

**Bylaws of The
CRYSTAL RIVER CAUCUS**
Approved 11/14/2019

FUNCTION

The Crystal River Caucus shall have a recommendatory function for all matters directly affecting the caucus area, and shall permit its members to report minority views, as well as majority views, and division of votes with any such recommendation.

Further, the caucus shall have a recommendatory function for all planning matters affecting the caucus area, as well as other county matters affecting the Caucus area.

It is County policy to refer matters of local and State interest to neighborhood organizations and caucuses to solicit adequate information on land use matters, thus the Caucus has a responsibility to respond to the County in a timely manner to such solicitations.

The Caucus may forward recommendations, may comment as to items of concern, or merely advise those most directly affected as to the time and place of any hearing.

CAUCUS AREA

The Crystal River Caucus area shall be the Pitkin County portion of the Crystal River watershed.

MEMBERSHIP

The membership of the Crystal River Caucus shall consist of all the qualified electors who reside in the caucus area together with the non-resident owners of real property within the caucus area. It is the responsibility of all Crystal River Caucus Members to provide the Crystal River Caucus with up-to-date contact information including e-mail and postal addresses.

VOTING

Each caucus member shall have one vote on all matters appropriate for caucus voting. Voting on any other basis may be conducted on special matters for information purposes only and must be clearly identified as such. All votes must be cast in person.

BOARD OF DIRECTORS

There shall be a Board of Directors consisting of a Chair, Vice-Chair and five other directors from the caucus area who shall represent as many parts of the caucus area as feasible. The Chair and Vice-Chair shall serve alternating two-year terms and shall be elected separately by majority vote at the annual meeting. In addition to the seven directors, the membership shall elect one alternate board member who shall have a voting privilege in board meetings when a regular board member is unable to attend.

The Directors shall serve staggered terms of two years to minimize turnover at each annual election. Directors shall be nominated at the annual meeting and elected. There shall be no term limits. Each Director shall disclose any conflict of interest.

The Board of Directors shall elect from within the Board, a Secretary and a Treasurer.

DUTIES OF OFFICERS AND BOARD OF DIRECTORS

The duties of the Chair shall be to run Caucus General Membership and Directors meetings, and act as the Caucus spokesperson, unless another person is appointed by a majority of the Board of Directors to act as spokesperson for the Caucus on a specific issue or issues.

The duties of the Vice-Chair shall be to: create, maintain and ensure that the Directors' sign in sheet is available at all meetings; ensure that the agenda of the next meeting is properly noticed; chair all committee meetings until such time as that committee elects a committee chair; and complete the duties of said chair if said chair is unable to serve. The committee chair must be ratified at the next general membership meeting.

The duties of the Secretary shall be to: ensure minutes be taken at every caucus meeting and that draft minutes be sent to Pitkin County to post on the caucus web page; ensure that the draft minutes be sent to the board prior to the subsequent board meeting; and ensure that minutes approved by members at a regular meeting shall be posted on the caucus web page.

The duties of the Treasurer shall be to maintain the caucus bank account, cover the caucus expenditures, request the annual stipend from the county, and to provide a treasurer's report at each regular caucus meeting.

The duties and responsibilities of the Board of Directors shall be to: ensure the Caucus membership list is current, accurate and complete, insofar as practical; properly notice Caucus members; set meeting agendas; schedule, help organize, and attend meetings; encourage attendance by Caucus members; and promote direct communication within the Caucus area.

If a member of the Board of Directors is absent, without cause and prior notice, from three Caucus Membership or Directors meetings during any one calendar year, the remaining members of the Board of Directors may call for an election at the next scheduled general membership meeting for the purpose of recalling and replacing the director. If a Director resigns prior to the end of his or her term, the remaining directors shall review the Director candidates from the previous annual meeting and appoint, if possible, a candidate, starting with the person having the highest number of votes garnered at the meeting who was not elected. The appointment shall be for the remaining portion of the term of the director resigning. If there are no other candidates, or if existing candidates decline to be appointed, the Board of Directors shall call for an election at the next scheduled general membership meeting for the purpose of replacing the director.

In the interest of providing timely response to requests from the County for feedback on land use applications and other matters, the Board shall have the authority to determine if such a matter has enough controversy to require a special meeting of the Caucus membership. If the Board determines the need for a special meeting, the Board shall have the authority to schedule and properly notice such a meeting. When a request from the County is deemed noncontroversial by the Board, the Board shall have the authority to respond to the County in a manner consistent with the approved Crystal River Valley Master Plan and will reference the relevant section(s) of the Master Plan in its response. The Board shall provide full disclosure of such a response to the Caucus membership at the next regularly scheduled Caucus meeting.

The Board of Directors shall maintain a Post Office Box, which shall become and remain the permanent Caucus mailing address.

COMMITTEES

There shall be two standing committees, a Bylaws Committee and a Nominating Committee.

The purpose of the Bylaws Committee shall be: to maintain a current copy of the Crystal River Caucus bylaws; review proposed changes to the bylaws; recommend, as appropriate, proposed bylaw changes to the membership; and

assist the Board of Directors as needed to notice the membership of any recommended changes prior to the annual meeting.

The purpose of the Nominating Committee shall be to develop a list of nominees for the positions of chair, vice chair, and board of directors when those positions are up for election and present the list to the membership at the general membership meeting prior to the annual meeting. Nominations from the floor during the Annual Meeting will also be taken.

MEETINGS

General Membership meetings shall be held on the second Thursday of each odd-numbered month and board meetings shall be held on the second Thursday of each even-numbered month. Robert's Rules of Order, as modernized in the Standardized Code of Parliamentary Procedure by A. Sturgis, shall govern the conduct of all meetings. The order of business shall include a call to order, treasurer's report, approval of the minutes of the last meeting, announcement of the scheduled agenda as noticed, request for additions or deletions to the agenda, old business, new business, and adjourn to the next meeting as scheduled by board.

Agenda additions will be a discussion item only until added to a noticed general meeting agenda.


Information campaigns, which may include: postal mailings, e-mails, posting on the web or other appropriate electronic means of notification, newspaper or radio advertisements, flyers posted on billboards, etc., shall be conducted to ensure that members (qualified electors and nonresident real estate owners in the Caucus area) know of the: name and contact information of all Directors, date, time, place, and purpose of all Caucus meetings, and a brief explanation of all agenda action items sufficient to give members insight into each item.

A quorum of members present at any meeting shall consist of a number equal to twice the number of board members currently holding office plus one. The minimum quorum will be 11. Non-members will not be recognized unless they are guests or speakers invited by the Board or until all members who wish to speak have been recognized.

The Annual Meeting shall occur during the fourth calendar quarter. Electing the Chair, Vice-Chair and other Directors to fill those terms, which have expired, shall occur at the annual meeting.

These bylaws may only be amended during the annual meeting by a majority vote of the members present.

General Membership lists and lists of members' e- mail or postal addresses are the sole property of the Crystal River Caucus to be used solely for the purpose of notifying members of meetings and agendas and shall not be released to any other organization.



Chair

11/14/2019
Date