

# **LARIMER COUNTY ENVIRONMENTAL AND SCIENCE ADVISORY BOARD BYLAWS**

Revised October 2013

## **ARTICLE I. Name and Location**

The name of this organization shall be the Larimer County Environmental and Science Advisory Board, and its principal place of business shall be Larimer County, Fort Collins, Colorado.

## **ARTICLE II. Role**

The role of the Environmental and Science Advisory Board is to advise the Board of County Commissioners and appropriate county departments on environmental and science-related issues that affect Larimer County.

In addition to these bylaws, the Advisory Board operates under the terms of the Larimer County Administrative Operating Procedure 100.1. A copy of that procedure, together with these bylaws, shall be provided to each member at the time of appointment.

## **ARTICLE III. Membership**

1. The Environmental and Science Advisory Board is composed of up to 12 voting members, chosen to serve three year staggered terms, and appointed annually by the Board of County Commissioners. These members shall reflect the diverse geographical, demographic, technical, and non-technical backgrounds of the citizens of Larimer County. Members will be selected from the County at large; cities and towns may recommend individuals for membership.
2. Any vacancy on the Environmental and Science Advisory Board, except the Chair, shall be filled at the earliest convenience of the Board of County Commissioners. A vacancy of the Chair shall be filled automatically by the Vice-Chair at the time of the vacancy.
3. Advisory Board members having three or more unexcused absences in a calendar year may be replaced by the Board of County Commissioners. Notification of potential dismissal from the Advisory Board will be mailed by the Chair to the board member following a second unexcused absence within a calendar year.
4. In accordance with County policy, no Environmental and Science Advisory Board member may serve more than two consecutive terms, except that a member appointed to fill a vacancy may serve the remainder of the unexpired term and two consecutive terms.

## **ARTICLE IV. Meetings and Voting**

1. Monthly meetings. Regular meetings of the Environmental and Science Advisory Board are the second Tuesday of the month at 6:00 P.M. at the Larimer County Courthouse in Fort Collins, or as otherwise announced. All meetings and actions shall be in compliance with CRS 24-6-402 regarding Open Meetings, and any subsequent amendments to said statute.
2. Special meetings. Special meetings may be requested by the Chair, or by a majority vote of the Board. Such special meetings shall be held at such place, date, and hour as may be designated by the person or persons authorized herein to call such meeting. Written or phone notice of such a meeting shall be given by the Chair to the Advisory Board members at least five (5) days and not more than twenty-one (21) days prior to the meeting. Public notification shall be given for such meetings.
3. Quorum. A quorum shall consist of a majority of the current voting members. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Board. In the event a quorum is not present at any meeting, the members may not take formal action, but at the discretion of the Chair may address informational items.
4. Voting. Each member is entitled to one vote, with voting governed by parliamentary procedure according to Robert's Rules of Order.

## **ARTICLE V. Officers and Compensation**

1. Officers. The Environmental and Science Advisory Board shall elect from among their members a Chair and Vice-Chair at the last meeting of the current calendar year. Officers shall serve for one year or until their successors are elected.
2. Chair. The Chair shall preside at all meetings of the Board and shall have the duties and powers normally invested in the office of Chair. He/she shall enforce all by-laws and regulations of the Board. He/she shall be the official spokesperson for the Board.
3. Vice Chair. The Vice Chair shall carry out the Chair's duties in case of absence, incapacity, or resignation of the officer.
4. Compensation. No board member shall receive any salary or payment for his or her services. Financial, technical and clerical support of the Advisory Board is provided by the Board of Commissioners' office through the County Manager or as designated by the County Manager.

## **ARTICLE VI. Staff Support**

Facilitator. A staff facilitator will be assigned to the Board and shall act as the liaison between the Board, the County Commissioners and the Departments. He/she shall have charge of correspondence, notifying members of meetings, elections and all other important information. He/she shall keep a role of the

members of the Board with names, addresses and phone numbers. The staff facilitator shall keep a record of all meetings of the Board.

## **ARTICLE VII. Duties of Environmental Advisory Board members**


1. Management of business. The Environmental and Science Advisory Board shall have general supervision and control of the business and affairs of the Advisory Board. Minutes will be kept at all board meetings.
  - a) Special Task Forces may be formed as necessary with any of the Board Members acting as Chair. Membership may be open to non-Environmental Advisory Board members as deemed advisable.
  - b) The Advisory Board shall prepare an annual report to the Board of County Commissioners on its activities, accomplishments, and goals and objectives.
  - c) The Advisory Board shall set an agenda with the help of the county staff.

## **ARTICLE VIII. Amendments**

The Environmental and Science Advisory Board shall have the power to amend such bylaws as may seem expedient, subject to approval of the Board of County Commissioners. Amendments to these Bylaws may be voted on at any regular or special meeting by a two-thirds vote in person. No amendment shall be adopted unless a copy of such proposed amendment has been included in or enclosed with notice of such meeting. The Advisory Board shall not have the power, however, to pass any bylaws which would alter the status of the Advisory Board.

Adopted this 8<sup>th</sup> Day of October 2013

LARIMER COUNTY ENVIRONMENTAL ADVISORY BOARD

By:   
Melissa Chalona, Chair

BOARD OF COUNTY COMMISSIONERS

By:   
Steve Johnson, Chair