

GIRDWOOD TRAILS COMMITTEE OPERATING PROCEDURES

Statement of Purpose - The Girdwood Trails Committee (GTC) advocates for, protects, and maintains trails according to the guidelines of the Girdwood Trails Management Plan. The GTC reports to the Girdwood Board of Supervisors.

Meetings - Regular meetings are held the first Tuesday of each month, unless a national holiday or other important event conflicts.

Format for meeting is an open forum; Robert's Rules of Order are followed when necessary. Discussion is to be held in a respectful manner. The same Standards of Conduct followed in GBOS meetings will also apply to Girdwood Trails Committee meetings. These can be found at muni.org/gbos.

Quorum required to act on any business is five (5) qualified voting members.

Meetings will start at the published time and will adjourn no more than two (2) hours later; however, the meeting may be extended up to an hour by a majority vote of the Members present.

Meeting materials, as practicable, will be assembled and made available to the public at least twenty-four (24) hours before the meeting.

The Chair, Vice-Chair or designee leads the meeting; The Girdwood Valley Service Area (GVSA), or designee, takes minutes, publishes the agenda and minutes for the meeting on the website muni.org/gbos, as well as posting them at the Girdwood Library, Community Room and Post Office bulletin boards.

A previously published agenda is followed at each meeting. The agenda may be amended at the beginning of the meeting by a majority vote of the Members present.

Each agenda item is limited to a maximum of sixty (60) minutes of discussion unless the duration is extended by a majority vote of the Members present. There shall be an established public comment period during every meeting to allow the public to address items not on the agenda. Individual public comment will be limited to three minutes per person.

Issues requiring a vote require a minimum of two presentations at two different meetings at least one month apart. An exception may be an issue of extreme importance of a time-sensitive nature beyond the control of the principals and/or representatives, in which case only one meeting is necessary. Such an exception shall be granted by a 2/3 vote of the Members present. Petitioners pursuing exception of the two meeting requirement shall prepare a written statement to the GTC prior to the meeting addressing the following:

- What is the due date for this action?
- When did you become aware of the need for this action and the due date?
- Why do you need relief from the GVSA 2 meeting requirement for action on your item?

Girdwood Trails Committee is subject to the Open Meetings Act as found in Alaska Statute 44.62.310 and Anchorage Municipal Code 1.25 – Public Meetings.

Members – A voting member is any person eighteen (18) years of age or older who has attended one or more Trails Committee meetings in the last 12 months, and is:

- a) a current resident and/or property owner, business owner or designated representative of a non-profit association; and
- b) who has resided in, owned property in, owned a business located in, or operated as a non-profit association for the preceding ninety (90) days or longer in Girdwood Valley.

Attendance is verified through a sign-in sheet available at each meeting, or equivalent process.

Voting members must attend the meeting, either in the room or on-line, in order to vote. Absent members may send comments to the chair prior to the meeting. These comments will be included in the meeting packet.

Elections and Officers – The Girdwood Trails Committee Officers are Chair, Two (2) Vice-Chairs, Treasurer. Officers must meet Girdwood Trails Committee voting membership requirements.

The Chair shall preside over all Girdwood Trails Committee meetings, help develop monthly agendas, and assign tasks as needed.

Vice-Chairs are responsible for presiding over any meetings for which the Chair is absent. For any Girdwood Trails Committee correspondence other than meeting minutes, a draft document will be written by the Vice-Chair, or a person appointed by the Vice-Chair. Draft will be sent to the GVSA Administrative Officer, who will collect and incorporate comments into the document, and submit the final draft to the Chair for a signature.

The Treasurer is responsible for a monthly financial report.

All Girdwood Trails Committee Officers will make themselves available to represent GTC at LUC and GBOS meetings as necessary.

Elections will be held once a calendar year, preferably in January.

Subcommittees - The Girdwood Trails Committee may designate Ad Hoc Subcommittees for the purpose of working on special projects in detail and depth. Ad Hoc Subcommittees are temporary groups that will retire once the project is complete, or the concept is tabled by the Girdwood Trails Committee.

Funds – Per agreement, Girdwood Trails Committee monies are held in a designated account with Girdwood, Inc.

Girdwood Parks and Recreation Staff or Girdwood Trails Committee Chair may request funds from Girdwood, Inc by using the required form and accompanied by a receipt or documentation.

Modification to this Document – Voting members may modify this document with a majority vote.

Girdwood Trails Committee
PO Box 390
Girdwood, AK 99587

Adopted April 2008
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