

# **Manual of Policies and Procedures of the Upper Frying Pan Valley Caucus**

As Amended and Ratified with changes through August 11, 2025

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1. All scheduled meetings will commence promptly at the stated time.
2. Members are permitted to join a regular meeting late and leave early, but such activity on the part of any member shall not result in modification to the meeting agenda, time, place, or in any other manner disrupt the proceedings.
3. Business brought before the Caucus will be done so only by way of motions made by the members of the Caucus, or in writing to the Chair of the Caucus. If conditions make it impractical for a member offering a written resolution to read, that member should sign it and pass or send it to the Chair ahead of the time or the member can deliver it to the Secretary before the meeting. The motion would still require a second from the floor.
4. Main motions can only be brought before the Caucus for vote if the subject matter of the motion was properly addressed as part of the meeting Agenda. Main motions dealing with New Business not noted on the Agenda will be addressed if there is ample time in the meeting and recorded in the meeting minutes. If not, the issue will be placed on the agenda of the next meeting.
5. The Vice-Chair shall keep time and signal when that conversation has exceeded a time limit.
6. If a land use application or other issue is sent to the Caucus, the Executive Board will determine whether a survey of the full Caucus membership is necessary. If appropriate, a survey will be sent by email or other electronic means to all members to request their opinion for or against the application. The board shall review all responses and report the number of comments of the majority, the number of comments of the minority and the number of comments unsure along with a summary document to the requesting governmental entity.