

BYLAWS

June 26, 2018

BYLAWS OF THE BOULDER COUNTY ENERGY IMPACT OFFSET FUND STEERING COMMITTEE

Article I

Name

Section 1. Name

The name of this committee shall be the Energy Impact Offset Fund Steering Committee.

Article II

Purpose and Policy

Section 1. Purpose

The purpose of the Energy Impact Offset Fund Steering Committee is to work collaboratively and make recommendations to the Boulder County Board of Commissioners on the best uses of the Energy Impact Offset Fund ("EIOF") monies to make meaningful emissions reductions across Boulder County. At the direction of the Commissioners, the Committee will also help develop policy and action recommendations for making Boulder County marijuana cultivation facilities as energy productive as possible.

Article III

Duties and Responsibilities

Section 1. Advisory Responsibilities

The Committee shall advise the Board of County Commissioners on matters affecting facilities and programs related to the EIOF. Such matters shall include, but are not limited to, developing criteria by which the Committee will make recommendations to the Board of County Commissioners for selection of EIOF funded offset projects and bringing valuable knowledge on and researching and clarifying impacts of potential energy efficiency and renewable energy projects to consider as offset projects. The Committee shall report to the Board of County Commissioners on an annual basis as to the status of the EIOF, including the funds received and disbursed, estimates regarding energy offset accomplished, status of ongoing projects funded, and any anticipated future projects.

Section 2. Policy Development

At the direction of the Board of County Commissioners, the Committee will develop policy recommendations related to marijuana cultivation facilities in Boulder County and relevant land use codes, marijuana licensing regulations, reporting requirements, and other cannabis cultivation activities.

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Section 3. Communication

Committee members shall be responsible for communicating information between the respective communities and stakeholders they represent and the Committee and County staff liaison.

Article IV Membership

Section 1. Membership

The membership of the Committee shall be comprised of three to seven members appointed by the Board of County Commissioners. Committee membership is intended to reflect a balanced composition of representatives across relevant stakeholder groups, including the marijuana cultivation industry, such as owners or managers of licensed marijuana facilities in Boulder County, representatives of nonprofit environmental organizations, the Marijuana Licensing Authority, and citizens of Boulder County.

Initial membership shall be comprised of:

- Two representatives from licensed marijuana cultivation facilities in Boulder County
- One representative from a nonprofit environmental organization in Boulder County
- Two at-large members who are citizens of Boulder County
- One ad hoc member that is the Marijuana Licensing Authority, or the Authority's designee, serving ex officio

All potential members will apply for Committee membership through an application process established by the Board of County Commissioners, with the exception of the Marijuana Licensing Authority member.

Section 2. Terms

Each member of the Committee shall be appointed to a two-year term. During the initial forming of the Committee the following members will be appointed to one-year terms in order to stagger position terms – Pat Shanks (Member-At-Large), Neil Kolwey (Environmental Organization), and Trip Hoffman (Cannabis Cultivation).

With the exception of the ad hoc Marijuana Licensing Authority member, all members shall be required to reapply for their position each term and will be term limited after three consecutive terms. A previously term limited member will be eligible to apply for an at-large position after a one year adjournment from the Committee.

Section 3. Attendance

Members are expected to attend Committee meetings in person. In the event that a member is unable to attend a meeting, no substitute member shall be appointed to act in the absent member's place. Members shall provide advance notice to the Chair of an anticipated absence. If a member fails to attend three

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consecutive meetings, staff will contact the member to determine if Committee membership is still a priority.

Section 4. Vacancy

In the event of a vacancy, the vacant seat will be filled through appointment by the Board of County Commissioners after an application process similar to that required for appointment when a term is completed.

Article V Officers

Section 1. Election of Officers

The officers of the Committee shall be a Chair and a Vice-Chair elected from the appointed members at the first regular meeting each year in March. Officers will be selected by nomination and majority vote, will serve on a one-year basis, and may be re-elected on an annual basis.

A Boulder County staff member designated by the Board of County Commissioners or its designee shall serve as staff liaison to the Committee.

If the Chair resigns before the end of his or her term, then the Vice-Chair will assume the Chair position and a new Vice-Chair will be elected at the next regular business meeting. If the Vice-Chair resigns, then a new Vice-Chair will be elected at the next regular business meeting.

Section 2. Duties

The Chair, or in the absence of the Chair, the Vice-Chair, shall conduct all meetings of the Committee. The Chair will also maintain contact with the staff liaison, and when appropriate, the Board of County Commissioners.

Article VI Meetings

Section 1. Meetings

The Committee shall meet on an as-needed basis, but at minimum shall meet at least once every three months. Regular meetings of the Committee will be held on the third Wednesday of each month from 5:30-7:30PM unless otherwise noted. Special meetings may be called by the Chair or by the staff liaison with one week advance notice. All meetings of the Committee shall be open to the public.

Section 2. Quorum

A simple majority of the total membership of the Committee shall constitute a quorum. A quorum is required to conduct Committee business.

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Section 3. Voting

All official actions of the Committee shall be taken by vote, with the majority of those members present and voting needed to approve the action. A committee member may attend by phone in order to vote.

Section 4. Public Meetings and Notice

All meetings at which three or more members are present, and at which any public business is discussed or any formal action taken, shall be open to the public at all times, in accordance with the Colorado Open Meetings Law, Part 4 of Article 6 of the Title 24, C.R.S., as amended. Chance meeting or social gatherings at which the discussion of public business is not the central purpose shall not be required to be noticed or held in public, as provided by the Open Meetings Law. Meeting agendas will be posted at the Boulder County Courthouse.

Section 5. Record of Proceedings

The Committee shall record minutes of its meetings in writing or audio recording.

Section 6. Conflict of Interest

Members will review the Advisory Boards and Commissions Conflicts of Interest Acknowledgment. Any member with a conflict of interest in connection with a matter before the Committee shall disclose the interest and if necessary abstain from discussion and/or voting on that item to ensure the integrity of the decision making process against bias, partiality, or the appearance of impropriety. The meeting minutes shall note such action.

Article VII Subcommittees

Section 1. Creation

Subcommittees, standing or special, may be appointed by the Chair as needed from time to time to carry out the work of the Committee.

Article VIII Parliamentary Authority

Section 1. Parliamentary Authority

Robert's Rules of Order shall govern the conduct of the Board's meetings to the extent practicable.

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Article IX Amendments

Section 1. Amendments

These bylaws may be adopted, amended, or repealed at any regular meeting of the Committee by two thirds vote of the full Committee, provided that the amendment has been submitted in writing for consideration at the previous regular meeting. The Board of County Commissioners shall approve all bylaw amendments.

APPROVED BY EIOF STEERING COMMITTEE

Stephen Trip' Hoffman
Chair

27 Jun 2018
Date

APPROVED BY BOARD OF COUNTY COMMISSIONERS

Cindy Domenico
Chair

6/28/2018
Date

