

BYLAWS OF THE RESOURCE CONSERVATION ADVISORY BOARD

**Article I
Name**

Section 1. Name

The name of this committee shall be the Boulder County Resource Conservation Advisory Board.

**Article II
Purpose and Policy**

Section 1. Purpose

The purpose of the Advisory Board shall be to assist the Board of County Commissioners in reducing the amount and toxicity of waste generated in the county; to research, review and recommend changes in policy related to waste reduction, reuse, recycling and composting; to provide input on the development and management of facilities and programs; and as a result of these efforts to help Boulder County, its communities, and partners to conserve mineral, fossil fuel and forest resources, and to reduce environmental pollution.

**Article III
Duties and Responsibilities**

Section 1. Policy Development

The Advisory Board shall recommend revisions to the solid waste element of the Boulder County Comprehensive Plan, the Boulder County Zero Waste Action Plan, the Boulder County Environmental Sustainability Plan, and the County's land use regulations which pertain to solid waste, recycling, composting and other waste diversion activities.

Section 2. Review Responsibility

The Advisory Board shall advise the Board of County Commissioners on matters affecting facilities and programs related to responsible materials management. Such matters shall include, but shall not be limited to, the operation maintenance and expansion of the Boulder County Recycling Center; the construction, operation and maintenance of composting and other waste diversion facilities and equipment; and the expansion of the Hazardous Materials Management Facility.

The Advisory Board will also review and make recommendations on county-funded waste diversion programs and activities.

Section 3. Communication

Advisory Board members shall be responsible for communicating information between the communities they represent and the Advisory Board.

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Article IV Membership

Section 1. Membership

The membership of this Board shall be limited to 22 members and shall be as representative as possible of the county as a whole. Particular consideration shall be given to geographic representation. The cities and towns within the county (Boulder, Erie, Jamestown, Lafayette, Longmont, Louisville, Lyons, Nederland, Superior, and Ward), the City and County of Broomfield, and Boulder County will each appoint one representative. The Center for ReSource Conservation, CU Recycling, Eco-Cycle, and Western Disposal Services will each appoint one representative. One representative from an additional hauler will be appointed by the Board of County Commissioners based on applications received. In addition, the Board of County Commissioners will appoint five at-large members.

Section 2. Terms

The term of office for the members of the Advisory Board shall be either two or four years as determined by the appointing jurisdiction.

Section 3. Attendance

In the event that a member is unable to attend a meeting or meetings of the Board, no substitute member shall be appointed to act in the absent member's place. However, in the event that the Chair or the Secretary to the Board has knowledge that a member will be temporarily unable to act for three or more consecutive meetings, owing to absence from the County, illness, interest in any matter before the Board, or any other cause, the Chair or the Secretary may request that the jurisdiction that appointed the board member in question be asked to appoint a replacement member to take the absent member's place during the temporary disability period.

Section 4. Vacancy

In the event of a vacancy, the jurisdiction that appointed the vacating member will be asked to appoint a new representative within 30 days, or as soon as practicable.

Article V Officers

Section 1. Election of Officers

The officers of the Resource Conservation Advisory Board shall consist of a chairperson and a vice-chairperson and shall be elected from the appointed members at the May business meeting each year, or the first regular business meeting thereafter with a quorum. Officers will serve on a one-year basis with a chair and vice-chair being selected by nomination and majority vote. A staff member designated by the Board of County Commissioners or their designee shall serve as secretary to the Resource Conservation Advisory Board.

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If the chair resigns before the end of their term, then the vice-chair will assume the chairperson position and a new vice-chair will be elected at the next regular business meeting. If the vice-chair resigns, then a new vice-chair will be elected at the next regular business meeting.

Section 2. Duties

The chairperson, or in the absence of the chairperson, the vice-chairperson, shall conduct all meetings of the Board; maintain contact with staff of Administrative Services, Resource Conservation Division, and when appropriate, the Board of County Commissioners; and perform other duties designated by the Resource Conservation Advisory Board.

Article VI Meetings

Section 1. Meetings

The Resource Conservation Advisory Board shall meet at least once every two months, at a time acceptable to the majority of the members. Special meetings may be called by the chairperson, or by the Director of Administrative Services, with one week's notice. All meetings of the Resource Conservation Advisory Board shall be open to the public.

Section 2. Quorum

A simple majority of the total membership of the Board shall constitute a quorum.

Section 3. Voting

All official actions of the Advisory Board shall be taken by vote, with the majority of those members present and voting needed to approve a vote, except as otherwise expressly provided in these bylaws. All other issues shall be decided by consensus, meaning the absence of strong objection of one or more members.

Section 4. Public Meetings and Notice

All meetings at which three or more members are present, and at which any public business is discussed or any formal action taken, shall be open to the public at all times, in accordance with the Colorado Open Meetings Law, Part 4 of Article 6 of the Title 24, C.R.S., as amended. Chance meeting or social gatherings at which the discussion of public business is not the central purpose shall not be required to be noticed or held in public, as provided by the Open Meetings Law. Meeting agendas and, when appropriate, accompanying press releases, shall be posted at the Boulder County Courthouse and at the Boulder County Recycling Center. Agendas shall be provided in advance to the County's Public Information Office.

Section 5. Record of Proceedings

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The Advisory Board shall record its proceedings and written minutes providing a summary of decisions and actions taken shall be kept. Recordings and written minutes will be open to inspection by the public during regular County office hours.

Section 6. Conflict of interest

Any member with a conflict of interest as defined by state law shall disclose his or her interest and shall abstain from discussion and voting on that item, and the meeting recording and minutes shall note such action.

Article VII Subcommittees

Section 1. Creation

Subcommittees, standing or special, shall be appointed by the chairperson as the Board shall from time to time deem necessary to carry on the work of the Board.

Article VIII Parliamentary Authority

Section 1. Parliamentary Authority

Robert's Rules of Order shall govern the conduct of the Board's meetings to the extent practicable.

Article IX Amendments

Section 1. Amendments

These bylaws can be amended at any regular meeting of the Board by a majority vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting. Amendments not initiated as the result of action by the Board of County Commissioners shall be approved by the Board of County Commissioners.

APPROVED BY BOARD OF COUNTY COMMISSIONERS

Date