

# **WAVERLY COMMUNITY GROUP**

## **BYLAWS**

**7/14/2005**

### **I. NAMES**

The overarching organization shall be named the Waverly Community Group (WCG), and the WCG shall elect an advisory committee (Waverly Advisory Committee) to conduct its business.

### **II. GEOGRAPHICAL LOCATION**

Until further review and agreement, the Waverly Area is bound on the north by Co. Rd. 72, on the east by Co. Rd. 11, on the south by Co. Rd. 64, and on the west by Co. Rd. 21. For purposes of Quadrant Representatives (See VI.A.) the Waverly Area is divided into four Quadrants. (See attached map.)

### **III. MEMBERS**

All adults who reside in the Waverly Area may be members of the Waverly Community Group.

### **IV. VISION STATEMENT**

The vision of the WCG is to bring the Waverly community together to examine the issue of retaining its character and identity, and plan for its future.

### **V. PURPOSE**

- A. To provide a balanced, moderate, representative voice on issues that affect Waverly to Larimer County, and to work in partnership with Larimer County and other agencies to develop and refine a special area plan for Waverly. This plan would reflect the views and values of the Waverly citizens.
- B. To review, give advice and make recommendations regarding issues and opportunities that are related to Waverly's future, including those referred to the WCG by Larimer County staff or officials and/or other entities proposing actions that affect Waverly's future.
- C. To improve the information available to the residents of Waverly, Larimer County or other agencies, including its unique characteristics, natural and cultural resources, options available to landowners, and resources available to the community.
- D. To anticipate and address issues that may impact the community and to encourage the active participation of residents in planning for Waverly's future.

## VI. WAVERLY ADVISORY COMMITTEE

A. The WCG will be represented by the Waverly Advisory Committee (WAC) whose membership shall consist of up to 13 residents of the Waverly Area. Nine members are to be elected at-large and one member is to be elected from each Quadrant by the residents of the Quadrant. If no resident is nominated as a Quadrant Representative then that position becomes an at-large position for that term.

During the year following the first annual meeting, the Advisory Committee shall consist of 7 original members of the Waverly Steering Committee, 2 members to be elected at-large, and 1 to be elected from each Quadrant by the residents of that Quadrant (the Quadrant Representative may be an original member or a new member). If there are insufficient original members to fill the 7 seats on the WAC then additional at-large member(s) shall be elected.

B. WAC members will serve three year terms which are staggered so that the terms of no more than 5 members expire in any one year. Members may serve for two full terms if re-elected and additional terms if there are unfilled vacancies on the WAC. Initial terms shall be as follows: Terms of 2 members elected at-large and the representatives from Quadrant 1 and 2 shall be for three years. Terms of 3 members and the Quadrant 3 representative shall be for two years. Terms of 4 members and Quadrant 4 representative shall be for one year.

C. Members of the Waverly Advisory Committee shall be nominated from the floor and be elected by a majority vote of the Waverly Area residents attending the annual meeting of the WCG.

D. WAC members must:

Reside within the Waverly Area.

Support the stated mission and purposes of the WCG.

Support the gathering, evaluation and dissemination of information about issues that may impact the Waverly community, and be able to respond in a timely manner.

Commit to attend regular meetings plus annual and special meetings.

Commit to working on various committee assignments as needed.

Spouses may not serve concurrent terms on the WAC.

E. Members of the Waverly Advisory Committee shall be replaced if the member moves out of the Waverly Area or resigns from the committee. Replacement of a member shall be by appointment of the WAC, and shall be for the remainder of the term of the predecessor.

F. At the discretion of the WAC, members missing three consecutive regular monthly meetings or four meetings within the calendar year may be replaced.

## VII. COMMUNITY PARTICIPATION

The WAC will develop mechanisms to maximize the participation of interested residents. WAC at-large members will assist Quadrant Representatives in

establishing and maintaining a network of neighborhood contacts or ombudsmen. Other mechanisms to improve the quality and quantity of community input will include community meetings, maintaining a mailing list, the WCG web site (<http://www.waverlycommunity.org/>), field trips and other related activities as appropriate.

## **VIII. OFFICERS**

A. The Waverly Advisory Committee shall elect from among its members a Chair, Vice-Chair, Secretary, and Treasurer at its first regular meeting after the annual meeting each year. Officers shall assume office upon election and serve for one year or until their successors are elected.

B. Duties of each of the officers are:

1. Chair: The Chair will facilitate all meetings of the Waverly Community Group and the Waverly Advisory Committee and shall be the official spokesperson for the Committee.

2. Vice-Chair: The Vice-Chair shall preside in the absence of, or at the request of, the Chair.

3. Secretary: The Secretary shall take minutes for the WCG and the WAC, and make the information available to the community.

4. Treasurer: The Treasurer shall keep financial records, deposit funds and pay obligations of the WCG and the WAC.

C. The Board of County Commissioners and the Planning Department of Larimer County shall be notified when a new chair and secretary are elected.

## **IX. MEETINGS AND NOTICE OF MEETINGS**

A. An annual meeting of the WCG shall be held in May (or other designated time) of each year. Other special meetings may be called at any time by the Chair, or by two members of the Waverly Advisory Committee. Notice of all meetings shall be posted on the web site of the WCG no less than two weeks prior to the meeting date and will appear in a newspaper of general circulation (the Coloradoan and/or the North Forty News). Notice of the annual meeting will be mailed.

B. Regular and special meetings are open to the public.

C. Meetings of the Waverly Advisory Committee shall be held once a month (unless unnecessary), or more frequently if needed. Meeting location and details will be announced on the web site. The Chair and Secretary shall prepare the meeting

outline and mail, email or FAX it along with the minutes of the previous meeting and any other pertinent reports or information to the Advisory Committee members at least two business days preceding the regularly scheduled meeting. Reports or materials handed out at meetings shall be sent to members who were absent or placed on the web site, as appropriate. Minutes shall be placed on the web site after approval.

## **X. VOTING**

A. All Waverly Area residents present at the WCG annual meeting and any special WCG community meeting shall have the right to vote. Action by a majority vote of the residents present shall constitute an action of the WCG.

B. A quorum at any WAC meeting shall consist of a majority of the currently elected or appointed members. Any action by a majority vote of the members present, provided there is a quorum, constitutes an action of the Committee. In the event a quorum is not present at any meeting, the members may adjourn and reschedule the meeting at a later date with notice. Only members of the WAC shall have the right to vote at WAC meetings.

## **XI. COMMITTEES**

A. Sub-committees and working groups of the Waverly Advisory Committee may be formed by the Chair from WAC members and/or the community at large as necessary. Such sub-committees and/or working groups will be formed from time to time to work on special projects and report their findings at regular meetings. Upon completion of the assigned task, the chair shall dissolve those sub-committees or working groups.

## **XII. PARLIAMENTARY AUTHORITY**

A. A roll call vote shall be taken whenever requested by any member of the WAC. All meetings shall be governed by parliamentary procedure according to Robert's Rule of Order Newly Revised. No proxy votes shall be allowed.

## **XIII. CODE OF ETHICS**

A. A Waverly Advisory Committee member shall excuse himself or herself from discussion and voting if a potential conflict of interest exists.

B. A conflict may result where an Waverly Advisory Committee member has a personal or private interest in a matter proposed or pending before the Advisory Committee; where a member stands to gain or lose financially as a result of a

position taken by the Advisory Committee; or where a member believes he/she cannot fairly and impartially discharge his/her duties.

#### **XIV. AMENDMENTS**

A. These bylaws may amended in whole or in part by a 2/3 vote of the Waverly Community Group, during a regularly scheduled meeting, provided any proposed changes to the bylaws are distributed in written form to all members and are posted on the web site at least ten days prior to the meeting at which action is requested to be taken on the proposed changes.

Approved by the Waverly Community Group this day of July 14, 2005.

Waverly Community Group