

**University of Colorado at Boulder
Boulder Campus Planning Commission**

B Y - L A W S

Approved: February 20, 1976

Revised: July 9, 2009

I. Overview

The BOULDER CAMPUS PLANNING COMMISSION (BCPC) is an advisory group that represents the Boulder Campus community and reports to the Chancellor of the University of Colorado at Boulder. The BOULDER CAMPUS is defined as property owned by the University of Colorado which is administratively assigned to the University of Colorado at Boulder (UCB).

- A. The BCPC shall see that a broad spectrum of views, opinions, and expert advice are coordinated in the development of plans for significant new construction, renovation, and other physical development of the campus. In carrying out its functions, the BCPC may publicize issues and hold public hearings to present proposed plans and to seek guidance and evaluation from the University community.
- B. The BCPC shall make recommendations to the Chancellor for resolution of issues which may arise as campus development plans evolve. The BCPC shall base its recommendations on the needs of UCB rather than speculation about future decisions of the administration or political issues. Decisions should be made in a manner consistent with the overall goals and plans of UCB.
- C. In its effort to be well informed, the BCPC may request periodic briefings relating to campus development. During the course of its work, the BCPC may identify needs which have not been previously addressed and may forward recommendations for meeting these needs to the Chancellor or appropriate staff for review.
- D. For purposes of BCPC actions taken under these by-laws, the term "review" refers to presentation and discussion of items that do not require a vote. The term "approve" is used in relation to action items requiring a vote by the BCPC in order to achieve a recommendation to the Chancellor.

II. Functions

- A. The BCPC shall use the *Campus Master Plan* as its guide and shall work with the Chancellor and his or her designees in the development and periodic review of the *Campus Master Plan* for the Boulder Campus. As necessary, the BCPC will recommend changes to the *Campus Master Plan* to the Chancellor.
- B. The BCPC has specific responsibilities for Capital Construction Projects.
 - 1. NOTICE OF INTENT shall be given to the BCPC prior to the commencement of any program plan.
 - a. The notice of intent presented to the BCPC shall include but not be limited to:
 - i. a summary description of the scope of the project;
 - ii. a proposed site or sites that will be considered during programming;
 - iii. a description of the preliminary space needs anticipated to meet the goals of the project;
 - iv. a description of the financial plan for the project that discusses preliminary sources of funds;
 - v. an initial statement of approval from the responsible Vice Chancellor; and

- vi. a statement from Facilities Planning staff as to conformance with the Campus Master Plan and any potential development issues identified to date.
 - vii. Submissions may also be included from CU Foundation representatives, faculty, student executives or other persons that can provide appropriate perspective.
- b. The BCPC shall review the project given in the notice of intent using the criteria for program plans defined in II-B-2-f and shall make recommendations as to areas requiring further study. The BCPC will consider also whether the project described in the notice of intent is in accord with the *Campus Master Plan*.
- c. Upon review of the notice of intent by the BCPC, a program plan may be developed. Items identified by the BCPC membership shall be included and addressed in the program plan and, if requested by the BCPC, shall be brought back the Commission as special topics for discussion.
- d. If a program plan has not been completed within 36 months of the time at which the BCPC initially considers the notice of intent, the project shall return to the BCPC through a new or revised notice of intent, which must include updates and descriptions of any changes to the proposal.
2. Program plans for capital construction projects which involve new and improved buildings and other facilities will be provided to the BCPC for a comprehensive discussion and approval. The BCPC will submit its recommendations to the Chancellor including suggested changes or amendments. As part of this review the BCPC shall ensure that:
- a. All proposed capital projects are in accord with the goals and plans of the University.
 - b. Program plans reflect a respect for the historical aspects of the evolution and development of the Boulder campus properties. Projects located within the Norlin Quadrangle Historic District or other properties that reflect the campus' heritage will be referred to the Historic Resources Advisory Committee (HRAC) for review and comment.
 - c. Program plans explicitly consider life-cycle impacts and campus budgetary matters.
 - d. Program plans consider future long-term expansion requirements.
 - e. Program plans consider sustainability and carbon neutrality as defined by the President's Climate Commitment.
 - f. Program plans and concept sketches reflect consideration for long-range functional and general aesthetic matters including:
 - i. The appropriateness of the proposed location for the facility.
 - ii. The maintenance and improvement of the quality of the campus environment including consideration of preservation of open space and views.
 - iii. The evaluation of the effect of the project on pedestrian, bicycle, and vehicular circulation, including buses and loading zones for service vehicles.
 - iv. The determination that accommodations have been made for campus functions, such as parking, that may be displaced by the proposed facility.

- v. The impact of a project on the existing capacity of campus utilities and other support services.
 - vi. The considerations for health and safety of occupants and neighboring facilities.
 - vii. The inclusion in the project of appropriate technology.
 - viii. Consideration of the number and mix of size of classrooms.
 - ix. The adverse effects of the construction process on the daily activities of the campus.
 - x. The potential of each proposed facility for expansion.
3. Significant amendments to program plans or architectural plans that occur after any BCPC recommendation shall be reported back to the BCPC in a timely manner.
 4. Once schematic architectural plans have been drawn, they will be reviewed by the BCPC. The BCPC shall:
 - a. Assess the function and aesthetics of the architect's schematic design drawings including the site and general building plans;
 - b. Attempt to minimize the impact of the actual construction of the capital project on the daily activities of students, faculty, and staff; and,
 - c. Assess whether the goals and objectives of the program plan have been met.
 5. Program plans that go unrealized for 36 months must be submitted to the BCPC for reaffirmation and new approval by the BCPC. Application for approval and affirmation can occur at any time.
- C. The BCPC shall work with the Chancellor and his or her designee to evaluate and recommend the annual Capital Construction Request for the Boulder Campus.
1. The review of the annual Capital Construction Request should start with a study of the outcome of the previous year's funding request. Information to be reviewed from the previous year should include the ranking of projects as proposed by the BCPC, the Boulder Campus, the University System, and as approved by state agencies. Also included should be a report of the current funding status of the projects from the previous request.
 2. The BCPC's recommendations to the Chancellor will include:
 - a. The list of unfunded projects from the previous year in the order submitted by the University System.
 - b. The list of new projects prioritized by the BCPC.
 - c. A blended list of the unfunded projects and the new projects ranked in order as recommended by the BCPC.
 - d. Supporting documentation and rationale for the proposed BCPC rankings for the new projects and the blended list.
 3. In its evaluation of the projects and the recommending of priorities, the BCPC will give special attention to projects that:

- a. Support the strategic goals and initiatives of UCB.
 - b. Are continuing phases of projects whose earlier phases have been funded or completed.
 - c. Improve health and safety.
 - d. Address space deficiencies.
 - e. Address balancing capital resources among the campus disciplines (i.e., science, humanities, and social sciences) as well as campus support services.
 - f. Present a mix between new construction and renovation.
 - g. Use technology to improve the functionality of campus facilities, to enhance the educational experience offered, or to achieve cost reductions.
 - h. Improve environmental sustainability of the Boulder campus.
- D. The BCPC shall review recommendations for the naming of facilities in accord with the approved Policy and Procedures for Naming Facilities, which are available through the BCPC secretary.
- E. The BCPC shall review the location and design of proposed physical memorials, and may make recommendations to Facilities Planning staff.
- F. The BCPC shall review standards for UCB graphic systems, including signs, that are used for the identification of campus facilities and that are used for the information, guidance, and regulation of various types of campus traffic.
- G. The BCPC shall review and recommend guidelines and policies that affect the aesthetics or physical development of the campus, such as the technological appurtenances policy, transportation policies, landscaping guidelines, etc. Such policies are available through the BCPC secretary.
- H. The BCPC shall review and recommend projects that the BCPC Executive Committee determines may have significant impact to buildings, the campus landscape, land use, sustainability, transportation or other campus development when such projects are below the fiscal thresholds for program planning.

III. Membership

- A. The voting membership shall consist of seven faculty, four students, and six staff members.
1. Faculty – seven members appointed by the Chancellor.
 - a. Six faculty members will be appointed by the Chancellor in consultation with academic leaders, including the Boulder Faculty Assembly and the Arts and Sciences Council.
 - b. The Chancellor will appoint the current Chair of the Boulder Faculty Assembly Budget and Finance Committee or his or her designee.
 2. Students -- four students appointed by the Chancellor.
 - a. The Chancellor will solicit recommendations for three student positions from the executives of the University of Colorado Student Union (UCSU).

- b. The Chancellor will solicit recommendations for one student position from the UCSU Environmental Board.
 3. Staff -- six staff members
 - a. The Chancellor will appoint two staff members. The Chancellor will solicit the recommendations for these two staff positions from the Boulder Campus Staff Council.
 - b. Four staff members (or their named designees) will serve by virtue of their position: the current Campus Architect, the current Director of Housing & Dining Services, the current Boulder Campus Controller, and the current Associate Vice Chancellor for Research.
- B. Non-Voting Members
 1. Each UCB Vice Chancellor may appoint a representative. The Senior Vice Chancellor shall be represented by the current Boulder Campus Controller or his or her designee and the Vice Chancellor for Research shall be represented by the current Associate Vice Chancellor for Research or his or her designee (III.A.3.b. above).
 2. The Assistant Director for Facilities Planning and Assistant Director of Capital Assets and Space Planning shall serve by virtue of their position.
 3. The Secretary of the Commission shall be a member of the administrative support staff of the Office of Facilities Planning.
 4. The Chancellor will appoint one staff member of the University of Colorado Foundation, Inc., upon recommendation by the appointing authority of the Foundation.
- C. Proxy Voting
 1. Proxy voting is not allowed.
 2. From time to time, a member may be absent when a matter comes before the BCPC for vote. When the BCPC secretary is aware in advance of such absence a temporary replacement may be appointed under the terms in paragraph IV.B.2 below.

IV. Terms

- A. Basic Terms of Members:
 1. The members who serve by virtue of their office serve as long as they hold their office. Written notice of changes in these positions shall be made to the BCPC Secretary in a timely manner.
 2. Other faculty and staff serve three-year terms and may be recommended for re-appointment according to the membership procedures in Section III.
 3. Students serve one-year terms and may be recommended for re-appointment according to the membership procedures in Section III.
 4. The members appointed as representatives of the Vice Chancellors, and the appointed staff member from the University of Colorado Foundation, Inc, will hold their positions for a minimum of one year, with extensions at the discretion of the Vice Chancellors and the CU Foundation.

- B. If a member is unable or ineligible to serve for an extended period of time or has failed to attend meetings regularly, the Chair shall determine whether there is a need for the appointment of a short term or permanent replacement.
 - 1. The Chair will notify the BCPC and the Chancellor that a replacement is being solicited from the appropriate recommending authority.
 - 2. Short-term replacements for one semester or less may be made by the Chair in consultation with the Chancellor.
 - 3. Permanent replacement appointments will follow the normal appointment process, and the appointee will serve a full term.
- C. The Chair may temporarily extend the term of an outgoing member to assure continuity until a replacement appointment can be made.
- D. If an appointed member is absent three consecutive meetings without prior arrangements, this will be considered an automatic resignation.
- E. The Chancellor may rescind an appointment after consulting with the recommending authority.

V. Officers

- A. BCPC officers shall include a Chair, a Vice-Chair, and a Secretary. The BCPC shall elect a Chair and Vice-Chair in October of odd-numbered years, from the membership, for two-year terms. The Chair and Vice-Chair may be either voting or non-voting members of the BCPC.
- B. In addition to the responsibilities implied by their respective offices:
 - 1. The Chair:
 - a. Shall chair the Executive Committee meetings.
 - b. Shall act as liaison for the BCPC to various committees at the direction of the Chancellor.
 - c. Shall act as spokesperson for BCPC.
 - d. Shall appoint sub-committees as necessary.
 - e. May vote in cases where doing so will affect the result. Specifically, the Chair may vote to break a tie or to establish a tie.
 - f. Shall represent the BCPC before the Chancellor's Executive Committee.
 - 2. The Vice-Chair shall assume the Chair's responsibilities in his or her absence.
 - 3. The Secretary shall:
 - a. Prepare and distribute minutes and agendas for all BCPC meetings and hearings, in advance of the meetings.
 - b. Maintain the archive of minutes both in hard copy and electronically.
 - c. Maintain the membership roster and a distribution list for minutes and agendas.
 - d. Issue and update a new member packet as needed.

- e. Coordinate and arrange meetings of the Executive Committee approximately ten (10) days before full Commission meetings to set the agenda for those meetings.
- f. Maintain access to the Policy and Procedures for Naming Facilities.

VI. Committees

- A. An EXECUTIVE COMMITTEE shall consist of the BCPC officers, the Campus Architect, the Assistant Director for Planning, and others as deemed appropriate by the BCPC Chair. The Executive Committee shall set agendas and meet as necessary to plan the work of the BCPC.
- B. A NOMINATING COMMITTEE shall be constituted in March of odd numbered years to canvass the membership and present a roster of candidates for the positions.
 - 1. The nominating committee shall consist of three voting members, one each from faculty, staff, and student representatives.
 - 2. In the event any officer for the BCPC cannot fill his / her term, the nominating committee shall be constituted to canvass the voting membership and present a candidate(s), to fill the remainder of the unexpired term(s).
- C. HISTORIC RESOURCES ADVISORY COMMITTEE (HRAC) was established by the BCPC in 1989 as the Norlin Quadrangle Historic District Task Force and was restructured in 1996 with the approval of the BCPC as the HRAC.
 - 1. The faculty member appointment to the HRAC will be made by the Chair of the BCPC from the BCPC faculty representation. The duration of this appointment is limited to the faculty member's term on the BCPC.
 - 2. The BCPC may refer items to the HRAC.
 - 3. Minutes of HRAC committee meetings will be distributed to all BCPC members and oral reports may be presented to the BCPC when appropriate.
 - 4. Any member of the BCPC may request the call-up of an item reported in the HRAC minutes to the BCPC agenda.
- D. The BCPC may establish additional task forces or committees as needed in order to achieve its goals.

VII. Meetings

- A. The BCPC shall normally meet once a month during the academic year and as needed in the summer. The Executive Committee should present a schedule of the date and time of the regular meetings at the first meeting of the fall semester. Special meetings may be scheduled by the Executive Committee.
- B. All BCPC meetings are open. Interested representatives of on-campus and off-campus groups may request that they receive notices and minutes of meetings upon request.
- C. The conduct of meetings will be governed by the current edition of *Robert's Rules of Order*.
- D. A quorum to transact official business other than amendments to or suspensions of the By-Laws shall be seven voting members.

- E. Unless otherwise specified in these By-Laws, a simple majority of those members present and eligible to vote is required to pass a motion.
- F. Sections I - VIII of the By-Laws of the BCPC may be temporarily suspended by a two-thirds vote of those present and eligible to vote assuming a special quorum of nine voting members.

VIII. Agenda

- A. The Executive Committee shall set the agenda of regular and special meetings.
- B. The Secretary shall distribute an agenda, minutes, and supporting materials to all members and the individuals on the distribution list at least 72 hours in advance of each meeting.
- C. The Office of Facilities Planning shall help coordinate the work of the BCPC. As part of this function, this Office shall:
 - 1. Work with the Executive Committee of the BCPC in preparation and distribution of the agenda and minutes.
 - 2. Bring to the agenda-setting meeting a broad list of projects to determine which should come to the BCPC.
 - a. Projects that must be reviewed by the BCPC include all notices of intent and schematic architectural plans. Projects that must be approved by the BCPC include all program plans and capital construction projects over \$2,000,000, and those that are provided under these By-Laws.
 - b. Projects for consideration for review include those which have an aesthetic or functional impact to the Boulder Campus such as but not limited to external appurtenances, landscaping, and changes impacting all manner of pedestrian and vehicular flow as determined by the Executive Committee.

IX. Amendments

- A. The By-Laws of the BCPC may be amended according to the following procedure:
 - 1. A notice of a motion to amend the By-Laws must be circulated with the agenda prior to the first reading and vote.
 - 2. Two readings and two votes of approval, not less than six days apart, are required to amend these By-Laws. Additions, deletions, or changes may be made at either the first or second reading. A two thirds vote of those present and eligible to vote is required in each of the two votes. A special quorum of nine voting members is required.

Revisions:
May 8, 1997
May 11, 2000
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