

**METRO REGIONAL PARKS AND GREENSPACES  
ADVISORY COMMITTEE (RPAGAC)  
MEETING NOTICE**

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**Date:** Tuesday, July 6, 1999  
**Time:** 6:30 - 8:00PM  
**Place:** Metro Regional Center, 600 NE Grand Ave, Portland, Room 270

**AGENDA**

- I. Introductory comments and announcements (10 minutes)
- II. Citizen Communications (10 minutes)
- III. Open spaces acquisition quarterly report ending June 30, 1999  
(Jim Desmond) (10 minutes)  
**Information, committee discussion**
- IV. Parks and Naturals Areas Regional System, Phase II (Jennifer Budhabhatti) (30 minutes)  
**Information, committee discussion**
- V. Regional Parks and Greenspaces Advisory Committee by-laws  
(John Griffiths) (10 minutes)  
**Committee review, discussion and approval**
- VI. Nominations for Regional Parks and Greenspaces Advisory Committee Vice-chair  
(John Griffiths) (5 minutes)  
**Committee member nominations**
- VII. Date for September Parks and Open Spaces tour (John Griffiths) (5 minutes)  
**Committee sets date for September tour and meeting**
- VIII. Adjourn

Jim Desmond will present the latest highlights of the Open Spaces Acquisition Program.

A recent inventory of natural areas in the Portland metropolitan region and a compendium of regulatory and non-regulatory policies used to protect and manage natural resources will serve as a foundation to identify a regional system of parks, natural areas, trails and greenways. Senior Regional Planner, Jennifer Budhabhatti, will review the work plan that will identify the components of a region system of greenspaces.

The advisory committee will review and approve the final draft of the committee by-laws before it is sent to Metro Council for approval.

The advisory committee will accept nominations for Vice-chair. The committee will vote for candidates in August and the Vice-chair elect will begin service in September for a term of one year. The Vice-chair will succeed to the position of Chair in September 2000.

The advisory committee will select a Saturday in September for an all-day tour of the region's recent open space acquisitions. The tour will also serve as the committee's monthly meeting.

**Next RPAGAC meeting will be on August 3, 1999 Metro Regional Center, 6:30PM**

# METRO REGIONAL PARKS AND GREENSPACES ADVISORY COMMITTEE BY-LAWS

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## Article I NAME

This committee shall be known as the Metro Regional Parks and Greenspaces Advisory Committee. Hereinafter referred to as "advisory committee."

## Article II GEOGRAPHICAL AREA

The area served by the advisory committee shall be the area within the boundaries of Metro and outlying areas of Clackamas, Multnomah and Washington counties in Oregon and Clark County in Washington. These adjacent areas, (even though they are outside of Metro) are currently or may be affected by the programs of Metro's Regional Parks and Greenspaces Department.

## Article III MISSION AND PURPOSE

The advisory committee will focus its deliberations on matters pertaining to parks, natural areas, open space, trails and greenways *of regional significance* as designated in the, Regional Framework Plan, Parks and Natural Areas Protection Plan and the annually adopted budget for the Regional Parks and Greenspaces Department.

The committee serves strictly in an advisory role and capacity to the Metro Council, Metro Executive Officer and the Metro Regional Parks and Greenspaces Department. The committee is not a policy making group. Nor does it serve in an administrative capacity. Metro's Executive Officer and the Director of the Regional Parks and Greenspaces Department manage the program's budget, staff and activities.

1. The advisory committee shall review the Regional Parks and Greenspaces Department's policies, programs, plans and annual budget request. The advisory committee may take public comment at its meetings prior to making its recommendations to Metro.
2. The advisory committee shall review and advise Metro on policies and strategies related to implementing the goals and objectives of the Regional Framework Plan and the Parks and Natural Areas Protection Plan.

3. The advisory committee shall review and advise Metro on policies and strategies related to land acquisition, management, master planning, parks-related functional plan(s), programming and capital improvement activities of natural areas and other properties owned or managed by the Metro Regional Parks and Greenspaces Department.
4. The advisory committee shall review and advise the Metro Council and Metro Executive Officer on the annual budget request of the Regional Parks and Greenspaces Department.
5. The advisory committee shall make recommendations related to the management and operations of Metro's regional parks and greenspaces.
6. The advisory committee will coordinate its review of Regional Parks and Greenspaces policies, programs and plans with the existing Greenspaces Technical Advisory Committee (GTAC). GTAC consists of park planners and staff from local, state, and federal park providers, and nonprofit environmental organizations. GTAC will meet no less than four times per fiscal year, and more often if requested by the Director of Metro's Regional Parks and Greenspaces Department.
7. Recommendations from the advisory committee will be forwarded to the Executive Officer and Council by the Director of the Regional Parks and Greenspaces Department and/or the chair of the advisory committee.

#### **Article IV MEETINGS**

The advisory committee will meet at least four times per fiscal year (July 1 - June 30) and more often if requested by the Director of Metro's Regional Parks and Greenspaces Department. Meeting times and locations will be jointly agreed upon by committee members and the Director of the Regional Parks and Greenspaces Department. All meetings are open to the public.

Agenda items for committee meetings shall be set by the Director of the Regional Parks and Greenspaces Department. He/she will consult the department division managers and chair of the advisory committee prior to finalizing agendas. Committee members may suggest future agenda items to the Director or the chair of the advisory committee. The advisory committee, if it chooses, may adopt rules of procedure.

Any vote taken by the committee shall be conducted by a quorum of the committee.

The Regional Parks and Greenspaces Department will staff the advisory committee and its meetings.

**Article V**  
**QUORUM**

A quorum of the advisory committee shall be a majority of the filled voting positions at the time of the meeting. (e.g. if nine positions are filled and two positions are vacant, 5 is a quorum).

**Article VI**  
**MEMBERSHIP, CHAIR AND TENURE**

The advisory committee shall be composed of 11 voting members and 1 Metro Councilor. The Metro Councilor will serve in a nonvoting, liaison capacity. Nominations, except for the liaison Metro Councilor, shall be made by the Executive Officer and require Council confirmation. The Metro Councilor liaison shall be appointed by the Presiding Officer for a two year term.

- a) Seven voting members (one residing in each of the seven Metro Council districts) from within Metro's boundaries.
- b) One voting member residing in Clackamas County, but outside of Metro's boundaries.
- c) One voting member residing in Multnomah County, but outside of Metro's boundaries.
- d) One voting member residing in Washington County, but outside of Metro's boundaries.
- e) One voting member residing in Clark County, Washington (to retain the bi-state nature of the Greenspaces planning effort).

The chair and vice-chair of the advisory committee will be elected from the voting membership of the committee. The election will be by a majority vote. The chair and vice-chair shall serve a one-year term. The vice-chair will automatically succeed to the chair position. The vice-chair will be elected on an annual basis.

The chair of the advisory committee will preside over advisory committee meetings, represent the advisory committee in correspondence and other communications and work with the Director of the Regional Parks and Greenspaces Department to develop advisory agendas. The vice-chair will serve in the absence of the chair.

Members of the advisory committee shall serve a term of three years. Advisory committee members shall serve no more than two consecutive terms. To serve a second term: members must reapply; must be re-nominated by the Executive Officer; and re-confirmed by the Metro Council to serve an additional term. An advisory committee member serving in the last year of his/her second term and serving as chair or vice-chair can apply to serve a third term.

**Article VII**  
**VACANCIES AND RESIGNATIONS**

If a vacancy occurs in any position, the Executive Officer shall appoint a new member who resides in the geographic area of that position. The member must be confirmed by the Metro Council. The new member shall complete the uncompleted duration of the term for that position. The new member can only be appointed to one additional full term.

Any advisory committee member who intends to resign shall write a letter to the Chair of the committee and Director of the Regional Parks and Greenspaces Department. The reason for the resignation and effective date shall be stated in the letter.

Any member missing three consecutive meetings (for any reason other than personal and/or family illness) in effect has resigned from the committee. A vacancy will automatically occur and a new member will be appointed by the Executive Officer and confirmed by the Council.

**Article VIII**  
**REPRESENTATION AS COMMITTEE MEMBER TO OTHER GROUPS**

Advisory committee members may speak on behalf of the committee to other groups, organizations, agencies and individuals only after informing the Director of the Regional Parks and Greenspaces Department. This will help the department maintain a record of which groups have been contacted and for what purpose.

Committee members are of course free to speak on any issues and express any opinions as individual citizens, but may not identify themselves as advisory committee members.

**Article IX**  
**CONTACT WITH REGIONAL PARKS AND GREENSPACES STAFF**

All inquiries from advisory committee members regarding matters of the advisory committee should go through the Director or Metro staff assigned to the advisory committee. The Director may designate other key staff member(s) to work directly with, and respond to advisory committee members' inquiries. Advisory committee members will have opportunities to meet department staff at meetings and participate in field tours and special events.