

**RIO BLANCO COUNTY
COLUMBINE PARK ADVISORY BOARD
BYLAWS**

I. ARTICLE: AUTHORITY

The Board of County Commissioners of Rio Blanco County, Colorado (the "Board") has determined the need and desirability for the Columbine Park Advisory Board (the "CPAB") to advise the Board and the Columbine Park Facilities Manager in matters involving policy and philosophy related to Columbine Park's operations and activities. It has no legislative, administrative, or programmatic authority, and is advisory.

The Board of County Commissioners of Rio Blanco County, Colorado is empowered by the provisions of §30-11-107 (1)(a) and (e), C.R.S. as amended to create the CPAB and through subsequent resolution has defined the status and functions of the CPAB.

II. ARTICLE: PURPOSE

The primary and general responsibility of the CPAB is to all citizens of the County, the Board, and the Columbine Park Facilities Manager.

The CPAB must protect the desires and interests of the County. The CPAB must consider the issues at hand, check all factors to see that they are well founded, decide if the matter serves the best interests of the County at-large, and make honest decisions accordingly.

The CPAB must demonstrate an active interest in the objectives, goals and problems for Columbine Park's facilities and open space.

The CPAB reviews and advises of allowable uses of Columbine Park.

The CPAB reviews and advises on the Columbine Park rental structure.

The CPAB reviews and advises on updates to the Columbine Park Master Plan.

The CPAB reviews proposals and/or resolutions of significant conflicts involving Columbine Park users, neighbors or other stakeholders.

The CPAB reviews and advises on Columbine Park's long-range goals for the development of programs and capital improvement needs.

The CPAB reviews and advises on items which specifically relate to questions involving policies, philosophy and objectives, or changes in existing policy, philosophy or objectives of Columbine Park.

III. ARTICLE: COMPOSITION

The Columbine Park Advisory Board Members (the "Members") shall be appointed by the Board and shall consist of five (5) regular Members who have resided within Rio Blanco County for at least one year prior to their appointment.

The Members must serve at will and at the pleasure of the Board. All Members must serve without pay and will not be reimbursed for expenses incurred in the conduct of business.

IV. ARTICLE: TERM

The appointment term for Members of the CPAB will be three (3) years, Members may be appointed to serve two (2) consecutive Terms, without special provisions.

At the expiration of the Member's first term, The Member may request re-appointment; however, re-appointment is not guaranteed, the Board has the discretion to re-advertise or re-interview for the vacant position. Upon expiration of the second (2) consecutive term, the Member will not be eligible to be appointed to the CPAB until one (1) calendar year has passed since serving on the CPAB, unless the special provision is exercised.

The Board can exercise this special provision, if upon the expiration of a Member's second consecutive term, a Member may be eligible for reappointment for a third (3) consecutive term, if after advertising for the position, no other citizens have volunteered for appointment, and the Member receives an unanimous recommendation from the CPAB, the Columbine Park Facilities Manager, and the approval of the Board, the Member can be appointed by the Board to a third (3) term. At the end of the third (3) consecutive term the Member will not be eligible to be appointed to the CPAB until one (1) calendar year has passed since serving on the CPAB.

A Member may be removed without cause by the Board for reasons that may include but are not limited to unsatisfactory performance of duties, misconduct, conflict of interest, or other activities deemed by the Board detrimental to the best interest of Columbine Park and/or Rio Blanco County.

V. ARTICLE: VACANCIES

All CPAB vacancies will be filled by Board appointment, in the same manner as the original selection and for the remainder of the unexpired term.

Members appointed to a vacancy to complete a term that has more than one and one-half years remaining shall be reappointed to no more than one (1) additional term.

VI. ARTICLE: OFFICERS

The CPAB Officer Position's shall be a Chair, Vice-Chair, and Secretary.

The CPAB Officer's Election's shall occur annually at the May meeting.

a. CPAB Officer Duties:

i. The CPAB Chairman Shall:

1. Preside at meetings and enforce Parliamentary Rules of Order.
2. Preside at the meetings and performs the duties ordinarily performed by that office.
3. Serve as an ex-officio member of all committees appointed by the CPAB.
4. Call special meetings of the CPAB whenever there is enough business or upon written request of at least three (3) Members.
5. Approve the Agenda for the meetings.
6. Exercise such other powers as may be delegated by the CPAB.

ii. The CPAB Vice-Chairman shall

1. In the absence of the Chairman, serve in the capacity and assume the duties of the Chairman, taking actions appropriate to fulfill said responsibilities.
2. An appointed Second Vice-Chairperson, in the absence of the Chairperson and the Vice-Chairperson, shall perform all the duties of the Chairperson.
3. An appointed Third Vice-Chairperson, in the absence of the Chairperson, the Vice-Chairperson and the Second Vice-Chairperson, shall perform all the duties of the Chairperson.

iii. The CPAB Secretary shall.

1. The Secretary, in the absence of the Chairperson, the Vice-Chairperson, the Second Vice-Chairperson and the Third Vice-Chairperson, shall call the meeting to order and preside until the immediate election of a chairperson pro tem.
2. The Secretary shall sign all recorded minutes of meetings that have been approved by the CPAB.
3. The duties of the Secretary of the CPAB include preparation of the agenda, keeping a full and true record of all meetings, custodianship of all documents and written materials belonging to the CPAB, and issuance of notice of meetings. Copies of Columbine Park Records shall be provided to Columbine Park Facilities Manager promptly following each meeting.

VII. ARTICLE MEETINGS

At all times, the CPAB shall conduct its business in compliance with the Colorado Sunshine Laws for open meetings.

The CPAB will hold monthly meetings, the meetings will be held at the Columbine Park Maintenance Office where the CPAB will finalize the date and time for the next month's meeting.

The Members may participate in a meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this method shall constitute presence in person at such meeting.

The CPAB Chairperson may call special meetings as necessary.

The Columbine Park Facilities Manager may request special meetings through the Chairperson.

Notice of all regular meetings shall be mailed or emailed to each Member no later than the Friday prior to each meeting.

Notice of all regular meetings shall include the Agenda, Minutes of the previous meeting, and all relevant material.

Submission of items to be included in the agenda packet shall be received not less than ten (10) working days prior to any CPAB meeting.

The Agenda will be posted in advance of the CPAB meeting at the County's official public notice Board outside the Clerk and Recorder's office, and the Rangely Post Office.

Items requiring CPAB action must be submitted for inclusion in the packet for review prior to the scheduled meeting.

Quorum: Three (3) regular Members shall constitute a quorum for official business. In the absence of a quorum, the meeting will be canceled.

The CPAB or any committee designated by CPAB may participate in any CPAB meeting by means of a telephone conversation or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting. Any such telephone meeting shall conform to the Open Meetings Law, §§24-6-401 et seq., Vol. 7, C.R.S. 2000, as amended.

Voting: Voting must be by voice vote, except that any Member can request a roll call vote on any issue. Roll call votes shall be recorded as such in the minutes of the meeting.

VIII. ARTICLE: COMMITTEES

The Chairperson, as needed, shall designate committees.

Committees may include non-CPAB Members by CPAB action and the size and membership determined by the CPAB.

These Bylaws may be amended by affirmative, majority vote of the Members and approval by the Board.

ADOPTED AND APPROVED BY THE BOARD OF COMMISSIONERS OF RIO BLANCO COUNTY, COLORADO THIS 14th DAY OF January, 2020.

(Seal)



Attest:

Betsy M Campbell
Clerk & Recorder

The Board of County Commissioners
Of Rio Blanco County, Colorado

By: [Signature]
Jeff Rector, Chairman

By: [Signature]
Si Woodruff, Commissioner

By: [Signature]
Gary Moyer, Commissioner