

**Mission Trails Regional Park  
Citizens' Advisory Committee**

**OPERATING RULES**

*Adopted by MTRP Task Force  
Latest revision September 21, 2017*

**PURPOSE**

To act in an advisory capacity, under the direction of the Mission Trails Regional Park Task Force, for the purpose of recommending the implementation of plans for the acquisition, development, operation and maintenance of the Mission Trails Regional Park.

**FUNCTION**

1. To provide the means for arriving at consensus recommendations from representatives of the 10 affected major community planning areas and location jurisdictions:
  - City of San Diego
  - Navajo (City of San Diego) Community
  - Tierrasanta (City of San Diego) Community
  - Scripps Ranch (City of San Diego) Community
  - County of San Diego
  - City of La Mesa
  - City of El Cajon
  - City of Santee
  - San Diego State University
  - Marine Corps Air Station Miramar
2. To recommend a policy for the orderly implementation of acquisition, development, operation and maintenance plans.
3. To provide a forum for public input and coordinate and synthesize such input for Task Force presentation and action.
4. To advise the Task Force on any related matter as directed.
5. To act as liaison between the Task Force and the pertinent major entities, as directed.

**ORGANIZATION:**

1. Membership
  - A. The Citizens' Advisory Committee shall consist of representatives of:
    - City of San Diego (At Large) – 2
    - MTRP Foundation - 1
    - MTRP user group - 1
    - City of San Diego, Park and Recreation Board – 1

- Navajo Community Planners, Inc. – 1
  - Tierrasanta Community Council – 1
  - Scripps Ranch Civic Association - 1
  - San Carlos Area Council – 1
  - County of San Diego, Parks and Recreation Committee – 1
  - City of La Mesa – 1
  - City of El Cajon – 1
  - City of Santee – 1
  - San Diego State University – 1
  - Marine Corps Air Station Miramar – 1
- B. At Large members shall be appointed by the Task Force.
- C. The MTRP User Group member shall be appointed by the Task Force chair and confirmed by the Task Force.
- User group nominations shall be solicited by the Task Force chair from major MTRP user groups such as hikers, mountain bikers, rock climbers.
  - User group representation shall rotate between user groups.
- D. Other members and alternates shall be nominated by the agency or organization they represent. The Task Force will make the final decision.
- E. Any former Task Force member who requests appointment to the CAC and is appointed by the Task Force may serve as a CAC member and shall be classified as a Special Member.
- F. Each member shall be appointed to a maximum two-year term, which shall expire on January 1. There shall be no limit to the number of terms served. Re-appointments shall be made in the same manner as original appointments.

The following appointments shall expire in even numbered years:

- City of San Diego at-large (1 of 2),
- City of San Diego Parks and Recreation Committee,
- County of San Diego Parks and Recreation Committee,
- City of El Cajon,
- MTRP Foundation,
- Navajo Community Planners, Inc.,
- Scripps Ranch Civic Association,
- MCAS Miramar

The following appointments shall expire in odd numbered years:

- City of San Diego at-large (1 of 2),
- MTRP User Group,
- San Diego State University,
- Tierrasanta Community Council,
- San Carlos Area Council,
- City of La Mesa,
- City of Santee

- G. If a member has three successive unexcused absences, the Citizens' Advisory Committee Chairperson shall notify the Task Force Chairperson that a vacancy exists by virtue of such absences. An action item declaring the position vacant shall be included on the next Task Force meeting agenda. The Citizens' Advisory Committee Chairperson shall notify the member of the subsequent action taken by the Task Force. A replacement member shall be nominated by the affected agency or organization.
  - H. Members shall continue to serve until they have been re-appointed or their successor has been appointed by the Task Force, or until the Task Force Chair has been notified that he/she no longer represents the affected agency or organization.
2. Each of the above-mentioned representatives shall have an equal vote in all proceedings.
  3. The Task Force shall appoint the Chairperson and Vice-chairperson (to act in the Chairperson's absence) from among the Citizens' Advisory Committee's members, who will be responsible for conducting meetings, reporting to the Task Force, and any other functions to be determined by the Task Force and/or the Citizens' Advisory Committee.
  4. A quorum for conducting business shall consist of a simple majority of the properly filled membership positions, but shall in no case be less than five.

#### ADMINISTRATION:

1. Administrative and logistic support shall be furnished by the City of San Diego Park and Recreation Department unless otherwise directed by the Task Force.
2. These rules, and changes thereto, shall become effective upon approval by the Task Force.