

253.2 SUBJECT: BOARD OF TRUSTEES OPERATIONS

:1..OBJECTIVE:

Provide an advisory body for the development and operation of the Harry P. Leu Gardens.

:2..AUTHORITY:

This procedure amended by City Council November 1, 1993.

:3..DIRECTION:

Mayor and City Council

:4..METHOD OF OPERATION:

A. ..Board of Trustees Composition, Tenure and Appointment

The Board of Trustees shall be composed of seven or nine persons who meet the provisions contained in the Warranty Deeds No. 78605, dated December 27, 1961, and No. 798606, dated December 21, 1961, as revised and amended November 7, 1983, who shall be appointed by the Mayor and confirmed by City Council. The Chairman shall be designated by members of the Board. All trustees shall serve without pay and have voting authority.

B. ..All Trustees shall become paying members of the Gardens within 30 days of confirmation of appointment to the Board of Trustees and shall maintain their membership throughout the full term of service.

C. ..Meetings

The Board shall meet monthly.

D. ..Agenda and Recording of Meetings

The Deputy Chief Administrative Officer, or designee, shall serve as consultant and as secretary to the Board, and shall prepare and maintain minutes of each meeting.

E. ..Reporting of Minutes

Minutes of each meeting shall be distributed to the Mayor, City Commissioners, Committee members and to the Office of the Chief Administrator within seventy-two (72) hours following such meetings.

:5 ..FORMS:

None.

:6..COMMITTEE RESPONSIBILITIES:

The Chairman shall appoint two standing committees annually:

A. ..Design Review Committee shall consist of no less than three members, at least one of whom shall be a Trustee. The purpose of the Committee will be to review and approve all garden designs (staff, members, volunteers, etc.) prior to installation for consistency.

B. ..The Policy Review Committee shall consist of no less than three Trustees with the Garden Director serving as staff support without voting privileges. The purpose of this committee will be to review existing and new policies for consistency with deed requirements, Garden philosophies and goals and City Policies and Procedures.

:7..REFERENCE:

Warranty Deeds: No. 798605, dated December 27, 1961; and No. 798606, dated December 21, 1961, as revised and amended November 7, 1983. This procedure adopted by City Council August 18, 1975, Item 26; reviewed and found current November 14, 1977, Item 6; amended February 19, 1979, Item 16; amended April 19, 1993, Item VV.

:8..EFFECTIVE DATE:

This procedure effective November 1, 1993.