

COMPREHENSIVE PLAN ADVISORY COMMITTEE BYLAWS [ADOPTED 01/2022]

I. ROLE

The mission and role of the Comprehensive Plan Advisory Committee (“CompPAC”) are fourfold:

1. Serve as advisors in support of drafting a Comprehensive Plan (“Plan”), by giving overall guidance to the process and ensuring ample public participation and specialized input in the development of the Plan; and
2. Consider issues, review data, consider alternatives, discuss ideas, refine vision and values, advise staff, Planning Commission, and elected officials, and make recommendations to those entities and the community regarding goals, policies and strategies being developed for the Plan; and
3. Be a link to the community at large by sharing the planning process with acquaintances, colleagues, and communities of interest in the spirit of information sharing and outreach to different segments of the community, without biases and prejudices to the outcomes; and
4. During the Comprehensive Planning process, the CompPAC should strive to maintain compliance with applicable standards and requirements from the Colorado Department of Local Affairs, per the grant award contract, and with applicable state and local regulatory requirements for advisory committees.

“Chair” in the remainder of this document will refer to the Chair of CompPAC.

II. MEETINGS

- A. *Regular Meetings.* Shall be held at least twice per calendar month. Regular meetings shall occur at regular times set by the CompPAC. 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 Community Development Director as needed. The Chair shall call a special meeting upon request by the Town Board or Town Administrator. Notice of at least three (3) calendar days shall be given to each member of the CompPAC. The time, place, and purpose of the special meeting shall be specified in the notice to the committee members. Public notice of the meeting shall be given in accordance with Colorado Revised Statutes Sec. 24-6-402(2)(c) C.R.S.

- C. *Cancellation of Meetings.* Regularly scheduled meetings of the CompPAC may be cancelled or rescheduled upon determination by the Chair. Any cancelled meeting requires notification to the Community Development Director in an effort to adequately notify the public.
- D. *Meeting Procedures.* The Chair shall preside in accordance with generally accepted norms for the conduct of parliamentary procedure. The CompPAC 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 CompPAC shall be in full compliance with state statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the Community Development Director 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 CompPAC. At the discretion of the Chair, nonmembers may be allowed to speak at meetings. However, in no event shall nonmembers be allowed to vote on matters for which a vote is required.

III. MEMBERS AND QUORUM

- A. *Membership.* The CompPAC shall consist of eleven (11) voting members, plus an indefinite number of non-voting stakeholders at the Town Board's discretion. Appointments of voting members and non-voting stakeholders shall be made by the Town Board in accordance with Policy 102.

The following membership parameters are aspirational, and reflect the need to provide for a diverse and widely inclusive array of stakeholders among the CompPAC's members. Representative voting membership on the CompPAC may include, but will not be limited to, the following:

- Member(s) of the Estes Park Planning Commission
- Resident(s) of the Town of Estes Park
- Business owner(s), operator(s), or employee(s) of enterprises that primarily serve visitors
- Business owner(s), operator(s), or employee(s) of enterprises that do not necessarily primarily serve visitors
- Property owner(s) in the Town of Estes Park, not necessarily full-year residents
- Member(s) or representative(s) of the community for whom English is not a first language
- Member(s) or representative(s) of stakeholders age 25 or younger
- Member(s) or representative(s) reflecting one or more of the "Colorado For All" diversity, equity, and inclusion demographics, including: gender, race, ethnicity, religion, national origin, age, sexual orientation, gender

identity, citizenship status, education, disability, and/or socio-economic status

- Resident(s) of the Estes Valley Planning Area not inside the Town of Estes Park
- Business owner(s), operator(s), or employee(s) of enterprise(s) located in the Estes Valley Planning Area outside the Town of Estes Park
- Member(s) of the [Larimer County] Estes Valley Planning Advisory Committee

It is intended that a single individual may effectively represent more than one of the categories above; for example, an individual under age 25 may also be an employee or operator of a business.

It is not intended that every CompPAC voting member must fit into one or more of the above stakeholder categories, as the Town Board must select from those submitting applications. It is desirable that most or all of the above stakeholder categories be represented by CompPAC voting membership.

Non-voting stakeholders may be appointed at the discretion of the Town Board and do not necessarily need to be drawn from the applicant pool.

- B. *Terms.* Members shall be appointed for the life of the CompPAC. The Committee shall dissolve upon adoption by the Town Board of a new Comprehensive Plan for the Town.
- 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. *Recommendations for Appointment.* Upon request by the Town Board, the CompPAC shall make recommendations to the Town Board for vacancy appointments.
- E. *Non-voting Stakeholders.*
1. Non-voting stakeholders shall receive copies of all notices, documents, and records of proceedings of the CompPAC, and may speak and participate in meetings as CompPAC members.
 2. Non-voting stakeholders shall not be entitled to vote on motions before the CompPAC.
- F. *Quorum.* A quorum for the transaction of business of the CompPAC shall consist of a majority of 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.
- G. *Action.* Any Action by the CompPAC 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.

- H. *Town Board Liaison.* The Town Board may appoint one of its members as a liaison to the CompPAC, who shall receive copies of all notices, documents, and records of proceedings of the CompPAC which any member would also receive.

IV. OFFICERS

- A. *Officers.* CompPAC Officers shall consist of a Chair and a Vice-Chair as selected by the CompPAC.
- 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 CompPAC. Notification of who is elected 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. Sign any documents prepared by the CompPAC for submission to the Town Board or Town departments
 5. Represent the CompPAC in dealings with the Town Board or other organizations.
 6. The Chair has the same right as any other member of the CompPAC to vote on matters before the CompPAC, 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 CompPAC 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 CompPAC may elect a voting member to serve as Chair for the duration of that meeting.

V. STAFF ROLE

An assigned staff member of the Community Development Department is responsible for proper notification of meeting, preparation and distribution of agenda, assembly of packet and minute taking for all meetings.

V. ATTENDANCE

Regular attendance by the members of the CompPAC 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.

VI. GENERAL PROVISIONS

Recommendations for amendments to these bylaws may be adopted at any regular or special meeting of the CompPAC by a majority of the voting membership of the CompPAC 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.

VII. COMPLIANCE WITH TOWN POLICIES

- A. In addition to these bylaws, the CompPAC shall operate in compliance with the adopted Town Board Policy on Town Committees, Policy 102, as amended. The terms of this policy are incorporated in 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 CompPAC and/or a recommendation to the Town Board for removal.

VIII. CONFLICT OF INTEREST

All members of the CompPAC 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 CompPAC 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 CompPAC at any time with regard to said matter.

Adopted this 25th day of January, 2022.
ESTES PARK BOARD OF TRUSTEES

By: _____
Mayor

Melody Fandy

