

Catskill Park Advisory Committee Charter

May 15, 2015

DEFINITION AND PURPOSE

The Catskill Park Advisory Committee (the Committee) was established by the Catskill Center for Conservation and Development (Catskill Center), the New York-New Jersey Trail Conference (Trail Conference) and in consultation with the New York State Department of Environmental Conservation (Department). The Committee is a group of local governments and organizations managed by the Catskill Center and the Trail Conference. The governments and organizations represent the various communities and user groups of the Catskill Park and the Catskill Watershed.

The purpose of the Committee is to provide assistance, advice and guidance to the Department, the New York City Department of Environmental Protection (DEP) and other land managers in the management of the New York State Forest Preserve, the Catskill Park and the Catskill Watershed. The functions of the Committee shall include, but not be limited to:

1. Review and advise Department on issues in the process of developing Department unit management plans.
2. Review and advise Department on unit management plans (UMPs) and consider the context of units' relation to each other, to related easement lands, to the community and the Parks as a whole.
3. Review, advise and make recommendations for amendments of the Catskill Park State Land Master Plan.
4. Review and advise Department on rules, regulations and policies affecting the Forest Preserve prior to the enactment, promulgation, implementation or revision thereof.
5. Advise the Department on positions it may take with respect to proposed legislation
6. Review, provide information about, and make recommendations based upon studies that have been conducted relating to the public use and Department management of the Forest Preserve.
7. Advise the Department on specific research needs as may be assigned by the Department or proposed directly by the Committee and approved by the Department.

8. Review Department activities that relate to the management of the Forest Preserve, including those that require the coordination of the different divisions within the Department that relate to the Catskill Park and the Catskill Watershed.
9. Advise the DEP on public access issues relating to DEP lands within the Catskill Watershed that are directly related to the integrity and management of the Forest Preserve and the Catskill Park, particularly on issues related to access.
10. Facilitate communication between major landowners of the Catskill Park and Watershed to support regional planning efforts and outdoor recreation development.
11. Advise communities, counties, other State agencies, outside organizations, institutions, authorities, public corporations and the federal government on increasing access to the Catskill Park, Park promotion, regional economic development, increasing visitor safety and education, and protecting the natural resources of the region.
12. Advise and recommend Department on spending priorities for the Catskill Forest Preserve and Park.

OPERATION

The Committee shall have the following authorities and responsibilities:

1. **Meetings**

The Committee shall meet at least four times annually. The schedule of the meetings to be held during the next calendar year will be determined at the last meeting of the current year. Additional meetings may be scheduled as necessary.

2. **Order of Business**

The order of business at all meetings of the Committee shall follow Robert's Rules of Order. At all meetings of the Committee, a simple majority of the total membership shall constitute a quorum.

When necessary during the course of business of the committee, a vote may be taken to endorse a recommendation or pass a resolution. In the case of resolutions and votes, a simple majority of members (when a quorum is reached) is needed for a vote to pass.

3. **Convener**

The designees of the Catskill Center for Conservation and Development and the New York-New Jersey Trail Conference will serve as convener. The convener will, in consultation with the Committee, exercise the following powers and duties:

- a. To call meetings of the Committee.

- b. To prepare the agenda, assemble materials needed to facilitate discussions, invite speakers on subjects of interest, and prepare the minutes for each meeting of the Committee.
- c. To preside over the meetings of the Committee.
- d. Appoint members to the Committee.
- e. To take minutes, record votes and resolutions and manage and preserve Committee documents.

4. **Chairperson**

The Committee shall select one of its members to serve as Chairperson.

a. Selection

The Chairperson shall be selected at the first meeting of every other calendar year by election through secret ballot after nominations are made. The member receiving the highest number of votes that is at least a majority of the number of members present shall be selected. If in the first round of voting no member should receive a majority, the members shall cast votes in a second round for the members receiving the three highest numbers of votes in the first round. If no member should receive a majority in the second round, the members shall cast votes in a third and final round for the members receiving the two highest numbers of votes. In the event of a tie, the convener shall cast the deciding vote.

b. Term of Office

The Chairperson shall serve for a term of two years. The term of office shall expire two years after election on the date of the first meeting of the calendar year. The number of terms that may be served by any Chairperson shall be limited to two terms, as long as the Chairperson remains a member of the Committee.

c. Powers and Duties

The Chairperson shall have the following powers and duties:

- (1) To appoint subcommittees to undertake specific tasks and projects and to oversee the activities of the subcommittees.
- (2) To prepare correspondence on behalf of the Committee.
- (3) Represent the Committee as necessary.

5. **Subcommittees**

The Committee shall have the authority, through its Chairperson, to appoint subcommittees to undertake specific tasks or projects. The membership of such

subcommittees shall consist of individuals from (1) the Committee membership; (2) those organizations in the membership pool that are not represented in the Committee membership at the time; or (3) persons from the general public who are recognized as having an interest in and concern for the Catskill Forest Preserve, Park or Catskill Watershed. Such subcommittees shall meet on call of the chairpersons thereof who shall be appointed by the Chairperson of the Committee.

5. Technical Assistance

To the extent possible, the Department and DEP will provide technical assistance upon the request of the Committee and its subcommittees.

MEMBERSHIP

The Committee shall consist of governmental, organizational and ex-officio members. Governmental members represent the interests of the County from which they were appointed. Organizational members serve as individuals, providing advice on Catskill Forest Preserve, Catskill Park and Catskill Watershed issues and problems, and contributing to the work of the Committee on the basis of their knowledge and of the particular concerns and interests of the organizations they represent. Individuals may only represent a single organization at a meeting for voting purposes.

It is expected that any one time, the membership of the Committee will not exceed 25 voting members in order to foster an atmosphere that is conducive to discussion.

Committee meetings are open to non-members who may have interest in certain topics and those attendees may take part in the discussion. Only voting members will be allowed to vote should a vote need to be taken.

In addition to the regular membership, the following representatives shall be *ex officio* members of the Committee:

The Assistant Commissioner of the New York State Office of Natural Resources or their representative

Representative of the New York City Department of Environmental Protection

Representative of the New York State Department of Transportation

Representative of the New York State Olympic Regional Development Authority

Representative of the Economic Development Council

Ex officio members shall not have the right to vote on Committee matters.

1. **Local Government Representatives**

Each of the Catskill Park counties, which include Delaware, Greene, Sullivan and Ulster Counties, will be given the opportunity to appoint one representative to the Committee.

2. **Organizational Members**

a. **Selection**

Organizational members shall be selected in accordance with the following process:

- (1) Members shall be selected from organizations with an interest in the Catskill Forest Preserve, Catskill Park, Catskill Watershed or local government agencies whose geographical jurisdiction includes areas of the Catskills. Organizations and government agencies from which organizational members may be selected include but are not limited to those listed in Appendix A.
- (2) The Convener shall ask the leader of each organization or agency to nominate one designee of the organization or agency to serve on the Committee.
- (3) The Convener shall select individuals from the nominees submitted to serve on the Committee.
- (4) The organizations and agencies listed in Appendix A shall serve as a guide in the selection of organizational members. Members may be selected from other organizations at the discretion of the Convener in consultation with the Committee.
- (5) The Convener will endeavor to appoint organizations and agencies that represent the variety of user groups, activities and communities of the Catskills. When multiple organizations exist to represent these categories, the Conveners will rotate through different organizations when terms expire.
- (5) In the case of the resignation of an organizational member, the Convener shall ask the leader of the organization or agency represented to name a replacement to serve the unexpired part of the term.

b. **Term of Office**

- (1) There will be no term of office for Local Government Representatives.

- (2) Organizational members are appointed for two-year terms with no limit on the number of terms an organization may serve.

CHARTER AMENDMENTS

This Charter may be amended by two consecutive two thirds majority votes of the Committee at two separate Committee meetings.

Ratified 5/13/2015

Appendix A

Potential Organizational Members

The Convener will use this list as a guide to appoint organizational members to the Committee. Membership will generally be limited to organizations on this list, however the list can be amended by the Convener after consultation with the Committee.

Adirondack Mountain Club
Association of Watershed Towns
Audubon Society
Catskill 3500 Club
Catskill Area Tourism Services (CATS)
Catskill Chambers of Commerce
Catskill Mountainkeeper
Catskill Mountain Club
Catskill Watershed Corporation
Conservation Fund Advisory Board
Delaware County Sportsmen's Association
Fats in the Cats
Federation of Sportsmen's Clubs of Sullivan County
Federated Sportsmen's Clubs of Ulster County
Finger Lakes Trail Conference, Inc.
Friends of the Catskill Interpretive Center
Frost Valley YMCA
Greene County Federation of Sportsmen's Clubs
Mountain Cloves Scenic Byway
New York State Conservation Council
New York State Guide Association
New York State Horse Council

New York State Snowmobile Association

Rip Van Winkle Hikers

Route 28 Scenic Byway

Trout Unlimited

Universal Access/Disabled Representative

Windham Area Recreation Foundation

Woodstock Land Conservancy