



Bylaws of the Boulder County Parks & Open Space Advisory Committee

I. DESCRIPTION

- A. The name of this advisory board is the Boulder County Parks & Open Space Advisory Committee (POSAC).
- B. POSAC is an advisory board appointed by the Board of County Commissioners (BOCC) of Boulder County to provide advice to the BOCC and Boulder County Parks & Open Space (BCPOS) department regarding BCPOS plans, programs, and actions.¹

II. PURPOSE

- A. Provide a forum for public input regarding open space land acquisitions, dispositions,² the capital improvements plan (CIP), and management plans and policies.³
- B. Provide strategic non-binding advice and information to the BOCC and BCPOS staff, and, occasionally, the Boulder County Planning Commission. The board does not make binding decisions on behalf of the county.

III. MEMBERS & PARTICIPATION

- A. The membership of POSAC will consist of up to nine at-large members appointed by the BOCC. The membership should include a diversity of experience, backgrounds, and interests, and strive to reflect the demographics of Boulder County including but not limited to geography, race, ethnicity, gender, socioeconomic status, age, and other demographic categories.
- B. All POSAC members serve at the pleasure of the BOCC. The BOCC may terminate the service of any member at any time for any reason at its discretion.
- C. POSAC will adhere to the conditions for eligibility for membership adopted by the BOCC, included in Boulder County Personnel & Policy Manual, Section 1, Number 1.6.

¹ As stated in Boulder County Comprehensive Plan Open Space Element, OS 4.01.

² If purchased with open space tax revenues, as set forth in every open space tax resolution.

³ As stated in Boulder County Comprehensive Plan Open Space Element, OS 4.04.

- D. If a member of POSAC no longer resides in Boulder County or resigns from the board, the BOCC will appoint a replacement. All replacements will serve for the unexpired term of their predecessors.
- E. Attendance: POSAC members are expected to be present for all regular monthly meetings and one annual retreat. At the discretion of the BOCC, POSAC members missing three consecutive regular monthly meetings or four meetings within a calendar year (including the retreat) may be replaced. Members are to inform BCPOS staff of an absence at least 24 hours before a meeting.

IV. TERMS

- A. Member terms will be three (3) years. To the extent possible, terms will be staggered to maintain membership requirements.
- B. Term limits will be nine (9) consecutive years in accordance with Boulder County Personnel & Policy Manual, Section 1, number 1.6.
- C. Board members who reached their term limit will be required to take at least one (1) year off before they can apply for membership again.

V. OFFICERS

- A. POSAC will elect from among its members a chair and vice-chair at the first meeting of each year.
- B. Duties of each of the officers are:
 - 1. Chair: The chair will preside over all meetings of POSAC and will be the official spokesperson for the board.
 - 2. Vice-chair: The vice-chair will preside in the absence of, or at the request of, the chair and will be the board spokesperson in the absence of the chair.
- C. BCPOS staff will serve as the secretary for POSAC.

VI. MEETINGS

- A. Regular meetings will normally be held on the fourth Thursday of every month, except in November and December, when meetings will be held on the third Thursday. Regular meetings may be canceled due to a lack of agenda items or lack of a quorum. Generally, meetings will be held in the Commissioners' Hearing Room, Boulder County Courthouse, 1325 Pearl Street Mall. Special meetings may be called at any time by the chair, BOCC, BCPOS staff, or by a vote of POSAC members. All meetings are open to the public and will be held only after a minimum of 24 hours' notice.

- B. BCPOS staff will create the meeting agenda. POSAC members may request specific topics, additional information, and speakers for upcoming POSAC meetings at any time. However, the BOCC and BCPOS (as one of the county departments created by the BOCC) decide the contents of the POSAC agenda and who will make presentations to POSAC.
- C. BCPOS staff will publish the meeting agenda packet to the county website and email it to the members and POSAC list subscribers at least four business days preceding the regularly scheduled meeting. In extenuating circumstances, updates or additional agenda items may be added with a minimum of 24 hours' notice.
- D. A quorum at any meeting of POSAC will consist of a majority of the currently appointed members. Provided there is a quorum, any action by those present constitutes an action of POSAC. In the event a quorum is not present at any meeting, the members may choose to meet but not take action on decision items or adjourn and reschedule the meeting for a later date.
- E. Public participation will be limited to five minutes per speaker per item but, in the case of an electronic meeting, the ability of BCPOS staff to provide for live public comment is discretionary, depending upon the technology available. In cases where there are many people signed up to speak, members of the public may be limited to three minutes or another time limitation if appropriate. Pooling of speaker time will be permitted at the discretion of the chair. All speakers wishing to pool their time must be present at the meeting. Time allotted for pooled speakers will be determined by the chair, not to exceed a total of ten minutes. Speakers will be requested not to repeat statements made by previous speakers other than to express points of agreement or disagreement.
- F. Executive sessions may be called by a majority vote of the membership present at any meeting for the purpose of discussing any of those matters set out in CRS 24-6-402(4)(a) and CRS 24-6-402(4)(b). POSAC will take no formal action at such sessions. All executive session discussions are confidential but will be recorded in instances where recording is required by law.
- G. Field trips may be offered on occasion for general open space information purposes or to provide additional information on issues to be considered. Field trips will be open to the public and conducted only after a minimum of 24 hours' notice.

- H. Study sessions of the board may be held as necessary at the request of BCPOS staff, the chair, or the BOCC. Study sessions will be held for information purposes only and no votes will be taken. Study sessions may be held in conjunction with other county advisory boards or the BOCC. Study sessions will be open to the public; however, there will be no public participation unless specifically requested by the board. Study sessions will be conducted only after a minimum of 24 hours' notice. Study sessions will count as regular meetings for the purposes of board member attendance.
- I. Subcommittees composed of POSAC members may be appointed by the chair to work on special projects and report their findings at regular meetings. Upon completion of the assigned task, the chair will dissolve the subcommittee. Subcommittee meetings will be open to the public; however, there will be no public participation unless specifically requested by the board. Subcommittee meetings will be conducted only after a minimum of 24 hours' notice.
- J. In the event of extraordinary circumstances, such as the a public health emergency, POSAC meetings may be held electronically (via phone or computer) if in accordance with rules that are consistent with how other public meetings of the county are held and that safeguard the public's ability to listen to the meeting and provide comments (either before and/or during the meeting) about agenda items upon which POSAC will provide recommendations to the Board of County Commissioners.

VII. PARLIAMENTARY AUTHORITY

- A. Business, including presentations, discussions, motions, and voting, will be conducted in an orderly manner, generally following Robert's Rules of Order. The board may choose to vary from Robert's Rules of Order for the sake of simplicity and convenience providing there is a consensus from the board about the process to be followed and the process followed is clear and orderly.
- B. Actions taken by POSAC shall be voted upon by motion, with motions being deemed approved if they are seconded and a quorum of the board is present and they receive a majority of the votes cast. Each member of POSAC may vote on a recommendation proposed by motion to be made to the BOCC. Members must be present to vote. No proxy votes or phone-in votes are permitted, unless the meeting is held in part or in whole electronically due to extraordinary circumstances, as set forth in VI. J above, in which case members will vote by a method established by BCPOS staff.

VIII. CONFLICTS OF INTEREST & CODE OF ETHICS

- A. Members of POSAC shall not use their membership for private gain and shall act impartially and not give preferential treatment to any private organization or individual. A member who has a personal or private interest in a matter proposed or pending shall disclose such interest to the board prior to discussion of that matter by the board, and if necessary, shall recuse themselves from discussion or voting on the item and shall not attempt to influence the decisions of other members voting on the matter.
- B. POSAC members will be required to sign a Conflicts of Interest & Code of Ethics Acknowledgment form and comply with its terms.

These bylaws are hereby adopted this 25th day of June, 2020, by vote of a majority of the Parks & Open Space Advisory Committee and approved this 21st day of July, 2020, by the Boulder County Board of County Commissioners.

Approved:

Date: July 16, 2020


Chair, Boulder County Parks & Open Space Advisory Committee

Approved:

Date: 07/21/2020


Chair, Boulder County Board of County Commissioners