

**By-laws and Rules of Procedure of the Larimer County  
Red Feather Lakes Planning Advisory Committee**

**Article I - Introduction**

**Section 1.**

These by-laws and rules of procedure have been adopted by the Red Feather Lakes Planning Advisory Committee. These by-laws and rules of procedure are designed and intended to inform all residents of the County and other interested persons about the operation of the Red Feather Lakes Planning Advisory Committee.

**Section 2.**

The official title of this Committee shall be the Red Feather Lakes Planning Advisory Committee and shall be referred to below as the Committee.

**Section 3.**

The Red Feather Lakes Planning Advisory Committee (RFLPAC) is a committee of citizens who live, work/volunteer or own property within the Red Feather Lakes Plan Area, appointed by the Larimer County Board of Commissioners. Its purpose is to provide an organized forum to facilitate communication with the County and within the community on issues that impact Red Feather Lakes.

In support of this purpose, the RFLPAC conducts monthly meetings to:

- A. Communicate to the County Commissioners and County Planning Commission concerns, issues or recommendations regarding development review applications received by the County for land within the Red Feather Lakes Plan Area. The types of development review applications that shall be referred to the RFLPAC are subdivisions, conservation development, rezoning, special reviews, minor special reviews and special exceptions.
- B. Communicate to the County Commissioners on any issues that impact the Red Feather Lakes community.
- C. Facilitate discussion among the Red Feather Lakes residents, workers and property owners pertaining to the "pathways" presented in the Red Feather Lakes Area Plan.

## **Article II - Membership and Officers**

### **Section 1.**

The Red Feather Lakes Planning Advisory Committee shall be comprised of a minimum of nine (9) members and a maximum of thirteen (13) members appointed by the Board of County Commissioners on staggered three year terms, with initial appointments staggered for one, two or three years. Term limits shall be in accordance with Larimer County Administrative Procedure 100.1.

### **Section 2.**

The officers of the Committee shall be Chair, Vice-Chair, and Secretary.

### **Section 3.**

The election of the Chair, Vice-Chair, and Secretary shall be held at the regular meeting of the Committee in January of each year.

### **Section 4.**

A vacancy in the office of Chair shall be filled automatically by the Vice-Chair and new Vice-Chair elected at the next regular meeting of the Committee from among the members. A vacancy in the office of Vice-Chair or Secretary shall be filled at the next regular meeting of the Committee by election from among the members. The officers so elected shall serve until the next annual meeting in January.

### **Section 5.**

Any member with three (3) absences per calendar year may be recommended to the Larimer County Board of Commissioners for removal from this committee. Requests for excuse from any regular meeting shall be directed to the Chair.

### **Section 6.**

Subcommittees comprised of members of the Advisory Committee may be formed by the Chair to consider and address specific issues of the community. The Chair shall designate the chairperson for each subcommittee.

Subcommittee chairs may ask citizens-at-large to consult with the subcommittee, offer suggestions and recommendations or provide information and ideas about specific issues on which the subcommittee is working. Subcommittees shall report their findings and final recommendations to the Committee.

All subcommittee meetings shall be open to the public and shall receive notice in the same manner as regular meetings of the Committee.

### **Article III - Duties of Officers**

#### **Section 1.**

The Chair shall preside at all regular, special or adjourned meetings of the Committee and shall, subject to these by-laws and rules of procedure, decide all points of procedure unless otherwise directed by a majority of the members there present and in session. The Chair may call special meetings of the Committee in accordance with these by-laws and shall sign all documents of the Committee.

#### **Section 2.**

The Vice-Chair shall assume the duties and responsibilities of the Chair in the event the Chair is absent or unable to perform.

#### **Section 3.**

The Secretary shall sign or attest to the signature of the Chair on the documents of the Committee and shall take notes of regular Committee meetings. The Chair shall assign another Committee member to take meeting notes in the absence of the Secretary.

#### **Section 4.**

The Director of Planning shall designate a staff person to provide administrative support to the Committee, including duties such as agenda preparation and distribution. Records relating to the Committee shall be maintained at the Larimer County Planning Department.

### **Article IV - Meetings**

#### **Section 1.**

The regular meetings of the Committee shall be held on the fourth Thursday of each month at a time and place to be announced in Red Feather Lakes, Colorado, or after timely notice, at such place as the Chair shall designate. Method of notice of meetings shall be determined at the annual meeting. All meetings and actions shall be in compliance with C.R.S. 24-6-402 regarding open meetings and any subsequent amendments to said statute.

#### **Section 2.**

A regularly scheduled meeting of the Committee may be cancelled or rescheduled by majority action at a preceding meeting.

In the event that all the agenda items for a meeting are withdrawn or cancelled within the thirty, (30) days prior to the meeting, the Chair may cancel the meeting. Notice of the change in schedule shall be mailed or emailed to each member of the Committee.

In the event of existing or forecast inclement weather that might make travel to and from the meeting unsafe, the Chair will be responsible for a decision to either cancel or proceed with the meeting. The decision will be made by at least 10:00 AM on the day of the meeting. Committee members will either be emailed or telephoned (depending on their preference) as soon as possible following the decision. The meeting will be automatically rescheduled to the Thursday of the following week, at the same time and location.

One or more members the Committee may participate in such meetings and may vote through the use of telecommunications devices. Such participation may include but not be limited to the use of a conference telephone, video conferencing or similar communications equipment. Such participation through telecommunications devices shall constitute presence in person at such meeting.

### Section 3.

The regular meeting in January of each year shall be considered the annual meeting.

### Section 4.

Special meetings may be called by the Chair, or by a majority of the voting members of the Committee or upon request of the Larimer County Board of Commissioners following at least seven (7) days notice to each member of the Committee. Time and place of special meetings shall be specified with information sent to each member of the Committee notifying them of a special meeting.

### Section 5.

All meetings of the Committee shall be open to the public.

### Section 6.

All meetings of the Committee shall require a quorum to be present and in session before official and formal action can be taken on any matter. A quorum is defined for the purposes of these by-laws and rules of procedure as a majority of the members of the Committee then serving. The Vice-Chair shall preside in the absence of the Chair. Where both the Chair and Vice Chair are absent, those members present through a majority vote shall select a member as Chair Pro-Tern to preside over that meeting.

#### Section 7.

Voting at any regular, adjourned or special meetings shall be by a roll call vote except that procedural matters may be by voice vote. The order of voting will be rotated each meeting except that the Chair shall vote last. Quorum shall consist of a majority of the members of the Committee then serving. Actions shall be by majority vote of those present at a meeting.

#### Section 8.

The Chair may from time to time call work session meetings for the purpose of receiving information, hearing presentations and discussing intonation provided, however, no formal or informal action may be taken. Public notice must be posted for such work sessions.

#### Section 9.

Any member shall request of the Chair to be excused from discussion and voting on any matter before the Board in which the member feels there is a personal interest or conflict.

#### Section 10.

The order of business for all meetings shall be the order as it appears in the agenda except that the Chair may under special circumstances rearrange the order of business unless otherwise directed by a majority of the members there present and in session.

- A. Roll call
- B. Adoption of the agenda
- C. Review of meeting notes
- D. Communication from Committee members
- E. Personal appearances (non-agenda items; limited to 5 minutes each)
- F. Consideration of County Referral Items
- G. Other agenda items
- H. Committee reports
- I. Adjourn

#### Section 11.

In the case of County referral items and other agenda items on which the Committee intends to make formal comments, the following procedures will normally be observed. This procedure may be rearranged by the Chair for an individual item if necessary for expeditious conduct of business:

- A. Introduction of the item by the Chair.
- B. Comments from the audience (the Chair may announce a time limit for individual comments in order to allow those present to be heard).
- C. Discussion by the Committee.
- D. Motion and second by the Committee (comments of the Committee members and vote).

#### Section 12.

Reconsideration of any decision of the Committee may be held when an interested party documents, to the satisfaction of the Chair, that previous testimony and facts given were erroneous or new evidence has been discovered. Reconsideration shall not be allowed after action on the recommendation has been taken by the Board of County Commissioners.

#### Section 13.

The Chair may declare a continuance of the Committee's agenda if the lateness of the hour would be detrimental to all and fair consideration of any item.

#### Section 14.

The Chair may allow "Personal Appearance" at the beginning of each meeting by any citizen of the area desiring to speak on any matter not scheduled on the agenda. The Committee does not take immediate action on items presented under personal appearances; any statement made shall be relative to the Red Feather Lakes matters and shall be no more than five (5) minutes in duration.

### Article V - Amendments

#### Section 1.

The by-laws may be amended at any meeting of the Committee by a majority vote of the Committee provided that notice of said amendment is given to each member in writing at least thirty days prior to said meeting. By-laws amendments must be approved by the Board of County Commissioners prior to implementation.

#### Section 2.

Roberts Rules of Order may be relied on and used for guidance to the extent necessary to maintain decorum during meetings.

**Article VI - Compliance with County Policy**

This committee shall conduct all business in compliance with the Board of County Commissioners adopted policy on Boards and Commissions which is incorporated, by this reference, into these by-laws.

BOARD OF COUNTY  
COMMISSIONERS  
LARIMER COUNTY, COLORADO

BY:

Justin Stephens  
Chair

ATTEST:

W. Bryant  
Deputy Clerk



DATE: 11/14/22  
APPROVED AS TO FORM

Michael J. H.  
Asst COUNTY ATTORNEY