

# South Fayette Township Healthy Trails Committee Guidelines

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## **Article I – Name, Definition, Mission, and Vision**

- Section 1      The name of the committee shall be South Fayette Township Healthy Trails Committee.
- Section 2      The South Fayette Township Healthy Trails Committee is a recommending body to the South Fayette Township staff, who in turn may make recommendations to township boards and commissions.
- Section 3      The mission of the South Fayette Township Healthy Trails Committee is to enhance community recreation and transportation by improving conditions and expanding opportunities for the safe and effective movement of cyclists and pedestrians on existing and new trails, paths, roadways and other corridors.
- Section 4      Alongside South Fayette Township’s efforts to improve roads and motor vehicle transportation in the community, the Healthy Trails initiative will result in the creation and expansion of safe, effective corridors for foot and cycle travel. Citizens will enjoy a greater variety of opportunity to bike, walk or run for transit, recreation and wellness. Pedestrians and cyclists will more easily connect with commercial, residential, educational and recreational areas. New and existing township roadways and developments will accommodate and encourage safe bicycle and pedestrian travel, as appropriate. Community education will encourage road sharing.

## **Article II – Membership**

- Section 1      Committee membership is open to South Fayette Township residents, South Fayette Township employees and South Fayette Township business owners and employees. This committee does not have a written policy that discriminates against individuals seeking membership on the basis of race, color, sexual orientation or religion.
- Section 2      There will be a total of seven (7) voting members. Two members will include one (1) employee from the township Parks and Recreation Department and one (1) employee from the township Engineering/Planning/Zoning Department. One member of the Board of Commissioners may serve as a liaison.
- Section 3      All members participate on a volunteer basis and do not receive compensation.
- Section 4      Committee members will submit applications to the Township Engineer for approval.
- Section 5      Members will serve for a term of one (1) year.

### **Article III - Duties and Responsibilities of Members**

Section 1 Advise South Fayette Township in the following areas:

- a. Planning, acquiring, developing and implementing a comprehensive trail system.
- b. Developing and implementing a comprehensive trail maintenance plan.
- c. Making recommendations about trail trends, practices, methods, equipment and technologies.

Section 2 Assist the Township Engineer and the Parks and Recreation Department as follows:

- a. Identify potential funding sources for trail planning, acquisition, development and maintenance.
- b. Define trail issues/problems and make appropriate recommendations.
- c. Establish trail standards.

Section 3 Function as an advocate for trails.

- a. Advocate for the needs of community trail users and encourage public support for expanded and enhanced trails
- b. Advocate for the responsible use of trails

Section 4 Participate in trail development and maintenance.

- a. Provide resources for trail development and maintenance with township coordination and supervision.
- b. Recruit volunteers and organize work parties to perform trail maintenance and trail development.
- c. Cooperatively plan and schedule work parties with township staff.
- d. Perform trail work under the guidance and direction of township staff.

### **Article IV – Officers**

Section 1 The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer.

Section 2 All officers will serve for one (1) year.

Section 3 The officers shall be elected by a majority vote of members of the South Fayette Township Healthy Trails Committee at the January meeting or yearly review meeting as to be set at a later date voted on by the members.

Section 4 A simple majority of the members can remove any officer from office.

### **Article V – Duties of Officers**

Section 1 The Chairperson shall preside at all meetings and prepare the agenda.

Section 2 The Vice Chairperson shall serve in the Chairperson’s absence or at his/her request.

Section 3 The Secretary shall take roll of the members, keep accurate record of the minutes and proceedings, and perform other duties as may be required. The Secretary will keep track of all votes, yes or no, at each meeting and make reports available to all members upon request.

Section 4 The Treasurer will keep accurate records of funds, grants, donations, and sponsors.

#### **Article VI – Meetings**

Section 1 Regular meetings of the South Fayette Township Healthy Trails Committee will be held once a month. Days and times will be determined by the committee members at the January or yearly review meeting.

Section 2 A simple majority must be present for voting or for business to be done.

Section 3 A special meeting may be called by any member of the committee or by a majority vote of the committee. At least five (5) days prior to any special meeting, all members must receive notification of said meeting.

Section 4 All meetings will follow Robert’s Rules of Order. Parliamentary procedure shall apply in all disputes.

Section 5 Meetings will be open to non-voting members of the public and township staff.

Section 6 At regular meetings of the South Fayette Township Healthy Trails Committee, the following will be the order of business:

- A. Welcome by the Chairperson
- B. Minutes of Previous Meeting
- C. Treasurer’s Report
- D. Unfinished Business
- E. New Business
- F. Open Discussion
- G. Adjournment

#### **Article VII – Finances**

Section 1 Any available funding will be provided through the township’s normal budget process. Additional funding may be acquired from cooperative agreements with federal, state, local and private entities, from grants, and other available sources.

#### **Article VIII – Amendments**

Section 1 Any proposed amendments to these bylaws shall be signed and presented in writing to the Chairperson for consideration. The changes will then be read and a copy given to all members of the committee at the next general meeting, at which the members will vote on the proposed amendments. The majority rules.

Section 2 The recommended changes will be presented to the township staff. Approved amendments will become effective immediately.