

RICHMOND RURAL PRESERVATION LAND TRUST RULES AND REGULATIONS

1. ESTABLISHMENT

The Richmond Rural Preservation Land Trust, hereafter referred to as the Land Trust, was established by the Rhode Island General Assembly (1997 R. I. Pub. L ch.75) and Article 5, Section 5 of the Richmond Home Rule Charter.

2. TRUSTEES

a) General

The Land Trust is administered by seven Trustees who are residents of the Town and appointed by the Town Council.

b) Authority to Act

A Trustee may act on behalf of the Land Trust only with the approval of a majority of all the Trustees.

c) Resignations

A Trustee resigns by writing a letter to the Town Council and delivering it to the Town Clerk, with a copy to the Chair of the Land Trust. The resignation will take effect when the Town Council votes to accept it.

3. OFFICERS

a) General

The officers of the Land Trust are the Chair, the Vice Chair, and the Clerk. All three offices are held by Trustees.

b) Election of officers

Each January, the Trustees shall elect a Chair, Vice Chair, and Clerk to serve for one-year terms. The Clerk shall provide to the Town Clerk the names of those elected. A Trustee may hold the same office for any number of years, but no Trustee shall hold more than one office at the same time.

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c) Vacancies in office

If a vacancy occurs in the position of Chair, the Vice Chair shall serve as Chair for the remainder of the term. If a vacancy occurs in the position of Vice Chair or Clerk, the Trustees shall elect another Trustee to serve the remainder of the term.

d) Duties

- i. Chair: The Chair has general charge and supervision of the business of the Land Trust. He or she presides at all of its meetings, and is chief negotiator for acquisitions of property by the Trust unless he or she appoints another Trustee to act on his or her behalf. The Chair performs such other duties and possesses such other powers as the Town Council may from time to time prescribe.
- ii. Vice Chair: The Vice Chair performs the duties of the Chair, with the same powers accorded to and under the same restrictions placed upon the office, should the Chair vacate it or become unable to perform the duties. The Vice Chair also performs such duties as the Chair may from time to time prescribe.
- iii. Clerk: The Clerk gives notices of all regular and special meetings of the Land Trust as required by the Open Meetings Act; keeps minutes of each meeting, prepares and maintains a list of the Trustees and their addresses; and keeps all Land Trust records.

4. COMMITTEES

The Trustees may establish ad hoc committees to undertake specific tasks including but not limited to mapping and information management, stewardship, volunteer coordination, and public education. An ad hoc committee shall consist of one or two Trustees and as many non-trustee volunteers as the Trustees determine. For each ad hoc committee, the Trustees shall approve a document that establishes the membership of the committee, the purpose of the committee, the tasks it is expected to undertake, and the dates on which it must report its recommendations and activities to the Trustees. Non-trustee members shall be chosen on the basis of their expertise in the matter for which the committee was established.

5. MEETINGS

a) Regular Meetings

Trustees shall hold regular meetings at least once per month.

b) Quorum

A quorum consists of four (4) Trustees present and voting.

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c) Voting

A quorum is sufficient to take any action except the acquisition of property or property interests, which requires approval by a majority of all the Trustees.

d) Recusal

If a Trustee must recuse himself or herself from voting and as a result fewer than four Trustees are present to vote on an agenda item, the item shall be continued to the next regular meeting.

6. RECORD KEEPING

a) Clerk

The Clerk maintains accurate, up-to-date records of all Land Trust actions and meetings, including, but not limited to correspondence, proposals, reports and minutes.

b) Meeting Minutes

The Clerk maintains all meeting minutes. The minutes of each meeting are approved at the next Regular Meeting and a copy is provided to the Town Clerk.

c) Annual Administrative Budget

On or before the last business day in November, the Trustees shall submit a detailed estimate of the administrative funds required for the next fiscal year to the Finance Director.

7. ACQUISITION OF REAL PROPERTY AND INTERESTS

a) General

The Land Trust may acquire real property or an easement or other interest in real property. The Trustees shall submit a report to the Town Council before every property acquisition.

b) Evaluation of Properties and Interest

To evaluate properties and property interests, the Trustees shall use the Property Selection and Acquisition Process approved on May 23, 2005 and revised on March 5, 2012. The Trustees shall submit property appraisals to the Town Council before they are made available to property owners.

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c) Proposals and Reports

The Trustees shall include the following information in the proposals and reports they submit to the Town Council regarding properties and property interests they propose acquiring:

1. Description of the property or property interest, including accompanying burdens such as future maintenance requirements.
2. Description of special acquisition requirements or burdens, such as perpetual use requirements.
3. Justification for acquisition, including the intended use of the property or property interest and how the acquisition will or will not meet the stated purposes of the Land Trust.
4. History of price negotiations and final purchase costs or their estimation.
5. List of possible sources of funding for the acquisition.
6. Town funds needed for acquisition.

If the purchase requires Town funds in addition to the funds available in the Land Trust accounts, the expenditure must be approved by the Town Council.

d) Stewardship and management of property and property interests held by the Land Trust

Stewardship and management of all properties and interests held by the land trust shall be in accordance with an approved Management Plan established specifically for each property.

9. ADOPTION, REVIEW, AND AMENDMENT OF RULES AND REGULATIONS

a) Adoption of Rules and Regulations

These Rules and Regulations take effect immediately after the Land Trust and the Town Council approve them.

b) Review of Rules and Regulations

The Land Trust shall review these Rules and Regulations once every five (5) years, or sooner upon a vote of the Trustees, to determine whether the Rules and Regulations still reflect the current needs and practices of the Land Trust and whether amendment is necessary.

c) Amendment of Rules and Regulations

The Land Trust shall give at least fourteen (14) days notice prior to voting on amendment to these Rules and Regulations. Amendments approved by the Trustees take effect upon approval by the Town Council.