

OC Parks Trails Subcommittee Guidelines

Revised 7/7/2022

I. BACKGROUND

The mission of OC Parks, a department within the County of Orange, states that “We preserve and enhance OC Parks” natural and cultural resources for recreation, education, and exploration.” The Orange County Parks Commission (Commission) was established by the County Board of Supervisors to act as an advisory body to the Board of Supervisors and the Director of OC Parks (Director).

OC Parks and the Commission require a working group to assist in matters involving County trails and bikeways and in planning an appropriately designed, operated, and maintained regional trail system that will achieve OC Parks’ goal of maintaining a safe and healthy environment for the public as outlined in the County General Plan.

To meet this need, the Commission, at its April 7, 2016 meeting, voted to approve the establishment of a Trails Subcommittee (Subcommittee) and Subcommittee guidelines. The Subcommittee guidelines were revised on June 6, 2019. Updates to the guidelines contained in this document are proposed for consistency with other OC Parks and County Boards, Commissions, and Committees, and to continue improving Subcommittee processes.

II. PURPOSE

The primary purpose of the Subcommittee is to provide support and act as an advisory body to the Commission on matters involving County trails and bikeways.

III. DUTIES

When requested by the Commission or Director:

- A. Review and provide comments and recommendations to the Commission for updates to the County’s Master Plan of Riding and Hiking Trails, Master Plan of Bikeways, and various documents and maps related to County trails and bikeways.
- B. Provide input regarding the prioritization of proposed trail and bikeway connections, gap closures, acquisitions, and improvement projects during the annual OC Parks budget development process.
- C. Serve as a forum for public input and communication regarding County trail use, operations, and maintenance that would facilitate a constructive balance between various trail user groups, including but not limited to hikers,

equestrians, cyclists, and runners.

- D. Assist with OC Parks data gathering objectives, as needed, such as providing trail counts and reporting trail issues.
- E. Promote and encourage responsible trail use.
- F. Provide a forum for the public to provide comments and feedback with respect to planning, design and maintenance of trail/bikeway projects.
- G. Review and make recommendations to the Commission on plans and specifications for proposed regional trails and off-street bikeway improvements.
- H. Review and make recommendations to the Commission on policies and procedures for trail use and management, including enforcement methods.
- I. Provide recommendations to the Commission on active transportation events and special use of trails and bikeways.
- J. Perform specific tasks as authorized by the Commission or Director.

IV. LIMITATIONS

The Subcommittee shall serve in an advisory capacity to the Commission. It shall have no independent duties and no authority to take actions that bind the Commission or the County of Orange. No expenditures or requisitions for services and supplies shall be made by the Subcommittee.

V. MEETINGS

- A. The officers of the Subcommittee shall consist of a Chairperson and an Alternate Chairperson and shall be appointed by the Commission. The Chairperson and Alternate Chairperson positions shall be for a term of one year or until a successor is appointed by the Commission. The OC Parks Planning and Design Manager, or his or her designee, shall serve as the Executive Officer of the Subcommittee.
- B. Meetings of the Subcommittee shall be held quarterly at 6:00 pm at OC Parks Headquarters, 13042 Old Myford Road, Irvine 92602.
- C. The Subcommittee may elect to conduct a field trip in lieu of or in addition to a regular meeting.
- D. Each meeting shall be open to the public, and the Subcommittee shall give notice of its meetings and conduct those meetings as required by law.

- E. A quorum constitutes more than one-half of the Subcommittee members, including at least one Commissioner, for the transaction of business at a meeting. At any regularly called meeting lacking a quorum, the members present may constitute themselves a “committee of the whole” for the purpose of discussing matters on the agenda of interest to the Subcommittee members present, but may not take any action. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.
- F. If a member is absent from two regular quarterly Subcommittee meetings in any 12-month period, the position shall be vacated at the discretion of the Chairperson, and a successor shall be appointed to fill the remainder of that member’s term.
- G. Any vacancy in the Subcommittee shall be filled by the Commission at its next regular meeting. The successor to any vacancy shall hold office for the balance of the unexpired term of that office.
- H. Each member of the public appearing at a Subcommittee meeting shall be afforded two minutes in his or her presentation, unless the Chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Subcommittee may submit written statements, petitions, or other documents to complement his or her presentation. The Chairperson shall manage public comment and meeting duration as appropriate to accomplish the goals of the Subcommittee. If a member of the public wishes to speak for more than two minutes and is not granted permission by the Chairperson, a Subcommittee member may make a request for additional speaking time in the form of a motion to the Chairperson; and if the motion is seconded, a vote shall be taken to determine if additional speaking time will be granted.
- I. All meetings held by the Subcommittee shall be conducted in compliance with the Brown Act, California Government Code Section 54950 et seq., and its requirement that public commissions, boards, and councils and other public agencies conduct the people’s business openly.
- J. All Subcommittee members shall comply with the provisions of the Political Reform Act of 1974, California Government Code Sections 1090 et seq. and 87100 et seq., concerning conflicts of interest.

VI. AGENDAS

The Executive Officer, in consultation with the Chairperson, Alternate Chairperson, and Director, shall determine the items to be placed on the Subcommittee agenda.

The OC Parks Subcommittee Executive Officer or designated staff shall prepare the agenda for each meeting in consultation with Planning & Design Staff, the Director, Chairperson, and Alternate Chairperson. Material intended for placement on the agenda shall be delivered to the Executive Officer or designated staff on or before 12:00 p.m. on the date established as the agenda deadline for the forthcoming meeting. The Executive Officer or designated staff may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information, or is in need of staff review and report prior to Subcommittee consideration.

Agenda items can be initiated by the following:

Commission
Director
Subcommittee Executive Officer or designated staff

Any proposed agenda item not initiated by the Commission or Director that requires a significant amount of OC Parks' staff time for research and preparation shall be approved by the Director for placement on the agenda and action by the Subcommittee.

Unless otherwise determined by the Commission or Director for a particular agenda or agenda item, all Subcommittee agenda items shall be approved by both the Commissioners that serve as the Chairperson and Alternate Chairperson prior to release of the agenda to the Subcommittee members and public.

VII. MEMBERSHIP

The Subcommittee shall consist of seven regular members appointed by the Commission, with one sitting Commissioner serving as Chairperson. All members shall live in the County of Orange during their term on the Subcommittee.

A. COMMISSION MEMBERS

Two Commission members shall be elected to serve on the Subcommittee. One shall serve as Chairperson, and one shall serve as Alternate Chairperson. The Chairperson shall be appointed by the Commission.

B. OTHER MEMBERS

Five members from the community shall be selected to serve on the Subcommittee by the Commission based on a review of applications in which interested parties are asked to describe their involvement and expertise in trails and bikeways.

There is a desire to establish a subcommittee that provides a balanced representation from various geographic areas of the county, as well as the various trail user groups (pedestrians/hikers, equestrians, mountain bikers, road cyclists) and environmental organizations. Since many existing and proposed trails are located within open space, wilderness, and preserve areas, it is preferred that members have an understanding of the environmentally sensitive conditions and constraints associated with implementing trails in wildland areas.

Members of the Subcommittee (including the Commissioners) serve at the will and pleasure of the Commission. Therefore, they may at any time be removed from the Subcommittee, with or without cause, by a majority vote of the Commission whenever, in its discretion, the best interests of the OC Parks shall be served thereby.

C. COMPENSATION

Membership on the Subcommittee is strictly voluntary, and no compensation, benefits, or reimbursements are included or offered to the members (this includes parking passes/fees, park/attraction entrance fees, park use fees, etc.).

Upon expiration of their term or removal from office, such members shall not be entitled to any compensation or any other benefits that may have been granted during their term.

VIII. TERM OF OFFICE

The term of office for each non-Commission member shall be two years with a maximum of three consecutive terms (six consecutive years total).

The term of a Commissioner is limited to his or her service on the Commission.

Appointments and renewal of appointments to the Subcommittee shall be voted on by majority vote of the Commission during a regularly scheduled Commission meeting.

IX. GOVERNANCE

A. The Subcommittee shall provide a draft agenda to the Commission at least one week prior to the Subcommittee meeting for review.

B. The Subcommittee shall provide an update to the Commission regarding the Subcommittee meeting at the next regularly scheduled Commission meeting subsequent to the Subcommittee meeting.

X. TERMINATION OF SUBCOMMITTEE

The Subcommittee may terminate upon any of the following circumstances:

- A. The dissolution or termination of the Commission.
- B. The Board of Supervisors may, by majority vote, terminate the Subcommittee at any time.
- C. The Commission may, by majority vote, terminate the Subcommittee at any time.
- D. Five-year review and extension: Upon formation, which shall mean the date of the Commission's meeting where the Subcommittee has established its full membership as described herein, the Subcommittee shall automatically terminate five years thereafter unless a majority of the Commission votes to extend the Subcommittee for an additional five years. This process shall be repeated unless or until the Subcommittee is terminated.

XI. VOTING MAJORITY

Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the Subcommittee, except as otherwise provided by these Guidelines.

Members choosing to abstain from voting on specific actions will not affect majority requirements. Abstentions are considered a "non-vote" – neither a vote in the affirmative nor in the negative.

However, in order for an action to be passed, a majority of the quorum casting votes must vote in the affirmative.

For example: If, at a standing Subcommittee meeting, six (6) voting members of the Subcommittee are present to vote, and on a particular motion, three (3) vote in the affirmative, two (2) vote in the negative, and one (1) member abstains, the motion passes.