

## **Long-Range Facilities Planning Committee** (By-laws)

### **ARTICLE I: Name**

The name of this committee shall be the long-range facilities planning committee.

### **ARTICLE II: Purpose**

The purpose of the committee is to provide on-going review of the facility planning function of the St. Vrain Valley School District, to advise the superintendent on matters pertaining to facility planning by the district, and to gather ideas to facilitate planning within the district.

### **ARTICLE III: Membership**

#### **1. Representation**

The membership of the committee shall be representative of all characteristics of the St. Vrain Valley School District and its patrons. Such characteristics shall include without limitation social, economic, ethnic, geographic, age and race and patrons with and without school-age children.

#### **2. Number of Members**

The committee shall consist of one Board of Education liaison representative, one elementary principal and one secondary principal, and members of the community, one from each middle school or middle/senior high school attendance area and three (3) at-large members. All members will be voting members.

#### **3. Sources of Appointment**

- a. The superintendent shall appoint members who reside, one each, within the geographic limits of the attendance area of each of the middle schools and middle/high schools within the district.
- b. One member, appointed by the superintendent, shall be a representative from a governmental planning agency within the district.
- c. Three members, appointed by the superintendent, shall be selected as at-large members. Such members shall reside within the district.
- d. The Board liaison representative shall be appointed by the president of the Board.
- e. The principal liaison representatives shall be appointed by the superintendent.

#### **4. Appointment Process**

Upon a vacancy in any committee position appointed by the Board or the superintendent, the specific opening will be published on the District website and in appropriate local newspapers.

If more than one application is received for a position, all applications will be referred to the committee. The committee chair will appoint a subcommittee which will rank the top three applications of those received and submit such ranking to the appointing authority. Sole discretion for appointment from the ranking list or not will lie with the appointing authority.

#### **5. Terms of Membership**

The voting members of the committee shall be appointed for terms of three years.

The Board liaison will serve at the pleasure of the Board.

#### **6. Attendance**

Each member is expected to attend the meeting of the committee. In the event any member misses three consecutive meetings, the committee will determine whether to declare a vacancy and request appointment of a new member. If a new member is requested, the position will be filled pursuant to #4 above for the balance of the existing term except in the event a vacancy is filled within the last six months of the term, the appointment will include the balance of the existing term plus the subsequent three-year term.

### **ARTICLE IV: Officers**

#### **1. Chair**

The chair shall be elected annually. The chair will conduct meetings, appoint subcommittees, establish the agenda, call special meetings and perform other duties.

The chair may request that a vice chair or co-chair be elected to assist with the duties of the office.

#### **2. Secretary**

A secretary may be appointed from the membership to keep a record of the proceedings of all meetings if a school district staff person is not available to act in this position.

## **ARTICLE V: Meetings**

### **1. Time and place**

The time and place of meetings shall be seven p.m. on the third Thursday of every month during the school year at a location determined by the chair.

### **2. Number of meetings**

The intent of the committee is to meet monthly throughout the year with a minimum of five meetings to be scheduled during each school year.

### **3. Quorum**

A quorum shall consist of a majority of the membership on the committee.

Recommendations to the superintendent will be by motion and will require the affirmative votes of five voting members. Such vote may include votes tabulated by telephone poll or other process by the chair or their appointee.

### **4. Special meetings**

Special meetings may be called by the chair or by the written request of four members. Advance notice of at least seven (7) days must be given before a special meeting is held. Notice of special meetings may be given in writing or by telephone.

## **ARTICLE VI: Amendments**

These by-law may be recommended for amendment pursuant to the quorum and recommendation provision of Article V of these by-laws. Such recommendation shall be made to the superintendent with the final decision upon the by-law amendment to be made by the superintendent.

Approved August 18, 1983  
Revised September 21, 1989  
Revised to conform with practice June 8, 1994  
Revised June 11, 2003

St. Vrain Valley School District RE-1J, Longmont, Colorado