

Bylaws of the Jefferson County All-Hazard Mitigation Advisory Committee (AHMAC)

ARTICLE I: PURPOSE OF THE AHMAC

The purpose the Jefferson County Board of County Commissioners (the “BCC”), All-Hazard Mitigation Advisory Committee (the “AHMAC”) is to serve as an advisory body to the policy makers, judiciary, and stakeholder groups to implement the hazard mitigation strategies outlined in the Jefferson County All-Hazard Mitigation Plan (the “HMP”) to reduce or avoid long-term vulnerabilities throughout the geographic county. The HMP is the cornerstone policy-level document for county hazard mitigation. The purpose of these Bylaws shall be to establish the organizational rules of the AHMAC.

ARTICLE II: AUTHORITY

The AHMAC serves in an advisory capacity to the Board of County Commissioners. It was established by the Board of County Commissioners by Resolution No. CC21-262 dated September 28, 2021. The All-Hazard Mitigation Advisory Committee Policy of the County Policy Manual provides guidance for the Board.

ARTICLE III: MEMBERSHIP

Section 1. Membership Requirement

Membership will include participating agencies that have adopted the HMP into local Resolution or Ordinance and have been formally appointed by the BCC.

Jurisdictions within Jefferson County eligible for membership due to satisfying the above prerequisites are:

- Jefferson County
- City of Arvada
- City of Edgewater
- City of Golden
- City of Lakewood
- City of Wheat Ridge
- Town of Morrison
- Arvada Fire Protection District
- Elk Creek Fire Protection District
- Evergreen Fire Rescue
- Fairmount Fire Protection District
- Foothills Fire Protection District
- Genesee Fire Protection District
- Golden Gate Fire Protection District
- Indian Hills Fire Protection District
- Inter-Canyon Fire Protection District
- North Fork Fire Protection District
- West Metro Fire Protection District
- Lookout Mountain Water District
- Denver Water
- Jefferson Conservation District

Section 2. Appointments

Appointments shall be made based on jurisdictions being a participating and adopting agency of the HMP, and in accordance with the Boards and Commissioners Appointments Policy. All nominations for AHMAC membership must be reviewed by the BCC with recommendations for appointment forwarded to the Board of County Commissioners. The BCC has full appointment and discharge authority.

Section 3. Vacancies

The AHMAC will accept resignations which will be forwarded to the BCC. Vacancies will be filled in the same manner as provided for in the Policy and these Bylaws.

Section 4. Voting Members

Jurisdictions in good standing are eligible to vote and submit mitigation projects by complying with each of the following criteria:

- The jurisdiction must have participated in the most recent HMP update and adopted the most recent HMP by Resolution or Ordinance; or
- The jurisdiction went through a deliberate planning process outlined by the State of Colorado Division of Homeland Security & Emergency Management (DHSEM)¹ to develop an agency specific annex that was not originally included as identified in the preceding bullet in the County HMP 5yr update. Once the annex is approved by the AHMAC, DHSEM and then formally approved by FEMA, the HMP will need to be adopted by Resolution or Ordinance. Once eligible the jurisdiction will provide a Letter of Recommendation for membership to be briefed to the BCC, and once approved by Resolution, the jurisdiction will then be a voting member of the AHMAC; and
- Participating agencies official Boards & Commissions designated primary or alternate member must have attended at least one of the last two consecutive AHMAC meetings.

Section 5. Non-voting participants

The AHMAC encourages representatives to participate in the AHMAC from a broad range of sectors, community lifelines, the public and community-based organizations that support underserved communities as outlined in the most up to date Local Mitigation Planning Policy Guide released April 2022, effective April 2023.

ARTICLE III: ORGANIZATIONAL STRUCTURE

Section 1. Officers

The organizational structure of the AHMAC shall consist of a rolling Chair and Vice Chair who are selected annually by jurisdictional name alphabetical order (not to include “City of” or “Town of” but to include the City or Towns statutory name) to serve one calendar year. Any voting member or alternate of the AHMAC in good standing as described in Article III. Section 4. is eligible to be an officer. The Chair of the AHMAC will declare meetings, prepare agendas, preside at each meeting of the AHMAC, establish temporary subcommittees when necessary, as well as overseeing the annual report. The Vice Chair will fulfill the duties and responsibilities of the Chair in their absence. The Chair and Vice Chair will serve a term year beginning January through December.

Section 2. Membership

Reference Article III Section A.

¹ Reference Colorado DHSEM *Post Approval Additions to Local Hazard Mitigation Plans*

Section 3. Subcommittees

A temporary subcommittee may be established at any time for special purposes by the AHMAC and the Chair. The subcommittees that are established will meet as needed, and provide regular updates to the Chair and progress reports to the AHMAC during a regularly scheduled business meeting.

Section 4. Admin & Staffing Support

Jefferson County Office of Emergency Management will provide staff support to the AHMAC, Chair, Vice Chair and any subcommittee created by the Chair. This support shall include technical and clerical support as necessary for the benefit of the AHMAC. Other jurisdictions and organizations may also provide such services on a voluntary basis upon request of the Chair.

ARTICLE IV: RESPONSIBILITIES

Section 1. Planning

The AHMAC will monitor and assist in implementation and annual updates of the HMP, as well as steward the required 5yr update cycle. The purpose of the HMP is to reduce the impact of natural disasters on citizens and property within Jefferson County by outlining actions that can mitigate the effect of natural hazards. The HMP serves as a blueprint for coordinating and implementing hazard mitigation policies, programs, and projects in Jefferson County.

Section 2. Reporting

The AHMAC will report progress, opportunities, and challenges annually to the Board of County Commissioners. Besides reporting to the Board, the AHMAC, and associated subcommittees, will conduct any annual progress reporting requirement as set forth by DHSEM and FEMA for CRS and the Jefferson County Multi-Hazard Mitigation Plan evaluation and implementation.

Section 3. Communication

The AHMAC will continue to enhance two-way communication, information sharing and coordination among stakeholders.

Section 4. Public Engagement

The AHMAC will continue to inform and solicit input from the public. The AHMAC shall ensure public access and comment to all open meetings. All meeting dates, time, location, and agenda's will be posted at least a week in advance on the Board of County Commissioners Boards & Commissions webpage. All meetings of the AHMAC are open and will comply with the Colorado Open Meeting Law. Only members may vote on business items.

ARTICLE V: SUBCOMMITTEES

The AHMAC will be responsible for oversight and coordination of all actions and decisions by each subcommittee formed and are solely responsible for formal actions in the name of the subcommittee, including the reporting, issuance of position papers and similar activities. The AHMAC makes assignments to the subcommittees, coordinates their work and takes action on their recommendations.

Article VI: Regular Business

Section 1. Meetings

Meetings of the AHMAC including all subcommittees will be conducted in accord with Robert's Rules of Order, if and when deemed necessary by the Chair of the meeting. Meetings of the AHMAC will be conducted at least annually with a minimum of ten (10) working days notice. Subcommittees, then assigned by the AHMAC, will meet as necessary.

Section 2. Voting

Each voting member in good standing, as defined in Article III Section 4. of this document, is allowed to cast one vote. Voting may be done in person or virtually while attending an AHMAC meeting. Proxy voting is allowed, if the Chair is notified in advance. Each jurisdiction may designate up to two members who may vote, a primary and alternate. The Primary and Alternate will be documented on the participating jurisdiction Letter of Recommendation to the Board and codified through Resolution CC22-114.

Section 3. Quorum

The Chair will determine if a quorum is present at each meeting. All final actions and decisions made by the AHMAC will be by affirmative vote of a quorum of the voting members. A quorum consists of a minimum of 9 voting members in attendance.

Section 4. Special meetings

Special meetings and any possible voting may be conducted under administrative emergency situations or when other extenuating circumstances judged necessary by both the Chair and Vice Chair of the AHMAC. If extenuating circumstances occur and it is impossible for the AHMAC to meet together in one location, it is acceptable to meet via conference call or virtual meeting. At any special meeting, no business other than that stated in the notice shall be transacted.

Section 5. Public Hearings

When required by statute or the policies of Jefferson County Board of County Commissioners, or when deemed necessary by the AHMAC, a public hearing regarding actions under consideration for implementation by the AHMAC will be held.

Section 6. Documentation of Actions

All meetings minutes and other forms of action by the AHMAC and any subcommittees will be documented and made posted publicly on the Board of County Commissioners Boards & Commissions webpage. Minutes and records of the Board are subject to the Colorado Open Records Act.

ARTICLE VII: ADOPTION OF AND AMENDMENTS TO THE BYLAWS

The Bylaws of the AHMAC may be adopted and/or amended by a simple majority vote of a quorum of members provided that the amendment is not in conflict with any applicable county, state and federal laws and regulations. The AHMAC shall have adequate time (10 days prior) to review amendments before being asked to vote.