



CITY OF FORT MORGAN
BY MOTION
FEBRUARY 2, 2010

WATER PLANNING AND ADVISORY BOARD BYLAWS

ARTICLE I NAME

Section 1. This Board shall be called the Water Planning and Advisory Board (hereinafter "Board").

ARTICLE II OBJECTIVES

Section 1. To consult with City Council and Staff on matters of water policy, as presented to the Board by City Council. The Board may, on its own initiative, identify issues to be referred to City Council. Issues or questions concerning water policy may be referred to the Board from time to time for the Board's recommendation to City Council. Any such recommendation shall be in writing and shall be delivered to the City Clerk. Any such referral to the Board shall comply with the provisions of Sec. 8, Article VII of the *Charter of the City of Fort Morgan, Colorado* (2008, Amended at 11/6/2007 Election):

Article VII of the Charter states, "[e]very franchise, right or privilege, which has been or which may hereafter be granted, conveying any right, permission or privilege to the use of the water belonging to the city, or its water system, shall always be subject to the most comprehensive oversight, management and control in every particular by the city; and such control is retained by the city in order that nothing shall ever be done by any grantee or assignee of any such franchise, right or privilege which shall in any way interfere with the successful operation of the waterworks of the city, or which shall divert, impair or render the same inadequate for the complete performance of the trust for the people under which such waterworks are held by the city, or which shall tend so to do."

Section 2. To study, investigate and advise City Council on issues or questions that may be referred to the Board, from time to time by the full Council after a formal vote to make such referral.

When more than one issue or question is referred to the Board, City Council shall determine the priority of each issue or question for the Board's consideration.

ARTICLE III MEMBERSHIP

Section 1. The Board shall consist of a minimum of five (5) and a maximum of nine (9) members, a majority of the members shall be residents of the City of Fort Morgan and possess some experience with water rights, or water systems. The City Clerk shall advertise for open positions and forward the application to the City Council Representative who will make recommendation of appointments to City Council.

Section 2. The term of office of the original appointed members of the Board shall end on January 13, 2011. The terms of the Board members shall be as follows:

(1) Due to the unique objectives related to the work of the Board, the term of appointment for each Board member shall be until he/she is unable to serve and or upon vacancy of the board member's appointment.

Section 3. In the event of the resignation of any Board member, or his/her death, inability to serve, or absence without acceptable reasons from three (3) consecutive meetings, a vacancy shall be declared. Vacancies occurring on this Board shall be filled for the unexpired term pursuant to Section 1 of this Article III.

Section 4. A Councilmember, appointed by the Mayor, and the City Manager or his designee, shall serve as ex-officio members of the Water Planning and Advisory Board.

ARTICLE IV MEETINGS

Section 1. Meetings shall be held as needed and as called by the chairman. The Board shall establish regularly scheduled meetings at the 1st meeting in January of each year. Agendas for such meetings shall be mailed to each member of the Board at least five (5) days before the date of the meeting. In order for an item to be placed on the Agenda, the chairman of the Board or the City Manager or his designee must be contacted.

Section 2. Meetings shall convene at 10:00 a.m., unless otherwise ordered.

Section 3. The meeting held in January of each even-numbered year (on the first Wednesday after the second Tuesday) shall be known as the

Organizational Meeting. A purpose of this meeting shall be the election of officers, the presentation of any reports or recommendation, and other business that may need to come before such meeting.

- Section 4. A simple majority shall constitute a quorum at any meeting.
- Section 5. All meetings shall be open to the public and shall be properly noticed by the City Clerk.

ARTICLE V OFFICERS

- Section 1. The officers of the Board shall be a chairman, vice-chairman and a secretary who shall be elected at the organizational meeting in January to serve for two (2) years or until their successors shall be elected and qualified.

ARTICLE VI DUTIES OF OFFICERS

- Section 1. The chairman shall preside at all meetings of the Board; represent the Board before City Council; act on behalf of the Board in emergencies and shall maintain the dignity and efficiency of the Board in all possible ways. In the chairman's absence, the vice-chairman shall assume the duties of the chairman. In the absence of both the chairman and vice-chairman, the secretary shall assume the duties of the chairman. The chairman, or his/her designee, shall report to City Council at a scheduled public meeting, as requested by City Council, to make reports to City Council on the activities of the Board.
- Section 2. The secretary shall work with City staff to keep a record of the proceedings of the Board. He or she shall read all official communications to the Board, write correspondence as directed and keep on file all important correspondence. The secretary shall forward an official copy of the Minutes of each meeting to the City Clerk in a timely manner.

ARTICLE VII ELECTION OF OFFICERS

- Section 1. All officers shall be elected after receiving nominations from the floor. A majority vote of a quorum shall constitute an election. Elections shall be held for each respective office when there is a vacancy in that office.

ARTICLE VIII **DUTIES OF MEMBERS**

- Section 1. It shall be the duty of each member of the Board to take an active part in the Board's activities and to act in whatever capacity he or she may be directed by the Board.
- Section 2. All members shall serve without remuneration.
- Section 3. All members shall complete a training program within six (6) months of their appointment. Training shall be provided by the City Manager and the City Attorney.

ARTICLE IX **AMENDMENTS**

- Section 1. Amendments to these Bylaws may be proposed at any meeting of the Board for the approval of those present and voting, provided notice of the proposed amendment has been given in writing to all members of the Board at least seven (7) days prior to said meeting. The Board's recommendation concerning any amendment of these Bylaws shall be referred to City Council. To be effective, any such amendments shall first be approved by City Council.

ARTICLE X **TERMINATION**

- Section 1. The Board shall serve at the pleasure of City Council and may be abolished at any time by City Council. Should City Council not act to appoint or re-appoint the members of the Board at the expiration of their terms of office, this Board shall cease to exist.

Certified By: */s/ Andrea J. Strand*
City Clerk