

# **KEEP WOODLAND PARK BEAUTIFUL COMMITTEE**

## **BYLAWS**

These Bylaws of the Keep Woodland Park Beautiful Committee were adopted pursuant to the direction of the Woodland Park City Council on January 15, 2004. These Amended Bylaws were adopted pursuant to the direction of the Woodland Park City Council and became effective on January 22, 2009 and as amended \_\_\_\_\_, 2024.

### **ARTICLE I PURPOSE**

The purpose of the Keep Woodland Park Beautiful committee (hereinafter The Committee) shall be to; “Protect and enhance our community, wildlife, and natural beauty through community events, education programs, and through beautification projects”.

### **ARTICLE II ORGANIZATION**

Section 1: Selection of Officers. The Committee will elect a Chairperson, a Vice-Chairperson, and Secretary at the first regular meeting in January or as needed to fill vacancies.

Section 2: Officer Duties. The Chairperson will preside at all meetings, maintain order, decide all points of procedure and appoint any subcommittees deemed to be necessary. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the remaining members will designate a Chairperson for that meeting from among the members in attendance. The secretary shall be responsible for all written correspondence and meeting minutes.

Section 3: Standing Sub-Committees. The Committee may establish but not be limited to three (3) Standing sub-committees. These are: The Community Education and Awareness and Education Sub-committee, the Beautification and Community Improvement Sub-committee, and the Litter Prevention and Waste Reduction Sub-committee.

Section 4: City Staff Liaison. The City Manager or his/her designee will provide a City liaison to the Committee, whose responsibility will be to assist the Committee in meeting the Keep Woodland Park Beautiful goals and objectives. The City Staff shall also furnish professional and technical advice to the Committee. The liaison serves as a non-voting participant on the committee.

Section 5: City Attorney Legal Assistance. All pertinent questions of law will be referred to the City Attorney for advice and opinion.

Section 6: City Council Liaison. A City Council Liaison will be appointed by City Council. The City Council will provide a liaison to the Committee, whose responsibility will be to serve as a

conduit between the Committee and the City Council. The liaison serves as a non-voting participant on the Committee.

### **ARTICLE III** **MEMBERSHIP**

Section 1: Eligibility. The Committee shall consist of not fewer than three (3) and not more than (15) members appointed by City Council at large. Two-thirds or 66% of the sitting Committee members shall be City residents or property owners/leasers. Each member of the Committee shall possess interests that are compatible with the Committee's purpose.

Section 2: Appointment. The members of the Committee will be appointed by the City Council. Appointments will be made at such times as necessary to fill vacancies caused by resignation, removal, death or incapacity. There shall be no limit on the number of years that a member may serve on the Committee as long as conditions of removal do not exist as specified by Section 3 below.

Section 3: Vacancies. Vacancies on the Committee will be filled by appointment of the Council.

Section 4: Removal. Any member of the Committee may be removed by the City Council for non-performance of duty or misconduct. Unexcused absences for three or more consecutive regular meetings or four regular meetings within a calendar year will be considered a form of non-performance of duty and may be removed from the committee by way of majority vote.

Section 5: Compensation. The members of the Committee will receive no compensation. Members will be reimbursed for authorized actual expenses incurred in the performance of their official duties.

### **ARTICLE IV** **AREAS OF RESPONSIBILITY AND DUTIES**

Section 1: Community Education and Awareness. The Committee's foremost duty and obligation is to educate and involve the community in litter reduction and prevention, beautification and community improvement, and responsible solid waste management. Committee may promote programs that encourage human-wildlife cohabitation and safety. The Committee may maintain affiliation with Keep America Beautiful (KAB) for support and assistance and develop a results oriented plan in accordance with the KAB certification requirements.

Section 2: Beautification and Community Improvement. The Committee will develop projects that enhance public views and spaces. A procedure will be used to recognize businesses, groups, and individuals for contributions to the community.

Section 3: Litter Prevention and Waste Reduction. The Committee will examine and recommend programs and projects to help address the community's litter, recycling, and

waste management. . The Committee shall also complete an annual Litter Index, which will be utilized to identify areas or corridors where specific cleanup programs need to be enhanced. The Committee shall analyze relevant data and solicit input from the community to establish and implement a litter control strategy.

Section 4: Municipal Ordinances. The Committee will provide general policy guidance and recommendations concerning the review and updating of existing municipal codes as they pertain to garbage, refuse, solid waste accumulation, city beautification/aesthetics and property maintenance..

Section 5: Annual Review. The Committee shall review the general results of a year's programs and operations. The Committee shall prepare an analysis of operations annually and forward a summary with specific recommendations to the City Council by September 30<sup>th</sup>.

## **ARTICLE V**

### **MEETINGS AND MEETING PROCEDURES**

Section 1: Regular Meetings. The regular meeting date shall be the first Monday of the month or as determined by the members of the Committee. The meeting shall be held at City Hall, Woodland Park, Colorado.

Section 2: Special Meetings. Special Meetings may be called by the Chairperson or at the request of any two (2) members of the Committee, the Mayor, or the City Manager.

Section 3: All Meetings are Open to the Public. All meetings of the Committee shall be open to the public. The agenda and all reports and data are available to the public upon request. The Committee may receive public comment on issues related to the Committee's purpose without the formality of a public hearing.

Section 4: Notice of Meetings. Notice of all meetings shall be posted on the City of Woodland Park website and be given to committee members at least two (2) days prior to a scheduled meeting.

Section 5: Agenda. An agenda shall be prepared for each meeting of the Committee. The agenda shall include committee reports and business pertinent to the responsibilities and duties of the Committee. Committee members may request items to be placed upon the agenda.

The agenda and order of business of a regular meeting shall be as follows:

1. Call to Order and Roll Call
2. Approval of Minutes of the Previous Meeting
3. Public Comment on Items not on the Agenda
4. Sub-committee Reports and Ongoing Projects
5. Other Committee Business
6. Adjournment

Section 6: Quorum. A majority of the sitting members of the Committee shall constitute a quorum for conducting business at any meeting.

**ARTICLE VI**  
**MISCELLANEOUS PROVISIONS**

Section 1: Conflict of Interest. In the event that any Committee member or any member of his/her immediate family has or could reasonably be construed to have a conflict of interest as defined by the laws of the State of Colorado and the City, the member shall declare such conflict of interest prior to the commencement of any deliberation of the agenda item and shall recuse himself/herself from participating in the discussion or voting on such item.

Section 2: Official Records. The official records of the Committee shall include the Bylaws, minutes, and any reports and plans recommended by the Committee. The records shall be maintained by the appointed designee and shall be available for public inspection during customary office hours. The normal statutes and/or customary practices regarding municipal record retention shall apply to the Committee's records.

**ARTICLE VII**  
**AMENDMENTS**

These Bylaws may be amended by majority vote of approval of all the members of the Committee, followed by a majority vote of approval of the City Council.

IN WITNESS WHEREOF, THE CITY OF WOODLAND PARK KEEP WOODLAND PARK BEAUTIFUL COMMITTEE AND THE CITY OF WOODLAND PARK CITY COUNCIL HAVE APPROVED AND SIGNED THESE BYLAWS OF THE KEEP WOODLAND PARK BEAUTIFUL COMMITTEE UPON THE DAY, MONTH AND YEAR SPECIFIED BELOW, TO BE EFFECTIVE UPON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

**KEEP WOODLAND PARK BEAUTIFUL COMMITTEE**

REVIEWED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

CHAIRPERSON

VICE-CHAIRPERSON

**CITY COUNCIL**

REVIEWED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

CITY COUNCIL:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

