chair in subsequent year. If the alternate chair is unable to serve as chair, a new chair will be identified as indicated in 1.1.

1.3.2. The alternate chair substitutes for the chair when the chair is unable to attend.

2. The Role of all Committee Members

2.1. Regular attendance and participation are important. If a member misses two consecutive meetings, the member needs to communicate with staff if they are able to continue.

2.2. Members will inform staff and chair as soon as possible when they are aware they will be unable to attend a meeting.

2.3. Members should strive to keep constituencies in their network informed about the work of the committee.

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- 2.4. Members agree to disclose potential conflicts of interest with relevant agenda items at the beginning of each meeting and via the disclosure form³ in compliance with and as defined by the Conflict of Interest Policy⁴.
- 2.5. Members' conduct and feedback must be respectful, constructive and cooperative.
- 2.6. Members should follow the governing documents, including: the Code of Conduct and Ethics, Conflict of Interest Policy, and Reimbursement Policy⁵.
- 2.7. Members unable to attend may have someone attend to report and take notes; however, the substitute may not vote.
- 2.8. The committee may allow via consensus⁶ committee members unable to attend meetings to contribute to a canvas (decision) by email or letter to the chairs and staff.

3. Terms

- 3.1. Chairs will serve a one-year term and may be elected for a second year.
- 3.2. Initial terms for the Legacy Advisory Committee will be for two or three years, with half of the members serving two years and half of the members serving three years.
- 3.3. Subsequent appointments will be for two years, to create staggered terms.
- 3.4. Committee members may be appointed for no more than three consecutive terms.

4. Vacancies, Resignations and Removal

- 4.1. Committee members resigning prior to their term's conclusion are to inform their convening sponsor (if applicable) and the chair and committee staff in writing (email or letter).
- 4.2. All vacancies on the committee created by members who are unable to continue their term should be appointed by the convening sponsors, with a goal of maintaining the balance of expertise and seeking the best representation of the state on the committee.
- 4.3. Committee members are subject to removal by consensus of the committee, creating a vacancy when they fail to attend meetings as outlined in the Charter and Member Expectations documents.

³ TBD

⁴ TBD

⁵ These policies are TBD

⁶ Consensus as identified in 6

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- 4.4. Vacancies left by a chair or alternate chair unable to complete their term may be filled with a vote by a quorum of the committee members.

5. *Workgroups and Subcommittees*

- 5.1. Workgroups (temporary) and subcommittees (standing) may be created to advise the Legacy Advisory Committee on specific projects or tasks by a vote of the committee. They may include members from both within and outside the committee.

6. *Decision Making*

- 6.1. Attending committee members will make formal and informal decisions during meetings without prior notice in adherence with formal decision-making requirements as identified in 7 and 2.8.
- 6.2. Decisions will be made by consensus when possible. Consensus is defined as an agreement that all committee members minus one⁷ can live with. This requires learning, listening and compromising.
- 6.3. Impasses will be addressed by the chair using the consensus decision-making process promptly.
- 6.4. Dissenting opinions will be documented.

7. *When Quorum Is Required*

- 7.1. When a formal decision is being made by the committee (e.g. taking a stance on an issue or required action) there must be a quorum, and the decision will be made using the consensus process.
- 7.2. A quorum is at least 50 percent plus one of membership and a minimum of one representative from each convening sponsor and one at-large member.

8. *Meetings*

- 8.1. Meetings may be held every other month, but no fewer than four meetings a year.

⁷ Identified by the consensus decision-making process as unanimity minus one. As this committee continues to explore consensus-based decision making this may be revised.

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- 8.2. Meetings schedule will be determined annually, starting in the first month of the year.
- 8.3. Meeting locations and use of technology will be used to the maximum extent possible to enable participation by all members.
- 8.4. Official meeting minutes will be taken and posted online.
- 8.5. Once annually the committee will review guiding documents, updating them as needed or appropriate.

Communications

9. Spokesperson

- 9.1. The chair will work with the convening sponsors to identify the best spokesperson to respond to media or public inquiries.
- 9.2. Advisory Committee spokespersons will clearly identify their role on the committee when speaking with the public or media.

10. Internal Communication

- 10.1. Sponsoring agency support staff will ensure that all committee members receive meeting materials and other pertinent information.
- 10.2. All committee products, benchmarks, reports, agenda and minutes will be available online and by request.

11. Reporting

- 11.1. An annual report will be completed for the convening agency leadership.
- 11.2. Additional reports or documents will be produced as needed.
- 11.3. Advisory committee updates will be provided to the to the convening sponsors and the public twice a year.

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12. Record Keeping.

- 12.1. Members should have materials no later than one week prior to meetings. They should review necessary documents, arrive on time and actively participate in meetings.
- 12.2. Staff will record meeting minutes that will include all action items, key meeting discussions, formal and informal decisions and recommendations. Any key impasses will be recorded as appropriate.
- 12.3. Subcommittees will be responsible for maintaining minutes, providing them to the staff and giving updates at full group meetings.
- 12.4. Meeting minutes will be reviewed by the chair and distributed to the committee within two weeks after the meeting to allow for action items to be accomplished.
- 12.5. Meeting minutes and agenda will be approved at each meeting.
- 12.6. Legacy-funded or other appropriate staff will publish the work (reports, recommendations and minutes) of the committee on the Legacy website, consistent with other Legacy funds.

13. Stakeholders

- 13.1. *The Advisory Committee will actively engage and communicate with internal and external stakeholders that include but are not limited to the following:*
 - 13.1.1. Minnesota public and target audiences (identified in the plan)
 - 13.1.2. Sponsoring agencies
 - 13.1.3. Committee members
 - 13.1.4. Legislature
 - 13.1.5. Local governmental and tribal agencies

14. Committee Development and Management Benchmarks

- 14.1. Develop and ratify charter
- 14.2. Select chair and alternate chair
- 14.3. Review the Fund Groups' list of funding options and recommendations
- 14.4. Develop initial subcommittees
 - 14.4.1. Subcommittee on Governance
 - 14.4.2. Subcommittee on Benchmarks and Milestones
 - 14.4.3. Subcommittee on Communication

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14.4.4. Subcommittee on Youth Engagement

15. 25-year Plan Benchmarks

- 15.1. Review and prioritize benchmarks as identified in the plan and valued by the people of Minnesota. Evaluate and recommend adjustments to the benchmarks as needed every five years, based on new cost estimates, innovative strategies, and changing dynamics. Significant changes would need to go through a public process.
- 15.2. Protect Legacy funds by using them to supplement and not supplant traditional funding sources.
- 15.3. Assess the feasibility of the 25-year plan.
- 15.4. Provide input to Greater Minnesota Parks and Trails Coalition on initial study draft **(completed)**.

16. Committee Length and Operations

- 16.1. Committee is set to terminate in 2034.
- 16.2. Committee will operate on a calendar year.
- 16.3. Committee will accomplish outcomes in alignment with the key documents and agreements of the Parks and Trails Legacy Advisory Committee and as identified in the work plan.

17. Support of Sponsoring Agencies⁸

- 17.1. Sponsoring agencies provide...
- 17.2. Staff resources to support the committee include...
- 17.3. Estimated annual operation costs...
- 17.4. Staff and committee members are asked to share estimated costs associated with committee business.
- 17.5. Estimated annual operation costs of staff (source of, costs of expenses, and full-time equivalents)
- 17.6. The Advisory Committee should minimally:
 - 17.6.1. Determine the costs to operate the committee.
 - 17.6.2. Track and strive to limit out-of-pocket expenses for committee members.

⁸ The convening sponsors are continuing to work on this.

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17.6.3. Consider developing a plan for reimbursement, at least for mileage.

18. Sideboards and Attachments

- 18.1. Sideboard - Agree to be mindful of the current State Comprehensive Outdoor Recreation Plan (SCORP) that is Minnesota's outdoor recreation policy plan and gives outdoor recreation decision-makers and managers a focused set of priorities and suggested actions to guide them as they make decisions about outdoor recreation. This will be presented annually to committee members.
- 18.2. Sideboard - Agree to follow the spirit and intent of the 25- year Parks and Trails Legacy Plan.
- 18.3. Sideboard - Agree to abide by the Memorandum of Understanding between the Department of Natural Resources, Metropolitan Council and Greater Minnesota Parks and Trails Coalition.
- 18.4. Attachment - Memorandum of Understanding - DNR/METCouncil/GMPTC
- 18.5. Attachment - State Comprehensive Outdoor Recreation Plan (SCORP)
- 18.6. Attachment - (Mission, Vision and Guiding Principles?)
- 18.7. Attachment - Summary of 'Legacy- funded projects to date

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