

## Fort Collins Chamber LLAC: General Information

Membership -The 23 individuals on the LLAC are from the Chamber membership and reflective of the general Chamber membership, which may include several at-large seats and will be examined annually. In no event may any member be an elected official, a candidate, an employee of any governmental entity lobbied by the Chamber's Local Legislative Affairs Committee or be an official representative of a partisan political organization.

Terms – Terms can be either one or two years.

Responsibility -The committee responsibility is to collaborate with public and private stakeholders to create a favorable environment for business.

Authority - The committee is empowered by the Chamber Board of Directors to determine the Chamber's position on local non-ballot issues and when asked make recommendations to the Board on ballot issues.

Meetings – Meetings occur on most Fridays. They begin promptly at 7:30am ending by 9:00am.

The meetings are in person with a hybrid option using a Zoom platform. Meetings are held in the Fort Collins Area Chamber of Commerce Boardroom, 225 South Meldrum Street, Fort Collins, CO 80521

Each meeting begins by going around the room with each person giving their name and company name.

Typically, each meeting includes a guest presenter covering a topic relevant and timely to Chamber members. Presenters might be staff or management from the City, County or School District, Elected Officials or non-profit directors. Presentations and discussion last about an hour followed each week by committee housekeeping.

Committee members are at liberty to ask questions and provide insights to the guest presenters.

Attendance - 70% attendance is required in each quarter.

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There is more detailed information in the documents:

- LLAC Guidelines
- LLAC Expectations

## **Local Legislative Affairs Committee Expectations**

- I. Responsibilities of Membership**
  - a. Relevancy to Chamber Mission
    - 1. Within the context of committee discussion and presentations, exchange of information and ideas must be clearly relevant to promoting the mission of the Chamber.
    - 2. Other matters of interest should be addressed outside the committee meeting.
    - 3. Committee discussions and presentations must be within the scope of the LLAC guidelines, with proper consideration of other committees within the Chamber.
  - b. Membership Representation
    - 1. To provide balance to committee discussions, reasonable effort to encourage representation from a cross-section of business categories, political affiliations, and personal demographics is highly valued.
    - 2. To the extent possible, discussions will focus on the needs of the Chamber membership, rather than personal interests.
  - c. External Involvement
    - 1. Committee members are expected to interact with other Chamber committees, outside organizations, local or regional Boards and Commissions, City/County staff, and elected officials that will enhance the depth of committee discussion.
    - 2. Members should be prepared to make presentations of LLAC positions to City Council and County Commissioners when necessary. Members may be asked to attend one City Council meeting a year.
  - d. Confidentiality
    - 1. All discussions within the committee are considered highly confidential to promote open dialogue.
    - 2. Meeting minutes will only reflect general discussion topics.

## **II. Protocol**

### **a. Attendance and Participation**

1. Members are expected to attend at least 70% of all scheduled meetings each quarter, advising staff whenever anticipated schedule conflicts occur. Please refer to LLAC guidelines.
2. Members are encouraged to participate in all discussions and volunteer for special assignments as identified.

### **b. Professional Representation**

1. The image of the Chamber is defined by our interaction with each other as well as with outside guests.
2. The quality of presentations and discussion will be a direct reflection of the image of the Chamber.

### **c. Courtesy**

1. In respect of the time all members have volunteered to the committee, meetings will begin and end promptly.
2. All members will respect agenda schedules to promote efficiency.
3. Full attention and respect will be demonstrated through the course committee meetings – side conversations, outbursts and distractive behavior will not be tolerated.
4. The committee chair, in an orderly fashion, will recognize input and questions during committee meetings.
5. All input will be succinct and relevant to the committee objective.

### **d. Issue Identification**

1. Members are encouraged to call attention to issues that may be considered by the committee.
2. The chair and vice chair of the committee will assume responsibility for defining meeting agendas.
3. Meeting coordination and all appropriate information will be provided to committee members by Chamber staff in a timely manner.

# LOCAL LEGISLATIVE AFFAIRS COMMITTEE

## *Guidelines*

Updated November 15, 2004 by the Board of Directors

### **MISSION**

The mission of the Local Legislative Affairs Committee (LLAC) is to collaborate with public and private stakeholders to create a favorable environment for business, thereby enhancing the quality of life of the entire community and region.

### **LLAC Guidelines – MEMBERSHIP**

The LLAC is a committee of the Fort Collins Area Chamber of Commerce. It is composed of 23 Chamber members appointed by the Chamber Board of Directors. The make-up of the 23 individuals from the Chamber membership will be reflective of the general Chamber membership, which may include several at-large seats and will be examined annually. In no event may any member be an elected official, a candidate, an employee of any governmental entity lobbied by the Chamber's Local Legislative Affairs Committee or be an official representative of a partisan political organization. At present, the make-up is as follows:

| <b><u>Category</u></b>     | <b><u>% Membership</u></b> | <b><u>Seats</u></b> |
|----------------------------|----------------------------|---------------------|
| Chairperson                |                            | 1                   |
| Vice Chair                 |                            | 1                   |
| Retailers                  | 16%                        | 3                   |
| Professional/Insurance     | 13%                        | 2                   |
| Services                   | 32%                        | 7                   |
| Manufacturers/Processors   | 2%                         | 1                   |
| Financial/Bank/Investments | 6%                         | 1                   |
| Construction               | 7%                         | 1                   |
| Real Estate                | 9%                         | 2                   |
| Restaurants/Entertainment  | 9%                         | 2                   |
| Publishers/Print           | 2%                         | 1                   |
| Hotel/Motel/Apartments     | 3%                         | 1                   |
| At Large                   | <u>1%</u>                  | <u>0</u>            |
|                            | 100.0                      | 23                  |

LLAC seat categories may vary from year to year pending approval from the Board. LLAC members are appointed for two-year terms. Current members whose terms are expiring may reapply for a position on the committee. The Chamber Board of Directors makes appointments to the LLAC. When a vacancy occurs, the LLAC will communicate the vacancy to the Chamber membership targeting those in the affected category.

Applicants to the LLAC will be asked to complete an application form and participate in a brief interview with the LLAC committee, which may include the LLAC Chairman, the Chamber President, or the Executive Vice President. The LLAC will forward its recommendation for filling vacancies to the Chamber Board of Directors. The Chamber Board reserves the right to make all final decisions and is under no obligation to accept the recommendations of the LLAC. The Chamber Board also reserves the right to remove any member of the LLAC for any reason.

## **OFFICERS**

The LLAC will nominate individual(s) to serve as committee chair for the following year by November 1 of each year. Each nominated individual should be approved by a standard vote of the LLAC and have consented to serve. These nominations will be forwarded to the incoming Chairperson of the Chamber Board and the Chamber Board of Directors for approval. The Chamber Board of Directors is not obligated to appoint Chairs as nominated by the LLAC and may ask the LLAC to nominate at least one other person for consideration.

The LLAC shall nominate a Vice-Chair in the same manner and at the same time as the Chairman. The Vice-Chair serves in the absence of the Chair, but is not automatically recommended as the Chair for the following year.

## **AUTHORITY**

The LLAC will be fully empowered by the Board of Directors to determine Chamber positions on all city and county local legislative issues which pertain to the Chamber's mission statement. The LLAC may present its positions to the community, Fort Collins City Council, and Larimer County Commissioners.

The LLAC is empowered to develop policies on behalf of the Chamber when they pertain to city and county issues. For issues requiring a vote of the public, the Board should receive a recommendation from the LLAC, and

make the final policy decision. If the NCLA (Northern Colorado Legislative Alliance) chooses not to take a position on a state legislative issue, then other recommendations for action may come from the LLAC, the President, or the Executive Committee to the Board for consideration. The LLAC should address those issues that affect both the Poudre R-1 School District and the City.

A vote to recommend support for a local ballot measure may be taken only at a meeting at which a minimum of 80% of all members of the LLAC are present and voting. No recommendation to back an issue shall be made by the Committee to the Chamber Board except on the affirmative vote of 75 percent of the LLAC members present and voting at such meeting. A vote to rescind support for a local ballot measure must follow the same quorum and voting steps as required for backing.

## **ORGANIZATION**

1. A criterion necessary for consideration of an issue is a simple majority of a quorum, on an issue-by-issue basis.
2. Committee quorum is twelve.
3. Action minutes will be taken.
4. The LLAC meets Friday beginning promptly at 7:30 a.m. and ending at 9:00 a.m.
5. **Voting Procedures:**
  - A 66% majority vote of the quorum is necessary to take a Chamber position on an issue.
  - A voice vote or show of hands is required unless any committee member requests a roll call vote or a written ballot.
  - If voice vote does not clearly indicate the necessary 66% vote, the Chairperson may call for a show of hands, roll call vote, or a written ballot.
6. **Attendance:** Members of the LLAC must attend 70% of scheduled meetings, measured quarterly.
  - **Extended Leaves of Absence:** Extended leaves of absence should be communicated in writing, must be approved by the Chairperson or Chamber staff, or may require committee discussion.

- **Probation:** The first time a committee member misses more than 30% of the meetings in a quarter, the Chairperson will contact the member to communicate probationary status. Chamber staff will maintain documentation of the contact. Absence from more than 30% of the meetings in any quarter following the probationary notification will be considered a resignation from the committee, with no further action necessary.
7. A member of the LLAC will attend all meetings of local government bodies at which LLAC issues are being discussed or decided, and when appropriate present the Chamber's position. Each committee member will attend approximately two of these meetings per year.