

FAMILY ADVISORY BOARD BYLAWS [ADOPTED 02/2022]

I. ROLE

The role of the Family Advisory Board (FAB) includes three (3) primary responsibilities:

1. Research, review, and summarize data on issues, challenges, needs, service gaps, and barriers to service facing families in the Estes Valley; and
2. Discuss, prioritize, and summarize information to share with the Estes Park Town Board, and present policy recommendations that align with or inform the Town Board's Strategic Plan; and
3. Provide the perspective of families on current projects and plans of the Town Board and deliver informed and timely responses to the Town Board for information as requested.

"Chair" in the remainder of this document will refer to the Chair of FAB.

"Staff Liaison" shall be the Assistant Town Administrator or other designee of the Town Administration.

II. MEETINGS

- A. *Regular Meetings.* Shall be held monthly, with additional meetings scheduled as needed. Regular meetings shall occur at 3:30 p.m. on the first Thursday of each month. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting and shall have priority over any other matters to be heard and considered.
- B. *Special Meetings.* May be held at any time upon call by the Chair or the Staff Liaison as needed. Notice of at least three (3) calendar days shall be given to each member of the FAB. The time, place, and purpose of the special meeting shall be specified in the notice to the committee members. Should a special meeting be scheduled, notification must be provided to the Assistant Town Administrator in an effort to adequately notify the public in accordance with the State of Colorado Open Meetings Law Section 24-6-402(2)(c) C.R.S.
- C. *Cancellation of Meetings.* Regularly scheduled meetings of the FAB may be cancelled or rescheduled upon determination by the Chair. Any cancelled meeting requires notification to the Staff Liaison in an effort to adequately notify the public.

- D. *Meeting Procedures.* Chair shall preside in accordance with generally accepted norms for the conduct of parliamentary procedure. The FAB may overturn a parliamentary determination of the Chair by majority vote. Robert's Rules of Order may be considered as a parliamentary guide.
- E. *Open Meetings.* All meetings and action of the FAB shall be in full compliance with state statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the assigned staff member of the Town Administrator's Office to be familiar with these statutes and regulations.
- F. *Attendance by Non-members.* Meetings may be attended by persons who are not members of the FAB. At the discretion of the Chair, non-members may be allowed to speak at meetings. However, in no event shall non-members be allowed to vote on matters for which a vote is required.

III. MEMBERS AND QUORUM

- A. *Membership.* The FAB shall consist of no fewer than seven (7) and no more than ten (10) members. Members must be residents of the Estes Park School District R-3; have adequate time to devote to the FAB (at least six (6) hours per month); and have experience dealing with issues facing families in the Estes Valley. Appointments of members shall be made by the Town Board in accordance with Policy 102.
- B. *Terms.* Members shall be appointed to a three (3) year term. The terms of the members shall be staggered so that the terms of an equal number of the members, or as equal a number as possible, expire on the last day of April each year. There are no term limitations, and members may be reappointed by the Town Board in accordance with Policy 102.
- C. *Vacancies.* Vacant positions shall be filled by appointment by the Town Board for the unexpired portion of the term of the position to be filled.
- D. *Quorum.* A quorum for transaction of business of the FAB shall consist of a majority of the appointed (voting) member positions that are filled at the time. This is the minimum number of members required to be present to open a meeting and conduct business.
- E. *Action.* Any action by the FAB shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided by law or ordinance. A tie vote shall constitute failure of the motion on the floor.
- F. *Town Board Liaison.* The Town Board may appoint one of its members as a liaison to the FAB, who shall receive copies of all notices, documents, and records of proceedings of the FAB which any member would also receive.

IV. OFFICERS

- A. *Officers.* The FAB officers shall include a Chair and a Vice-Chair as selected by the FAB.
- B. *Elections.* Officers shall be elected by the members annually, at the first regularly scheduled meeting of each year. Officers shall be members of the FAB. Notification of who is elected Chair and Vice Chair will be sent to the Town Clerk.
- C. *Chair Responsibilities:*
 - 1. Preside at all meetings
 - 2. Ensure that all meetings are conducted with decorum and efficiency
 - 3. Call special meetings in accordance with the bylaws
 - 4. Authority to cancel a meeting
 - 5. Sign any documents prepared by the FAB for submission to the Town Board or Town departments
 - 6. Represent the FAB in dealings with the Town Board or other organizations
 - 7. The Chair has the same right as any other member of the Board to vote on matters before the FAB, to move or second a motion, and to speak for or against proposals.
- D. *Vice-Chair Responsibilities:*
 - 1. Assist the Chair as requested
 - 2. Accept and undertake duties delegated by the Chair
 - 3. Preside over meetings or perform other duties of the Chair in the event the Chair is absent or unable to act.
- E. *Officer Vacancies.* If any office is vacant, the members of the FAB shall elect a member to fill the office for the remainder of the year.
- F. *Chair Pro Tem.* In the absence of the Chair and Vice-Chair at a given meeting, the FAB may elect a voting member to serve as Chair for the duration of that meeting.

V. STAFF ROLE

An assigned staff member of the Town Administrator's Office is responsible for proper notification of meeting, preparation and distribution of agenda, assembly of packet and minute taking for all meetings.

VI. ATTENDANCE

Regular attendance by the members of the FAB is expected. In the event any member misses three (3) consecutive regular meetings or a total of four (4) regular meetings in a calendar year, the Town Board may remove its appointed member for neglect of duty and designate a new member to fill the vacancy.

VII. AMENDMENTS

Recommendations for amendments to these bylaws may be adopted at any regular or special meeting of the FAB by a majority of the membership of the FAB provided that notice of such possible amendments is given to all members at least five (5) days prior to the meeting at which action is to be taken. Any amendments shall be subject to approval by the Town Board.

VIII. COMPLIANCE WITH TOWN POLICIES

- A. In addition to these bylaws, the FAB shall operate in compliance with the adopted Town Board policy on Town Committees, Policy 102, as amended. The terms of this policy are incorporated into these bylaws by this reference. A copy of the policy, along with these bylaws, shall be provided to each member at the time of their appointment.
- B. Failure to comply with applicable Town policies may be grounds for an official reprimand or censure by the FAB and/or a recommendation to the Town Board for removal.

IX. CONFLICT OF INTEREST

All members of the FAB are subject to the standards of conduct under the State of Colorado Code of Ethics, Sections 24-18-101 et seq., C.R.S., and Article XXIX of the Colorado Constitution (Amendment 41). At the time of introduction of an individual item on the FAB agenda in which the member has a conflict of interest, the member shall state that a conflict of interest exists and then abstain from participating and voting on the matter. A member having a conflict of interest on any matter shall not attempt to influence other members of the FAB at any time with regard to said matter.

Adopted this 8TH day of FEBRUARY, 2022.
ESTES PARK BOARD OF TRUSTEES

By: 
Mayor