

LARIMER COUNTY AGRICULTURAL ADVISORY BOARD BY-LAWS

I. ROLE

The role of the Agricultural Advisory Board is to advise the Board of County Commissioners, and appropriate county departments on issues that affect production agriculture in Larimer County.

II. MEETINGS

- A. *Regular Meetings* shall be held at least every other month, with the precise date and time of the meeting to be determined by the Board and with at least twenty days advance notice of the meeting provided to members of the Board. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting and shall have priority over any other matters to be heard and considered.
- B. *Special Meetings* may be held at any time upon call by the Chairperson. The Chairperson shall call a special meeting upon request by the Board of County Commissioners of Larimer County, or upon request by three of the members of the Agricultural Advisory Board. Each member of the Agricultural Advisory Board shall be given at least seven days notice of any special meetings. Notice of any special meeting shall specify the time and the place of such special meeting.
- C. *Cancellation of Meetings* Regularly scheduled meetings of the Agricultural Advisory Board may be canceled or rescheduled upon approval by two-thirds of the members of the Board.
- D. *Meeting Procedures* for matters requiring action by the Board, parliamentary procedure shall be followed in moving, discussion, and acting on such matters.
- E. *Open Meetings* All meetings and action of the Board shall be in full compliance with State Statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the Staff Liaison to be familiar with these statutes and regulations
- F. *Attendance by Non-members* Meetings may be attended by persons who are not members of the Agricultural Advisory Board. At the discretion of the Chairperson, nonmembers may be allowed to speak at meetings. However, in no event shall non-members be allowed to vote on matters for which a vote is required.

III. MEMBERS AND QUORUM

- A. *Membership* The Agricultural Advisory Board shall consist of eleven to fifteen members, to be appointed by the Board of County Commissioners of Larimer County.

- B. *Terms* Members shall be appointed to a three (3) year term. The terms of the members shall be staggered so that the terms of one-third of the members expire each year.
- C. *Vacancies* shall be filled by appointment by the Board of County Commissioners for the unexpired portion of the term of the position to be filled.
- D. *Recommendations for Appointment* Upon request by the County Commissioners, the Agricultural Advisory Board shall make recommendations for appointments to the Board.
- E. *Ex-officio members* of the Board shall not vote on matters requiring a vote by the Board.
 - 1. Ex-officio members shall receive copies of all notices documents, and records of proceedings of the Board
 - 2. Ex-officio members shall not be entitled to vote on motions before the Board
- F. *Representation*
 - 1. At least two-thirds of the Board shall be involved in the production of agricultural products, e.g., crops, livestock, dairy products, equine industry.
 - 2. Appointments to the Board shall also reflect a diversity of agricultural producers from different segments of the agricultural economy in Larimer County, e.g., livestock production on rangelands, dairy, traditional crops such as beans, corn and alfalfa, and high value crops such as vegetables.
 - 3. To the extent possible, the Agricultural Advisory Board shall have members from different areas of Larimer County.
- G. *Quorum* A quorum for transaction of business at any regular or special meeting shall be greater than fifty percent of the board members. Neither attendance nor voting by proxy is allowed.
- H. *Action* Action by the Agricultural Advisory Board shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided in these By-laws

IV. OFFICERS

- A. *Officers* The Officers of the Agricultural Advisory Board shall be a Chairperson, a Vice-Chairperson, and a Secretary.
- B. *Elections* Officers shall be elected by the members annually, at the first regularly scheduled meeting of each year. Officers shall be members of the Board. Notification of who is elected Chair will be sent to the Board of County Commissioners
- C. *Chairperson responsibilities:*
 - 1. preside at all meetings of the Agricultural Advisory Board
 - 2. insure that all meetings are conducted with decorum and efficiency
 - 3. call special meetings in accordance with the by-laws

4. sign any documents prepared by the Board for submission to the Board of County Commissioners or county departments
5. see that decisions of the Board are implemented
6. represent the Board in dealings with the Board of County Commissioners or other organizations.
7. The Chairperson has the same right as any other member of the Board to vote on matters before the Board and to speak for or against proposals, provided, however, that if the Chairperson desires to speak for or against a proposal which has been formally moved and seconded at a public meeting, the Chairperson shall relinquish the chair to the Vice-Chairperson while he or she is speaking.

D. *Vice-Chairperson responsibilities:*

1. assist the Chairperson as requested
2. accept and undertake duties delegated by the Chairperson
3. preside over meetings or perform other duties of the Chairperson in the event the Chairperson is absent or unable to act.

E. *Secretary responsibilities:*

1. be responsible for making a record of the proceedings of the Agricultural Advisory Board
2. provide Notices of special meetings
3. prepare the agenda for meetings in consultation with the Chairperson
4. serve as custodian of the Board's minutes and records
5. receive and inform the Board of correspondence or directives concerning the business of the Board
6. attest to the signature of the Chairperson on documents as needed

F. *Removal from Office* Any officer may be removed from office by a majority vote of the members of the Agricultural Advisory Board in attendance at a meeting provided that at least thirty days notice has been given to all members that removal of the officer will be considered at such meeting.

G. *Officer Vacancies* If any office is vacant, the members of the Board shall elect a member to fill the office for the remainder of the year.

V. **ATTENDANCE**

A. Regular attendance by the members of the Board is expected.

B. *Removal from Board* Upon recommendation of the Agricultural Advisory Board the Board of County Commissioners may replace Board members having three or more unexcused absences in a calendar year. Recommendation for dismissal and replacement shall be made only upon the majority vote of the members (not including the member(s) whose attendance is being considered) in attendance at the meeting at which such consideration takes place. The secretary shall send notice of any recommendations for removal from the Board to the Board of County Commissioners.

VI. GENERAL PROVISIONS

- A. These by-laws may be amended at any regular or special meeting of the Agricultural Advisory Board by a majority of the membership of the Board provided that notice of such possible amendments is given to all members at least 20 days prior to the meeting at which action is to be taken: Any amendments shall be subject to review by the Board of County Commissioners.
- B. The Agricultural Advisory Board, if invited to do so by other boards; or committees of the County, may designate from its membership individuals to serve as liaisons to or ex-officio members of such boards or committees
- C. The Agricultural Advisory Board shall operate under the provisions of the Larimer County Operating Procedure 100.1 regarding Larimer County boards, commissions, councils, committees and task forces, as amended, and incorporated herein by reference.

Adopted this 22nd day of October 2002.

BOARD OF LARIMER COUNTY COMMISSIONERS

By: Glenn W. Gibson
Chair