

# LARIMER COUNTY DEPARTMENT OF NATURAL RESOURCES PARKS ADVISORY BOARD

## BYLAWS

### I. NAME

The name of this organization shall be the Larimer County Parks Advisory Board.

### II. COUNTY VISION

Larimer County will add value to the lives of its citizens by building partnerships, being customer driven, empowering people to take responsibility, being a fulfilling and enjoyable place to work, and being a good steward of public resources.

### III. DEPARTMENT MISSION

The mission of the Larimer County Department of Natural Resources is to establish, protect, and manage significant regional parks and open lands; to provide quality outdoor recreational opportunities; and stewardship of natural resources. We are committed to fostering a sense of community and appreciation for the natural, cultural, and agricultural heritage of Larimer County for present and future generations.

### IV. BOARD PURPOSE (see Attachment A)

A. To make recommendations to the Board of County Commissioners regarding the acquisition, planning, preservation, jurisdictional transfers, disposal, development, use, improvement and management of regional parks. Some typical areas of interest that the board may review include the Parks Master Plan implementation, fees on regional parks, long-term concessions, expansion of regional parks and recreational opportunities.

### V. MEMBERS

A. The membership of the Parks Advisory Board shall consist of a maximum of eleven (11) members appointed by the Board of County Commissioners and the membership shall reflect a balance in geography, population and interest.

B. Members of the Parks Advisory Board shall be replaced if the member moves out of Larimer County or resigns from the board. Replacement of a member shall be by appointment by the Board of County Commissioners. All replacements shall serve for the unexpired term of his/her predecessor.

C. In order to establish a regular membership rotation three members of the board shall be appointed for a one-year term; three members shall be appointed for a two-year term; and five members shall be appointed for a three-year term. Initial terms will be assigned by lottery. Members may apply for an additional term 60 days prior to their initial term

expiration. Thereafter, all terms of appointment for the eleven-member board shall be for three years.

D. Parks Advisory Board members missing three consecutive regular monthly meetings or four meetings within the calendar year may be replaced. This does not include special meetings or field trips.

E. Term limits shall be in accordance with Larimer County Administrative Procedure 100.1.

## VI. OFFICERS

A. The Parks Advisory Board shall elect from among their members a Chair and Vice-Chair at the July meeting each year. Officers shall assume office at the conclusion of the July meeting and serve for one year or until their successors are elected.

B. Duties of each of the officers are:

1. Chair: The Chair shall preside over all meetings of the Parks Advisory Board and shall be the official spokesperson for the board.
2. Vice-Chair: The Vice-Chair shall preside in the absence of, or at the request of the Chair.
3. Secretary: Natural Resources staff shall serve as the Secretary for the board.

C. The Board of County Commissioners shall be notified when a new chair is elected.

## VII. MEETINGS

A. Regular meetings shall be held once a month at a date, time and location to be announced. Special meetings may be called at any time by the Chair, Larimer County Commissioners, the department Director or designee, or by four members of the board. Regular and special meetings are open to the public and shall be held only after a minimum of 5 days notice to the public.

B. Field trips and work sessions will be conducted so that board members can become familiar with projects/locations prior to voting on a recommendation to expend funds. Field trips shall be held only after required notice.

C. Executive sessions may be called by a two-thirds vote of the membership for the purpose of discussing privileged information as defined by CRS 24-6-402 (4). No formal action shall be taken by the board at such sessions.

D. All executive session discussions are confidential.

E. The Chair and Natural Resources staff shall prepare the meeting agenda and mail, email or FAX it along with the minutes of the previous meeting and any other needed reports or information to the members at least four business days preceding the regularly scheduled meeting. Reports or materials handed out at meetings shall be sent to members who were absent.

F. A quorum at any meeting of the board shall consist of not fewer than six of the currently appointed members. Any action by those present, provided there is a quorum, constitutes an action of the board. In the event a quorum is not present at any meeting, the members may adjourn and reschedule the meeting at a later date with required notice.

#### VIII. CODE OF ETHICS

A. Parks Advisory Board members shall conduct their business in a manner consistent with the Code of Ethics adopted by the Board of County Commissioners, included in Larimer County Operating Procedure 100.7J.

B. A member shall recuse themselves from discussion and voting if a potential conflict of interest exists.

C. A conflict may result where a member has a personal or private interest in a matter proposed or pending before the Board; where a member stands to gain or lose financially as a result of a position taken by the Board; or where a member believes he/she cannot fairly and impartially discharge his/her duties.

#### IX. COMMITTEES

A. An executive committee from the Open Lands Advisory Board and the Parks Advisory Board consisting of the Chair and Vice-Chair of each board shall be appointed and meet regularly, at least quarterly, to ensure collaboration and coordination between boards.

B. Committees may be appointed by the Chair from the board membership from time to time to work on special projects and report their findings at regular meetings. Committees shall be dissolved by the Chair upon completion of the assigned task.

#### X. PARLIAMENTARY AUTHORITY

A. Each member of the Parks Advisory Board shall be entitled to vote on all matters pertaining to the Parks Program. A roll call vote shall be taken whenever the vote on a motion to recommend spending funds is not unanimous. All other voting procedures shall be governed by parliamentary procedure according to Robert's Rule of Order Newly Revised. No proxy votes shall be allowed.

#### XI. AMENDMENTS

A. These bylaws may be approved or amended in whole or in part by a two-thirds vote of the Larimer County Parks Advisory Board members, subject to approval by the Board of County Commissioners, during a regularly scheduled meeting provided any proposed changes to the bylaws are distributed in written form to all members at least ten days prior to the meeting at which action is taken on the proposed changes.

Approved by the Parks Advisory Board this 11<sup>th</sup> day of March, 2008.

The Larimer County Parks Advisory Board

By: Linda Knowlton  
Chair

Approved by the Board of County Commissioners this 13<sup>th</sup> day of May, 2008.

Board of Commissioners of  
Larimer County, Colorado

By: Sam W. Gibson  
Chair

DATE: 5/11/08  
APPROVED AS TO FORM:  
[Signature]  
ASSISTANT COUNTY ATTORNEY