

# Parks and Trails Legacy Advisory Committee

## Member Expectations and Statutes

### Expectations for a Member in Good Standing

#### 1. Regular Attendance

- 1.1. Advisory Committee members should strive for regular attendance. Attending by conference call or virtual means is acceptable and will be available at all regular meetings.

#### 2. Active Involvement

- 2.1. Advisory Committee members represent their respective communities/constituents, seek to understand the positions and priorities of others and strive to make decisions as a group.

#### 3. Adherence to Governing Documents and Procedures

- 3.1. Advisory Committee members agree to follow and uphold the spirit, intent and direction of the governing documents, including:
  - 3.1.1 The Advisory Committee Charter;
  - 3.1.2 The Advisory Committee Member Expectations and Statutes; and
  - 3.1.3 The Advisory Committee Mission, Vision, and Guiding Principles.
- 3.2. Ethical Standards Use of position and state property
  - 3.2.1. Advisory Committee members may not use or attempt to use their position to secure benefits, privileges, exemptions, or advantages for themselves, their family or an organization with which they are associated that are different from those available to the general public.
  - 3.2.2. Members found to have engaged in illegal discrimination, sexual harassment or other harassment may be subject to removal.
- 3.3. Conflicts of Interest
- 3.4. A commissioner's appointment to provide citizen advisement of funds calls for both related knowledge and independent judgment. Agency leaders and staff have an affirmative duty to recognize and address potential conflicts of interest.
- 3.5. A potential conflict of interest exists when:
  - 3.5.1. You hold a position with one of the convening agencies through employment; OR
  - 3.5.2. Your source of income includes Legacy funds (directly or indirectly); OR
  - 3.5.3. Your job or self-employment competes for Legacy funds; OR
  - 3.5.4. Your job or self-employment requires the use of Legacy funds.
- 3.6. "A" Type Conflict:
  - 3.6.1. The appointee is currently an employee or accepts a job with an entity that receives Direct (direct Legacy grant) or indirect (sub-contracts on a Legacy grant) Legacy funds.
  - 3.6.2. *Solution:*
    - 3.6.2.1. Appointee discloses this at the beginning of any meeting where these funds are going to be discussed.
    - 3.6.2.2. Appointee abstains from discussion and any votes that are directly related to the spending of these funds.

3.7. “B” Type Conflict:

3.7.1. The appointee is currently an employee or accepts a job with an organization that has a promotional or advocacy role related to Legacy-funded activities.

3.7.2. Solution:

3.7.2.1. Appointee discloses this at the beginning of any meeting where specific promotion or advocacy interests are going to be discussed.

**4. Minnesota Governmental Data Practices**

4.1. The Minnesota Governmental Data Practices Act (*Minnesota Statutes*, chapter 13) governs the classification and public access to government data. All oversight-related documents and data are presumed to be accessible to the public, regardless of where they are maintained, unless state or federal law classifies the data as private or confidential. A member’s written or electronic communications related to advisory matters may be public data that is accessible to the public, even if it is stored on a home computer.

4.2. Where the law classifies documents or information as private or confidential, members may not disclose the data. Disclosure of data classified as private or confidential violates the Act and can result in legal liability for members. Willful violation of the Act is a misdemeanor.

4.3. More information is available at <http://www.ipad.state.mn.us/publicresources.html>.

**5. Other Statutes**

5.1. Advisory members are entitled to mileage reimbursement by request, but not a per diem (*Minnesota Statutes*, section 15.059).

5.2. The Minnesota Open Meeting Law (*Minnesota Statutes*, chapter 13D) does not apply to the Parks and Trails Legacy Advisory Committee. However, an “open door” approach should be followed for all meetings given the nature of the appointments and goal of the work.