

By-Laws of the Woody Creek Caucus

Adopted by the Woody Creek Caucus on July 31, 2014
These By-laws supersede any previous adopted By-laws.

- **Function**

The Woody Creek Caucus (WCC) is a political and social organization that shall serve, protect, and promote its community in the present and in the future. The Caucus shall have an advisory function to Pitkin County Commissioners, Pitkin County Planning and Zoning, and Pitkin County Community Development Staff for all matters that affect the Caucus area, as well as other County matters affecting the Caucus area including, but not limited to land use, planning, budgetary and work program matters. Further, the WCC shall permit its members to report minority views, as well as majority views and the division of votes with any such recommendation.

- **Caucus Area (see map)**

The boundaries of the Woody Creek Caucus (WCC) are as follows:
All land within the following boundaries:

- All land bordered by Highway 82 on the West and South and to the North and East from Smith Hill Road (including properties with access on Smith Hill Road).
- Both sides of the Roaring Fork River including Jaffee Park and including W/J Ranch and White Star Ranch as Southern boundaries.
- All land in the Woody Creek drainage including Lenado and Little Woody Creek.
- All land bordering Upper and Lower River Roads including Chaparral, Aspen Valley Ranch, Phillips, Aspen River Valley Ranch and the Dart Ranch to Old Snowmass and Highway 82 intersection.

- **Membership**

The membership of the Woody Creek Caucus shall consist of all qualified electors who have resided in the Caucus area (voters 18 and over) a minimum of 60 days, together with the non-resident owners of real property within the Caucus area.

It is the responsibility of all WCC members to provide the Caucus with up-to-date contact information including e-mail, residing address, postal address and phone number.

- Voting

Members of the Woody Creek Caucus shall be eligible to vote on all matters appropriate for caucus voting with the following criteria:

Each Caucus member must attend a minimum of one Caucus meeting a year and register annually at a Caucus meeting to vote. Votes may be cast in person or cast by official absentee written ballot provided by the WCC only when the Caucus calls for an absentee ballot. Each registered Caucus member shall have one vote only.

Registered non-resident property owners are allowed one vote. A Woody Creek property with multiple non-resident owners qualifies for one vote only. Non-resident owners of multiple properties in Woody Creek get one vote only, regardless of the number of properties owned.

- Ballot Voting Registration Process

A qualified member can register in person at any WCC meeting and vote at that meeting or any following meeting as long as their registration is current. A registered member may vote absentee as long as their registration is current. Registration is good for one year. It is the responsibility of each member to maintain their eligibility.

- Absentee Ballot Voting

Absentee ballot voting takes a minimum of two caucus meetings: the first meeting to create the ballot and the second meeting to record the vote. Absentee ballots for registered members of the WCC will be provided by the WCC and information and wording of the issue published on-line. Absentee ballot voting will be used to record the

voting for 1) Election of officers at the biennial General Election 2) Any changes or amendments to the WCC By-Laws 3) Adoption of the WCC County Master Plan 4) Any issue the WCC may decide is appropriate for absentee ballot voting.

- Absentee Ballot Voting Process

The process for obtaining a ballot will be on the WCC website, along with the motion being voted on. The qualified absentee voter must request an official ballot and the caucus will provide the official written ballot with the motion to the absentee voter by email. The absentee ballot must be returned and received no later than 48 hours before the WCC scheduled voting meeting begins.

- Meetings

Woody Creek Caucus meetings shall be held regularly the last Thursday of each month at 6:30pm at the Woody Creek Community Center or designated alternative. There are no regularly scheduled Caucus meetings in November and December. Robert's Rules of Order shall govern the conduct of all meetings.

The Annual Meeting will be held every June and if an absentee ballot is called for, the voting tally will be completed in July. Special meetings or Community gatherings can be scheduled by the District Planning Commission (DPC) and noticed to the membership.

- District Planning Commission (DPC)

The District Planning Commission (DPC) is an advisory body to the WCC. The DPC will bring land use or other matters to the WCC for Caucus consideration. The DPC shall consist of 5 voting members and 5 alternates elected at the general election every two years in June and July. Nominated or volunteer qualified members names will be on the ballot of the general election. WCC qualified members vote for 10 DPC members for a term of two years. There is no limit to the number of terms a member may serve.

The DPC will determine the voting members, alternates, Moderator, Alternate Moderator and Secretary/Treasurer. A minimum of 3 DPC members are needed for a quorum. Alternates may participate in discussions but can only vote in replacement of a regular member. If a vacancy occurs in the DPC, the DPC members will appoint a qualified member from the general WCC membership to fill the vacancy. If the DPC is unable, due to time constraints, to take an issue to the full Caucus, the DPC may forward their recommendation to the appropriate body. The DPC will distinguish between forwarding a recommendation from the WCC and a recommendation from the DPC.

- DPC Meetings

The Woody Creek District Planning Commission meets every Monday at 4:30 at the Woody Creek Community Center or designated alternative. All meetings are open and anyone may attend and participate. Only DPC members can vote at DPC meetings.

- Additional Committees

The WCC may form additional committees to further its purpose.