

## **BYLAWS**

### **Emergency Services Grant Program Advisory Committee**

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#### **ARTICLE I**

##### **NAME**

The name of this Committee shall be the Emergency Services Grant Program Advisory Committee (hereinafter referred to as “Committee”).

#### **ARTICLE II**

##### **PURPOSE**

The purpose of the Committee is to provide recommendations to the Boulder County Board of County Commissioners (“BOCC”) regarding the grant program that awards certain revenues from the Emergency Services Sales and Use Tax approved by voters in 2022 to take effect in 2023. To carry out its purpose, the Committee shall:

- a. Recommend distribution of grant funds designated by the Board of County Commissioners for fire districts and search and rescue organizations from the Emergency Services tax.
- b. Administer the emergency services tax grant program(s), including soliciting, reviewing, analyzing and prioritizing award recommendations to the Boulder County Commissioners.
- c. Liaise with community partners.

#### **ARTICLE III**

##### **ADVISORY COMMITTEE MEMBERSHIP**

###### **Section 1. Size**

The Committee shall consist of no more than nine (9) voting members.

###### **Section 2. Voting Members**

- a. All potential members will apply for Committee membership through an application process established by the Board of County Commissioners.
- b. All members shall be appointed and re-appointed by the Board of County Commissioners.

- c. All members should have interest or experience in the provision of emergency services in the rural and mountain areas of Boulder County.
- d. All members must reside in Boulder County.
- e. A good faith effort will be made to represent the diversity of the community. Diversity may include, but is not limited to, race, color, ethnicity, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, political affiliation, and geographic location within the County.
- f. No member of the Committee shall receive any compensation for serving on the Committee.
- g. Members requiring reasonable accommodations to participate on the Committee should contact the County's ADA Coordinator, Julia Larsen at [jlarsen@bouldercounty.org](mailto:jlarsen@bouldercounty.org) or (303) 441-3525.
- h. All members are subject to the training requirements for advisory boards and commissions to the Board of Commissioners and must adhere to Boulder County's policies regarding conflicts of interest, recusal, and ethics in government.

### **Section 3. Composition of Voting Members**

- a. At least one member shall be a person who was previously or is currently an employee or volunteer with a fire district serving Boulder County and this member will be expected to provide subject matter expertise, when needed.
- b. At least one member shall be a person who was previously or is currently an employee or volunteer with a search and rescue organization serving Boulder County and this member will be expected to provide subject matter expertise, when needed.
- c. At least one member shall be a resident whose property is served by a rural fire district or organization (defined as a fire district with the majority of its area located east of US 36 (Foothills Hwy.)/SH 93).
- d. At least one member shall be a resident whose property is served by a mountain fire district or organization (defined as a fire district with the majority of its area located west of US 36 (Foothills Hwy.)/SH 93).

- e. At least one representative who can represent the interests of the accessibility community to provide expertise/experience related to the needs of people with disabilities, when needed.
- f. At least one representative who can represent the interests of outdoor recreation or volunteer organizations that utilize or serve the rural or mountain areas of Boulder County.

**Section 4. Term of Membership**

- a. All terms following the initial terms of membership shall be three years in duration.
- b. A member shall serve no more than two consecutive full terms.
- c. At the conclusion of a member’s partial initial term or first or second full term, the member may re-apply to the Board of County Commissioners during the standard County advisory board and commission recruitment period to request to be reappointed.
- d. After serving two consecutive full terms, a member can apply to serve on the Committee after a one-year absence.

**Section 5. Vacancy, Resignation and Removal**

- a. A member may resign their membership at any time by providing written notice to the Staff Liaison or Chairperson or Vice-Chairperson.
- b. In the event a Committee seat is vacated prematurely by a member, their successor shall be appointed in the manner provided for original appointment, to serve for the unexpired portion of the term for which such member had been appointed.
- c. Members having two (2) consecutive absences from regularly scheduled meetings or three (3) absences from regularly scheduled meetings within a twelve-month period will be scheduled for a meeting with the Chairperson, Vice-Chairperson, and Staff Liaison to discuss whether the member may continue to participate on the Committee.
- d. Any member of the Committee may be removed at the discretion of the Board of County Commissioners.

**ARTICLE IV**  
**MEETINGS**

### **Section 1. Regular and Special Meetings.**

- a. Regular meetings of the Committee shall be held at least 4 times per year, or as needed. Committee members shall receive notice of said meetings at least three (3) working days prior to the meeting.
- b. Special meetings of the Committee may be called at the discretion of the Chairperson or Staff Liaison. With as much notice as reasonably possible, but not less than 24 hours prior to the occurrence of such special meeting, Committee members shall be notified the time, date, and location by email or telephone of such special meetings. The notice shall specify the nature of all business to be conducted at such meeting.

### **Section 2. Place of Meeting.**

- a. Meetings of the Committee shall be held at such place or places within Boulder County as may be designated, including virtually or in person.

### **Section 3. Quorum.**

- a. A simple majority of the Committee Members of record shall constitute a quorum at a meeting of the Committee.
- b. Should a member recuse themselves from voting, they are still counted as quorum for voting purposes.

### **Section 4. Chairperson and Vice-Chairperson**

- a. One member shall serve as Chairperson.
- b. One member shall serve as Vice-Chairperson.
- c. The Chairperson and Vice-Chairperson will be chosen by the Committee by election and will each serve for a one-year term, which may be renewed with a maximum service in that office of two years.
- d. The Chairperson shall preside at meetings of the Committee.
- e. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- f. In the absence of the Chairperson and Vice-Chairperson, any member may call the meeting to order and a temporary Chairperson shall be elected for purposes of conducting the meeting.
- g. The Chairperson shall serve as public spokesperson for the Committee; maintain a working knowledge of applicable laws, regulations, and policies;

oversee committee functioning; and assist in the recruitment, orientation, and support of Committee members.

- h. The Chairperson and Vice-Chairperson shall confer with Staff Liaison regularly before meetings.
- i. The Vice-Chairperson shall lead the Committee's efforts to recruit, orient, and support Committee members.
- j. The Vice-Chairperson will share responsibilities as appropriate with the Chairperson.

### **Section 5. Voting.**

- a. Each voting member shall be entitled to vote.
- b. No voting by proxy shall be allowed.
- c. The affirmative vote of a majority of voting members shall decide any question unless a different vote is required by ordinance or these bylaws, in which case such express provision shall control.
- d. All Committee voting must take place in a properly noticed public meeting.
- e. New business, not included on the agenda, may be addressed if all members of the Committee agree to do so.
- f. A record of any vote shall be maintained.

### **Section 6. Rules of Procedure**

The current edition of Robert's Rules of Order Newly Revised shall govern the conduct of business at all meetings of the Committee, except when such Rules conflict with these Bylaws.

### **Section 7. Staff Liaison.**

- a. A staff member designated by the Board of County Commissioners shall serve as staff liaison ("Staff Liaison") to the Committee.
- b. The Staff Liaison shall cause to be given notice of all Committee meetings and shall attend all such meetings.
- c. The Staff Liaison shall ensure that all meetings are properly recorded.
- d. The Staff Liaison shall meet the secretarial needs of the Committee and shall be responsible to ensure that minutes of Committee meetings are prepared and maintained consistent with Boulder County advisory Committee procedures.

- e. The Staff Liaison shall maintain a current membership list of all Committee members and all other official documents of the Committee.
- f. The Staff Liaison shall assist the Committee with facilitation, interfacing with Boulder County departments, managing the solicitation and contracting process; and providing Committee reports to the Boulder County Board of Commissioners and, as necessary, other stakeholders.

**ARTICLE V**  
**AMENDMENT**

**Section 1. Amendments**

Proposed amendments to these bylaws shall be presented in writing to the Committee. Approval of any proposed amendment to these bylaws shall require a vote of a quorum of the membership of the Committee and final approval by the Board of County Commissioners.

**These Bylaws were approved by the Board of County Commissioners pursuant to Resolution 2023-049 on June 20, 2023.**