

OPEN SPACE COMMITTEE

TOWN OF SAN ANSELMO

GUIDELINES FOR COMMUNITY SERVICE

The following guidelines are intended to assist applicants in determining their ability to serve, and to assist appointed members in serving well.

1. The seven member Open Space Committee has major responsibilities for the long-term planning of open space in and near San Anselmo, for the generation of community support for the implementation of that program and for the fund raising necessary to implement the plan. As such, the Committee will involve itself in some long-range planning and also will review planning and development matters that it deems appropriate for its review. It is understood that the Committee is to be an advisory body to the Town Council and that its role is to advocate for open space. This does not mean that the Town Council or Planning Commission automatically will approve Committee recommendations. However, it does mean that the concerns of the Open Space Committee will be placed before the Council and the Commission formally, to become part of the information presented for deliberations.

The Committee will meet on a regular basis, as is determined by the Chairperson, who will be elected by the Committee members. There will be no routine staff support to the Committee, although staff is directed by the Council to provide such support as will be reasonably necessary for the Committee to fulfill its responsibilities.

2. Members are expected to attend all meetings, unless prevented from doing so by a substantial reason. Members shall notify the Chairperson at least twenty-four hours before meeting time if they are going to miss a meeting. Automatic removal will occur if more than three consecutive regular meetings are missed, or more than four regular meetings in six months are missed, without prior notice and substantial reason.

3. Members are expected to be diligent and industrious in researching potential open space planning considerations and proposals.

4. Members should have, or acquire soon after being appointed, a lay person's understanding of the relevant law and an understanding of the physical characteristics and cultural aspects of the community.

5. Decision making is a collective process by the Committee as a whole. Staff providing support to the Committee is engaged to serve the community as a whole, under the general direction of the Council. Thus information requests to staff should come from the Committee and be limited to that which is needed and reasonable.

6. While any member is authorized to take an individual stand on any particular open space matter under discussion by the Planning Commission or the Town Council, the Committee may act formally only after a majority vote. Also, the Committee must make clear that its recommendations are advisory only.

7. Members may not solicit employment or professional assignments relating directly or indirectly to the projects under study by the Committee.