

# Northglenn Citizens' Affairs Board By-Laws

## ARTICLE I. PURPOSE

Section 1. Purpose. The Board shall serve as an advocate on behalf of the citizens of Northglenn, as specified in the Charter of the City of Northglenn, Colorado, Article XIII, Section 13.11. The purpose of the Northglenn Citizens' Affairs Board shall be as stated in the City Charter, Article XIII, Section 13.2 - Intent:

"It is declared by the people of the City of Northglenn that their intent in creating the Board is to provide a body within the City government to which citizens of the City and other interested persons may freely present complaints and proposals. It is their further intent that such body be composed of people who are not otherwise involved in the day-to-day operations of City government, so that those persons regularly involved in City government may devote adequate time to their regular duties. It is their intent that the Board have no power to administer or legislate, or to interfere with those persons who do have the administrative or legislative powers. It is their further intent that the Board shall always be authorized to make public any complaints and proposals which it shall receive, and to publicize any findings and recommendations the Board shall make."

## ARTICLE II. MEETINGS

Section 1. Regular meetings. The Board shall meet in regular session on the first Wednesday of each month at 6:00 pm in City Council Chambers or virtually, as agreed upon by the Board members. Meeting cancellations will be determined by action of the Board and notice of such determination will be duly posted as may be required by law. The meeting shall adjourn no later than 9:00 p.m. unless continued by vote of the Board.

Section 2. Special meetings. Special meetings may be called by the Chairperson, by any two members of the Board, or by action of the City Council. At least 24 hours written notice must be given to each member of the Board, and public notice shall be provided as may be required by law.

Section 3. Quorum. Three members of the Board in office at the time shall be a quorum for the transaction of all business at all Board meetings.

## ARTICLE III. OFFICERS

Section 1. Chairperson. The Chairperson shall take the chair at the appointed hour for the Board to meet and shall call the members to order. The Chairperson shall inform the members of all

correspondence relating to the business of the Board, and shall sign all official documents of the Board.

Section 2. Secretary. The Board Secretary shall, in the absence of the Chairperson, perform the duties of the Chairperson. The Secretary shall perform such other duties as may be required or assigned by the Board.

Section 3. Board Clerk. The Board Clerk shall call the roll and enter into the minutes the names of all members present, keep the minutes of all meetings of the Board, provide a signed copy of the minutes of all Board meetings to each member, give and serve all notices required by law or by the rules of the Board, and shall be custodian of all Board records. The Board Clerk will also maintain email correspondence sent to the Citizens' Affairs Board City email address and forward messages to all board members within three business days. Emails that are deemed spam or "junk" will not be forwarded. The Board Clerk will be provided by the City Clerk's Office.

Section 4. Election of officers. Election of the Chairperson and the Secretary shall take place during the regular meeting in November. The newly elected officers shall take office at the regular meeting in the following January. The term of office shall be for one year.

#### **ARTICLE IV. DUTIES AND PRIVILEGES OF MEMBERS**

Section 1. Membership. Any citizen of Northglenn shall be eligible for membership on the Board. Appointments and terms of office shall be as specified in the City Charter, Article XIII.

Section 2. Voting. Members shall vote on questions presented to the Board and all such votes shall be entered into the minutes. No member shall vote on any issue in which they have a financial interest or conflict of interest, or on any issue concerning their own conduct. Disclosure of any financial interest shall be mandatory, and such member shall briefly state the reason and refrain from voting on said issue before the Board.

Section 3. Attendance. Members are expected to attend all meetings. The Chairperson shall contact any member who has three consecutive absences and shall determine whether the member wishes to continue as a member of the Board. Absences exceeding three meetings in one calendar year may be cause for removal from the Board.

#### **ARTICLE V. BOARD PROCEDURES**

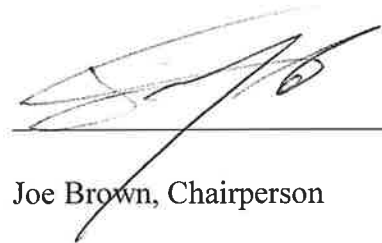
Section 1. Board procedures. Board meetings shall be conducted in accordance with a current edition of Robert's Rules of Order.

Section 2. Order of business. The normal order of business at all regular meetings of the Board shall be as follows:

1. Call to order
2. Roll call of members
3. Approval of minutes of the previous meeting
4. Additions to or deletions from the agenda
5. Public invited to be heard-Limited: 5 minutes per speaker
6. Old business
7. New business
8. Discussion and action by Board on any matter presented by members of the public
9. Other Business
10. Public invited to be heard-Limited: 5 minutes per speaker
11. Adjournment


Section 3. Revisions. These by-laws may be revised by the Board upon receiving a written recommendation from any member of the Board. Such written recommendation shall be acted upon at the next regular meeting after the meeting at which the proposal is presented.

ADOPTED BY THE BOARD ON November 1, 2023



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Joe Brown, Chairperson



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Tori Gillott, Board Clerk