

# **GARFIELD COUNTY WEED ADVISORY BOARD BY-LAWS**

## **Article I.**

**Membership:** The Garfield County Weed Advisory Board is composed of seven (7) members and alternate members from the six (6) major municipalities and one (1) from a federal or state land management agency. Each of the regular members shall be a resident of Garfield County and 4 of the 7 regular members shall be landowners over 40 acres. The term of the appointed members of the Board shall be three (3) years. Members are eligible for two consecutive three (3) year terms. Members that have served two consecutive terms are not eligible for re-appointment until one (1) year from the end of their last term served. Terms of office shall be staggered such that approximately one-third of the members terms expire each year.

**Vacancies:** At the expiration of the term of appointment of any member of the Board, his/her successor shall be appointed by the Board of County Commissioners for a term of three (3) years. In the event of a vacancy of any position by reason of death, resignation or removal from the County, the Board of County Commissioners shall declare a vacancy in such office and shall appoint some qualified person for the remainder of such term, and in the event any appointed member shall be guilty of misconduct or nonperformance of duty as a member of such Board, the Board of County Commissioners shall have the right to remove such member from office and to appoint some qualified person for the remainder of such term.

**Chair:** The Weed Advisory Board shall organize and elect a Chair from among its members, whose term as Chair shall be for one (1) year. A Chair shall be eligible for re-election. The Chair shall preside at all meetings and public hearing of the Weed Advisory Board and he/she shall decide all points of order or procedure.

**Vice Chair:** The Weed Advisory Board shall elect a Vice-chair annually. The Vice-chair shall assume the duties of the chairman in his/her absence.

**Secretary:** The Weed Advisory Board shall elect a secretary annually who shall assume the duties of the Vice-chair in his/her absence and will be responsible for taking minutes. The Vegetation Management Department shall keep all permanent records of the minutes of the Weed Advisory Board; shall send out mailed notice of regular meetings of the Weed Advisory Board the week in advance of the meetings; shall give two days actual phone or personal notice of special meetings and carry a routine correspondence and maintain file of the Weed Advisory Board.

**Records:** The records of the proceedings of the Weed Advisory Board shall be open to inspection by the public during regular business hours of 6:30 a.m. to 3:00 p.m., Monday through Friday at the Garfield County Road & Bridge Facility, 0567 CR 352, Rifle, CO 81650.

**Attendance:** In the event a member of the Board should miss two (2) consecutive regularly scheduled meetings without just cause, that member's position may be declared vacant by a majority vote of the Weed Advisory Board and the Board of County Commissioners may appoint some qualified person for the remainder of that term.

## **Article II.**

**Meetings:** The Weed Advisory Board shall hold at least four (4) meetings and one (1) field trip each calendar year. All meetings shall be held at the Garfield County Road & Bridge Facility, 0567 CR 352, Rifle, Colorado, or other previously designated meeting place. The field trips will be held at various locations throughout Garfield County, and shall be designated at least 24 hours in advance of the field trip date.

**Public Comments:** The general public will be allowed to present public comments at all regular and special meetings of the Weed Advisory Board. Individuals wanting to make a verbal presentation to the Weed Advisory Board will be required to sign up to speak in advance on a sign up sheet available at the Garfield County Road & Bridge Facility reception desk. Each speaker will be limited to three (3) minutes of time to present their point of view unless time limit is varied by the Chair. Rebuttal testimony may be heard at the discretion of the Chair. The Chair, at his/her discretion, may allow additional speakers that did not sign up to speak and/or speak to rebut or present additional information to the Weed Advisory Board.

**Special Meetings:** Special meetings shall be called by the Chair provided that at least two days notice is given to each member.

**Alternate Members:** Alternate members should attend all Weed Advisory Board meetings and field trips and have the right to participate in all discussions of the Board. An alternate member will replace a regular member as a voting member during a meeting in the event any regular member is absent. An alternate member will be appointed by the Chair prior to the discussion of the agenda item requiring a vote of the Weed Advisory Board.

**Quorum:** A quorum shall consist of four (4) members. All plans, reports, and recommendations of the Weed Advisory Board must be approved by a simple majority.

**Order of Business:** Order of Business at all regular meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Approval of the minutes of the previous meeting
- D. Report from the Vegetation Manager
- E. Old business
- F. New Business

**Article III.**

**Committees:** The Weed Advisory Board may establish such committees as it may deem advisable and assign to each committee specific duties or functions. The Chair shall designate the members of each committee and shall name the chair of each committee. The Chair shall fill vacancies on the committees as they occur.

**Article IV.**

**Staff Duties:** The Vegetation Management staff shall maintain a file of all studies, plans, reports, and recommendations made by the Weed Advisory Board in the discharge of its duties and responsibilities.

**Article V.**

No change shall be made in the by-laws of the Weed Advisory Board without the affirmative vote of a majority of those present.

Adopted by a majority vote of the Garfield County Weed Advisory Board at its meeting at the Garfield County Road & Bridge Facility, Rifle, Colorado, on \_\_\_\_\_.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

Reviewed by:

\_\_\_\_\_  
Steve Anthony, Director, Vegetation Mgmt.