

**Douglas County School District RE-1
LONG RANGE PLANNING COMMITTEE BYLAWS**

PREAMBLE

The Long Range Planning Committee was created by the Douglas County School District Board of Education (the “**Board**”) in 1983 to evaluate growth trends within the Douglas County School District RE-1 (“**DCSD**”) and to make recommendations to the Board on the utilization of existing facilities, remodeling, construction of new facilities and assistance in planning for capital reserve projects. In 2003, under Policy Governance, the Committee’s role was changed to make recommendations to the Board for approval. On May 17, 2005, the Board unanimously voted to formally recognize the Long Range Planning Committee as a committee of the Board.

These LRPC Bylaws (the “**Bylaws**”) define the role, responsibilities, and membership of this Committee. The Bylaws provide for how Committee membership is determined, the election and responsibilities of officers, and the scope of acts and functions to be carried out by the Committee.

The function, role and responsibilities of the Committee shall be consistent with and shall not exceed the charges given to the LRPC by the Board from time to time.

ARTICLE I: NAME

The name of the school district long-range planning committee within the DSCD shall be the “Long Range Planning Committee,” hereinafter referred to in these Bylaws as the “**LRPC**” or “**Committee**.”

ARTICLE II: PURPOSE

The purpose of the LRPC is to focus on the charges assigned to it by the DCSD’s Board. The Board’s Policy Governance Book at GP 1.7.2 provides that the LRPC is charged with producing:

1.7.2.1.1 For the Superintendent/District, as reasonably requested by the Superintendent and delivered on a schedule reasonably determined by the Superintendent: (a) community opinions, alternatives and their implications, and recommendations and their rationale concerning attendance boundaries, facility usage, anticipated capital expenditures, anticipated project needs, and site feasibility; and (b) other products reasonably requested.

1.7.2.1.2 For the Board, to help the Board accomplish a portion of its job, and as more specifically requested by the Board: (a) population changes, trends and impacts on facilities; (b) alternatives and their implications, along with recommendations preferred by the committee as a whole along with appropriate rationale, for relevant Board policy changes, for specific projects needed over the intermediate-term, and for proposed uses of facilities; (c) community opinions concerning facility use, boundaries, and capital requirements; and (d) other products as the Board may request.

The following is a non-exhaustive list representative of the work regularly performed by the LRPC in support of its purpose:

1. Analysis of community population change and trend data; evaluation of population impacts on District education and support facilities; collection of community feedback; and recommendation of appropriate actions to the Board regarding school attendance boundaries, facility usage (including facility construction, renovation or closure) and anticipated capital outlay requirements.
2. Presentation of rolling Multi-Year Capital Facility Plans to the Board, with recommendations for specific projects that may be needed in the short, intermediate, and long-term.
3. Assessment of site feasibility for specific proposed uses by evaluating community impacts, collecting community feedback and making appropriate recommendations regarding how a site could be used by the District to further its purposes.

ARTICLE III: MEMBERSHIP

A. VOTING MEMBERS

Voting Members of the LRPC should generally be representative of stakeholders across the District including residents from each of the high school feeder or planning areas, and representatives from charter schools.

The LRPC shall determine the specific representative makeup of Voting Members of the LRPC, and shall aspire to have a minimum of 14 and not more than 26 individuals serving as Voting Member each school year.

The LRPC shall nominate Voting Members based on its self-determined representative makeup to serve on the LRPC to replace Voting Members whose terms will expire, or who resign or are removed prior to the end of their term, by submitting the nominations to the Board for appointment. The Board finally appoints all Voting Members. The terms of Voting Members shall be staggered by making appointments so that approximately one third of the Voting Members' terms expire each year.

B. NON-VOTING MEMBERS

There may be Non-Voting Members appointed to serve on and contribute to the efforts of the LRPC, including District staff and students.

1. DCSD Staff Liaison: DCSD's Planning Manager, Planning and Construction Department (or equivalent) as determined by the Superintendent or designee, shall be a Non-Voting Member of the LRPC to serve and support the efforts of the LRPC.

2. Other Non-Voting LRPC Members:

Other Non-Voting Members may include individuals who represent District stakeholder groups or have professional backgrounds or experiences which the LRPC believes would positively support the efforts and purposes of the LRPC. While the number and backgrounds of such individuals may change over time, the LRPC will endeavor to include the follow categories of individuals at all times as Non-Voting Members:

- a. At least one individual who is employed as a staff member at a District non-charter school.
- b. At least one individual who is employed as a staff member at a District charter school.
- c. At least one student in the District.
- d. At least one individual representative of and/or involved within the real estate development community.

The LRPC shall determine the specific representative makeup of Non-Voting Members other than the District Staff Liaison each year and inform the Board via memo.

Non-Voting Members shall be nominated by the LRPC and appointed by the Board following the same process as applied to Voting Members unless the LRPC establishes a separate application and review process, which it may do as it sees fit. The LRPC shall nominate Non-Voting Members based on its self-determined representative make-up to serve on the LRPC.

Finally, there may be alternative (non-voting) members appointed by the Board if recommended by the LRPC with the expectation that these members would move into voting positions as vacancies occur.

ARTICLE IV: TERMS OF SERVICE, NOMINATIONS AND MEMBERSHIP SUBCOMMITTEE, MEMBER ATTENDANCE OBLIGATIONS AND REMOVAL

A. TERMS OF SERVICE

Voting Member terms of service shall be 3 years, beginning on July 1, and continuing to June 30 (unless such member resigns or is removed earlier in accordance with these Bylaws). Voting Members terms may be renewed and each renewal term will also be for a 3-year term. Voting Members who wish to renew their terms shall be nominated by a simple majority of Voting Members in attendance at a regular LRPC meeting (quorum required) and will continue to serve as a Voting Member subject to the discretion of the Board.

If a Voting Member resigns or is removed prior to completing his or her 3-year term, the term of the individual nominated and appointed to replace such Voting Member shall be for the balance of the term of the outgoing Voting Member (but subject to renewal as described above).

B. MEMBERSHIP SUBCOMMITTEE AND NOMINATIONS

The LRPC shall select a membership subcommittee of not less than three (3) Voting Members, the Board liaison to the LRPC, and DCSD's Planning Manager, Planning and Construction Department, or equivalent/designee, to interview potential candidates who shall apply for consideration after appropriate notice has been given through public notice (including specifically but without limitation through school publications and digital channels).

Any individual who completes the aforementioned interview process and is recommended by the membership subcommittee will be presented to the LRPC for consideration to be recommended to the Board for membership. Individuals who are recommended for membership by the LRPC shall be nominated by the LRPC for appointment by the Board via memo in May of each year, or at other times as are necessary to complete terms and fill vacancies as they occur.

C. ATTENDANCE OBLIGATIONS

The voting members of the LRPC are expected to attend all regular and special meetings. Should a member be absent from three consecutive regular meetings, without giving advance notification of their absence, in a given term year, that member may be removed from the LRPC in accordance with the procedure set forth below, and a replacement shall be appointed by the LRPC for the balance of the term of the removed member in accordance with the procedure set forth above. The Executive Committee may contact a member in writing after the second unreported absence and report back to the LRPC. The LRPC can make exceptions to the dismissal policy.

D. REMOVAL

Any LRPC member shall be immediately removed upon a conviction, deferred sentence, plea of guilty, or plea of nolo contendere to any offense that constitutes any criminal offense involving unlawful sexual behavior or unlawful behavior involving children. Any LRPC member may also be removed for violation of the attendance policy (as described above) or for any other reason, including but not limited to, violation of the LRPC Code of Ethics and Conduct or applicable law, by a three-fourths majority vote of the LRPC's voting members, not including the member who is subject to the removal vote. Because they are appointed by and serve at the pleasure of the Board, LRPC members are further subject to removal, with or without cause, upon the recommendation of a member of the Board and a majority vote of the Board.

ARTICLE V: OFFICERS

A. GENERAL

The LRPC shall elect from its voting membership a Chairperson, a Vice-Chairperson, and a Secretary in the September meeting of each year. Other positions may be created by the

LRPC as needed. A simple majority vote is required to establish new officer positions and to elect officers. The term of elected officers shall be one (1) year but may be renewed by a simple majority vote. Each Officer position must be a voting member of the LRPC.

B. SPECIFIC POSITION RESPONSIBILITIES

1. The Chairperson: Sets meeting agendas in collaboration with the other officers and considering any input from LRPC membership; sends agendas to LRPC members in advance of each meeting; presides over each meeting; and leads the efforts of the LRPC consistent with the Bylaws.
2. The Vice-Chairperson: Participates in setting meeting agendas with the Chairperson; assumes duties of the Chairperson when the Chairperson is absent; assumes the duties of the Chairperson in the event of an absence, incapacitation or resignation, but only until the Chairperson can return to perform his or her duties or until a successor chairperson is elected; and leads the efforts of the LRPC consistent with the Bylaws.
3. The Secretary: Participates in setting meeting agendas with the Chairperson; takes minutes of each LRPC meeting and submits meeting minutes for distribution to all LRPC members prior to the next meeting for review; and leads the efforts of the LRPC consistent with the Bylaws.

To the extent the elected Secretary is not available for a meeting, the Secretary may notify the Chairperson and Vice-Chairperson of such absence and a substitute will be selected in advance or at the meeting from the voting LRPC members who will be or are in attendance (for avoidance of doubt, a “permanent” substitute may be appointed with simple majority vote of the LRPC).

ARTICLE VI: MEETINGS

A. REGULAR MEETINGS

Regular meetings of the LRPC shall be held on the first (1st) Wednesday of each month at a time and location to be determined by the Executive Committee. Meetings may be in-person or remote as determined by simple majority vote of the Executive Committee (and in the event of a tie, as determined by the Chairperson). Schedule changes can be approved with a majority vote of Voting Members, unless unforeseen circumstances require a last-minute change which shall be approved by the Executive Committee.

B. SPECIAL MEETINGS

Special meetings may be called for at the request of the LRPC Chairperson or Vice-Chairperson.

C. COMPLIANCE WITH COLORADO’S OPEN MEETINGS LAW

All meetings shall be open to the public with meeting time and location posted in compliance with Colorado’s Open Meetings Law, C.R.S. §§ 24-6-401 et seq. Additionally, minutes of any meeting shall be open to public inspection in accordance with Colorado’s Open Meetings Law, C.R.S. §§24-6-401 et seq.

ARTICLE VII: QUORUM AND VOTING

A. QUORUM

A quorum shall be a simple majority of the current voting members. A quorum must be present in order to have an official meeting of the LRPC.

B. ELECTRONIC PARTICIPATION AND VOTING

Upon approval of the LRPC Chairperson and subject to DCSD having the necessary equipment and staff available to accommodate, any member may participate in a meeting by means of telephone, video or audio conferencing, or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. A member who participates in a meeting by electronic means shall have access to any materials that are presented and available to members who are physically present. A member who participates in a meeting electronically shall be considered present in the same manner as if the member was physically present at the meeting.

C. MAJORITY VOTE

Except as otherwise specified by these Bylaws, a majority vote of the quorum is required for any vote.

D. TIE VOTE

In case of a tie vote, the motion being voted upon shall be deemed to have failed.

ARTICLE VIII: EXECUTIVE COMMITTEE, OTHER LRPC COMMITTEES, AND LRPC MEMBER PARTICIPTION IN NON-LRPC DISTRICT COMMITTEES OR GROUPS

A. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the LRPC officers. The Executive Committee will direct the affairs of the LRPC including setting the agendas for the regular monthly meetings. The Executive Committee may establish subcommittees and may establish rules governing the subcommittees.

B. OTHER LRPC SUB-COMMITTEES

The LRPC may form sub-committees to carry out the Board directed duties of the LRPC and to address matters as requested by the Board as well as needed to more effectively carry out its duties and obligations. Sub-committee membership shall be open and participation on an LRPC sub-committee will be a matter of public record.

C. LRPC MEMBER APPOINTMENTS TO OTHER COMMITTEES/GROUPS

From time to time a request may be received from another Board or District committee or outside group for one or more LRPC member(s) to be appointed to that committee or group. If the request is approved by the Executive Committee, any LRPC member(s) may self-nominate for the open position(s). A vote shall be taken by the LRPC to select the member(s) to be appointed.

ARTICLE IX: MISCELLANEOUS

The LRPC may not speak or act for the Board except when formally given such authority for specific and time-limited purposes.

The Chairperson, or member with authority given by the Chairperson, shall represent the LRPC to the Board and other non-LRPC entities or persons in announcing the LRPC recommendations and/or positions.

No public action or recommendation made by or on behalf of the LRPC, directly or indirectly, express or implied, by any member (voting or non-voting), officer or sub-committee of the LRPC may be made without the consent of the LRPC’s Chairperson and any violation of the foregoing will be reported to a member of the Executive Committee.

ARTICLE X: AMENDMENTS

These Bylaws may not be amended, repealed, or altered except by action and approval by the Board.

Proposed additions or amendments must comply with all other policies established by the District.

Subject to the above, an addition to, amendment, repeal, or alteration of the Bylaws may be proposed at any regular meeting or special meeting of the LRPC. Members will be provided with notice at least one meeting in advance prior to any meeting during which the LRPC will discuss any additions, amendments, repeals or alterations to these Bylaws, all of which will be provided to all Members in advance of such meeting to the extent possible.

To be effective, proposed additions or amendments must be preliminarily approved by simple majority of the LRPC, must be acceptable to the District’s legal counsel and Superintendent, and, thereafter, approved by the Board.

Effective: January 1, 1987

Updated: August 1988
Updated: November 1989
Updated: March 1997
Updated: September 1999
Updated: April 2002
Updated: August 2003
Updated: November 2003
Updated: May 17, 2005
Updated: August 2005
Updated: December 2005
Updated: May 2007
Updated: April 20, 2010
Updated: October 21, 2014
Updated: April 19, 2016
Updated: (insert date)