

**BYLAWS OF THE
EL PASO COUNTY
MASTER PLAN ADVISORY COMMITTEE**

ARTICLE I. INTRODUCTION

On March 12, 2019 the El Paso County Board of County Commissioners (hereinafter “Board”) appointed the El Paso County Master Plan Advisory Committee to advise the Planning and Community Development Department in the preparation of the El Paso County Master Plan as an update to the current County Master Plan (Comprehensive Plan). Upon adoption by the El Paso County Planning Commission, the Master Plan will be considered by the Board as the adopted El Paso County Master Plan and will consolidate and replace, as appropriate, any existing Master Plan element while providing a single coordinated location for all master plan elements.

ARTICLE II. AUTHORITY

The El Paso County Master Plan Advisory Committee (hereinafter “Committee”) was established by the Board through adoption of Resolution _____. The Committee shall act as an advisory body to the Planning Commission and the Board.

ARTICLE III. PURPOSE

The purpose of the Committee shall be to work with and provide input to County staff and the Planning Commission throughout the process of preparing the El Paso County Master Plan, and to make a recommendation to the Planning Commission regarding the adoption thereof.

ARTICLE IV. MEMBERSHIP AND TERMS

Section 1. The Master Plan Advisory Committee shall consist of nine (9) members to be appointed by the Board. Members shall be residents of El Paso County and shall represent a variety of interests and geographical areas within the County. Members shall serve until the adoption of the Master Plan by the Planning Commission.

Section 2. Non-voting liaison members of the Committee may be appointed by the Board to represent a specific topical or other element of the existing and proposed master plan for which they have a direct interest or relationship. Those non-voting liaison members may include County staff members and interested citizens in topics including, but not limited to, the following:

- a. Major Transportation Corridor Plan
- b. Economic Development and Tourism
- c. Joint Land Use Study
- d. Water Master Plan
- e. Broadband Master Plan
- f. Parks Board
- g. Emergency Management

Section 3. Members of Committee shall serve at the pleasure of the Board and may be removed by the Board at any time. The Committee may take an action to remove a member for having three (3) unexcused absences in a one-year period.

ARTICLE V. OFFICERS

Section 1. At the first meeting held every year, the Committee shall elect a Chair and Vice Chair. Each officer shall hold office for a term of one (1) year or until his or her successor is duly elected. Officers may be elected to successive terms.

Section 2. The Chair shall preside at all meetings of the Committee and shall call special meetings when deemed necessary. The Chair shall act as spokesperson for the Committee and shall sign the documents of the Committee. The Chair may designate subcommittees to perform the work of the Committee when necessary.

Section 3. The Vice Chair shall perform the duties of the Chair in the Chair's absence.

ARTICLE VI. MEETINGS

Section 1. The Committee shall hold regular monthly meetings at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, CO or other locations as designated.

Section 2. The Chair may call a special meeting which may be held at a time other than the regular meetings.

Section 3. Study sessions or work sessions may be called at any time for educational or discussion purposes. No official record will be kept. No formal action or decision may be made at such sessions.

Section 4. The Committee may hold an executive session during any regular or special meeting pursuant to the provisions of §24-6-402, C.R.S. The custodian for executive session records is the County Attorney. An affirmative vote of two-thirds of the quorum present is required in order to hold an executive session.

Section 5. A quorum for conducting business at any regular or special meeting shall be five (5) members.

Section 6. All regular meetings, special meetings, study sessions and work sessions shall be open to the public. Unless otherwise designated, notice of such meetings and sessions shall be posted on the bulletin board in the upstairs lobby of Centennial Hall, 200 S. Cascade, Colorado Springs, Colorado.

Section 7. The agenda for each meeting shall be distributed to the members prior to the meetings.

Section 8. Minutes of all regular and special meetings shall be kept and approved by the Committee at the next regular meeting. Minutes and records of the Committee shall be open to the public and subject to the Colorado Open Records Act, C.R.S. 24-72-201, *et seq.*

Section 9. Regular and special meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VI. VOTING

Section 1. Only Committee members may vote, and each member is entitled to one (1) vote.

Section 2. Any action taken by the Committee, other than a decision to hold an executive session, requires an affirmative vote by a majority of the quorum present. In the event of a tie vote, the motion shall be deemed to have failed.

Section 3. A Committee member may participate in a meeting by phone at the Chair's discretion.

Section 4. No Committee member shall state the vote or opinions of any absent Committee member.

Section 5. The Committee may vote to continue any action item on its agenda only for the purpose of obtaining additional information.

ARTICLE VII. CONFLICT OF INTEREST

Section 1. Committee members have an obligation to carry out their duties for the benefit of the public and accordingly should promote public confidence by avoiding conflicts of interest or the appearance thereof. Examples of conflicts of interest include:

- a. Acquiring or holding an interest in a business or undertaking that could be directly and substantially affected economically by an action of the Committee.
- b. Holding a financial interest in a matter before the Committee.
- c. Accepting a gift of substantial value or substantial economic benefit from any party with a matter before the Committee.
- d. Using confidential information to further one's personal financial interest.
- e. Holding a personal or private interest in a matter before the Committee.
- f. Performing an official act which may have a direct economic benefit on a business or other undertaking in which the member has a direct or substantial financial interest.

Section 2. If a Committee member has a conflict of interest or may have the appearance of a conflict of interest with respect to a particular matter before the Committee, the member shall:

- a. Disclose the interest on the record prior to the matter being heard.
- b. Abstain from voting on the matter and leave the hearing room until the matter has concluded.

- c. Refrain from discussing the matter privately with other Committee members.

ARTICLE VIII. AMENDMENTS

These Bylaws may be amended by a majority vote of the Committee. Any such amendments must be approved by the Board.