

ORDINANCE 472

AN ORDINANCE OF THE GRAND COUNTY COUNCIL ESTABLISHING A PROCESS FOR THE AMENDMENT AND ADOPTION OF BY-LAWS FOR BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, the County Council has established Boards and Commissions, and Committees, and these bodies are a vital component of Grand County's government; and

WHEREAS, Boards, Commissions, and Committees have business related to Grand County that requires actions; and

WHEREAS, it is common for Boards, Commissions, and Committees to adopt By-Laws that define internal protocol for conducting of business; and

WHEREAS, the Grand County Council recognizes that there is a need to create a process for establishing and amending By-Laws for its Boards, Commissions, and Committees to ensure that there are no conflicts between the By-Laws of its various Boards, Commissions, and Committees and other County or State ordinances and to ensure that these By-Laws are properly recorded;

NOW THEREFORE, the Grand County Council ordains the following process for amending or adopting By-Laws for Boards, Commissions, or Committees.

1. DRAFTING. The individual Commission, Board or Committee are encouraged and empowered to draft and amend respective By-Laws as needed.
2. PURPOSE OF BY-LAWS. The purpose of By-Laws is for the Commission, Board, or Committee to establish protocol for the internal affairs of that Board, Commission, or Committee.
 - A. By-Laws may include but are not limited to the protocol addressing the following:
 - i. Officers of the respective Commission, Board or Committee and each office's purpose and core responsibilities;
 - ii. The process for electing or appointing each Officer on the respective Commission, Board or Committee;
 - iii. An outline for agendas and the order in which business will be conducted;

- iv. The meeting process of the respective Commission, Board or Committee;
- v. The agreement to follow Robert's Rules of Orders, such as making motions, opportunity to second each motion, discussion, opportunity to amend each motion, voting, calling the majority vote, and recording the approved motion in the minutes;
- vi. The process for decorum and debate during the meetings;
- vii. The process for creating the agenda, such as how to have a topic placed on the agenda.

B. By-Laws **shall not** include protocol addressing the following matters contained in this section; rather, these matters shall be contained in the ordinance or resolution which establishes the Board, Commission, or Committee:

- i. The purpose of the Board, Commission, or Committee; or
- ii. Roles and responsibilities of the Board, Commission, or Committee; or
- iii. Processes relating to the Board, Commission, or Committee that are outside of business relating to the respective body's meeting.

A Board, Commission, or Committee may make a recommendation to the County Council regarding amending a resolution or ordinance to address the aforementioned matters.

3. REVIEW OF BY-LAWS. County staff members assigned to the Board, Commission, or Committee along with the Council Administrator, and County Attorney's Office shall review the proposed By-Laws for compliance with existing County Ordinance and State Code and shall return comments to the respective Board, Commission, or Committee to consider.

After consideration of the County staff, Council Administrator, and County Attorney's comments, the Board, Commission, or Committee shall forward a final By-Laws draft to the County Council for approval of the By-Laws.

4. APPROVAL OF BY-LAWS. The County Council shall review By-Laws for compliance with County and State Codes. The Council shall approve the By-Laws by resolution to be maintained in the County Clerk's Office for the purposes of historical recordkeeping and reference.

5. APPLICABILITY. This Ordinance amends and enacts a new process for the adoption of By-Laws for Boards, Commissions, and Committees. This ordinance repeals, abrogates, and annuls any existing provisions of other County resolution and ordinances adopted prior to the passing of this ordinance on the date below so stated.

APPROVED THIS 6th DAY OF June, 2008, BY THE FOLLOWING VOTE:

AYE: Ciarus, McNeely, Lewis, Holyoak, Greenberg, Langianese

NAY: _____

ABSENT: Graham

ATTEST:

GRAND COUNTY COUNCIL

Diana Carroll
Diana Carroll, Clerk/Auditor

Gene Ciarus
Gene Ciarus, Chair