

BYLAWS
For The Town of Windsor
Parks, Recreation & Culture Advisory Board

Article I
Introduction

- A. The Windsor Municipal Code authorizes the Parks, Recreation & Culture Advisory Board to adopt bylaws for the transaction of business.
- B. The within Bylaws have been adopted by the Town of Windsor Parks, Recreation & Culture Advisory Board, and all previously adopted bylaws are deemed repealed.
- C. Pursuant to the Windsor Municipal Code, this Board shall be known as the *Town of Windsor Parks, Recreation & Culture Advisory Board*, hereinafter referred to as "Windsor Parks, Recreation & Culture Advisory Board" or "the Board."

Article II
Membership and Officers

- A. The Windsor Parks, Recreation & Culture Advisory Board shall be composed of members appointed by the Board of Trustees of the Town of Windsor in accordance with the Windsor Municipal Code.
- B. The Board shall elect a chairman, vice chairman, and secretary.
 - 1. The chairman shall preside at all regular and special meetings of the Board and shall decide all points of procedure.
 - 2. The vice chairman shall assume the duties and responsibilities of the chairman in the chairman's absence.
 - 3. The secretary shall keep, or cause to be kept, all records of the Board, and shall transmit all appropriate records to the Town Clerk to become part of the official Town Record.

4. Board officers shall serve for a term of one (1) year and shall be elected annually at the January meeting of the Board.
5. Officer vacancies shall be filled at the next regular meeting of the Board by election of the members. Officers elected to fill vacancies shall serve until the next regular election of officers.

Article III Meetings

- A. The chairman shall prepare, or cause to be prepared, an agenda for every regular or special meeting of the Board.
- B. The Board shall meet monthly on a date and at a time and location designated by the chairman. These regular meetings may be postponed, rescheduled, or canceled upon a vote by the Board.
- C. The secretary shall prepare, or cause to be prepared and posted, a notice of each regular or special meeting of the Board. Such notice shall contain the meeting agenda.
- D. Special meetings may be called by the chairman at the request of two (2) members, provided that notice of same, including a listing of all items to be considered (agenda), is delivered to each member of the Board or to his or her residence at least forty-eight (48) hours prior to the time set for such meeting, and further provided that announcement of a special meeting, or any other meeting at which all members of the Board are present, shall be sufficient notice of such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.
- E. All meetings of the Board shall be open to the public.
- F. Before official and formal action can be taken on any matter at any meeting of the Board, a quorum shall be present and in session. A *quorum* is defined for purposes of these Bylaws as any four (4) members. The vice chairman shall preside in the absence of the chairman. Where both the chairman and vice chairman are absent, members present shall by

majority vote select a member to preside over the meeting.

- G. The chairman may from time to time call for work session meetings for the purpose of receiving information, hearing presentations, and discussing information, provided that no formal or informal action is taken.
- H. All voting shall be by roll-call vote.
- I. The members of the Board shall be bound by the Colorado Code of Ethics and the Colorado Public Official Disclosure Law. Summaries of the form of said code or laws in effect at the time of the adoption of these Bylaws are attached hereto as Appendix 1 and Appendix 2, respectively. Copies of the complete code and law, or subsequent amendments thereto, shall be distributed to all current and future members of the Board.
- J. The order of business for all meetings shall be the order as it appears on the agenda except that the chairman may, under special circumstances, rearrange the order of business unless otherwise directed by a majority of the members there present and in session.
- K. The secretary shall keep, or cause to be kept, minutes and keep the same recorded to date, showing all important facts pertaining to each meeting and hearing, the vote of each regular member upon each matter, or those absent or failing to vote, and such other details as the Board or its chairman shall direct. The minutes of each meeting shall be approved by the Board at its next meeting.
- L. The secretary shall prepare, or cause to be prepared, the transmittal of official and formal actions of the Board to the Town Administrator's office for scheduling before the Windsor Town Board.

Article IV Committees

- A. There shall be no standing committees of the Board.
- B. With the consent of the Board, the chairman may appoint ad hoc committees of the Board for special study or review.

Article V Alternate Members

- A. **Authorization.** The appointment of alternate members to the Board is authorized and governed by Section 2-1-70 of the *Windsor Municipal Code*, and all subsequent amendments thereto.
- B. **Attendance.** Alternate members shall attend all meetings and/or work sessions except as otherwise specified by the Chair. Alternate members shall receive notification of all meetings and/or work sessions in the same manner as the regular members of the Board are notified.
- C. **Preparation.** Alternate members shall be provided all materials provided to regular members in anticipation of meetings and/or work sessions. Alternate members shall review all such materials, and shall be prepared to participate at all meetings and/or work sessions.
- D. **Quorums, Vacancies and Recusals.** At the call of the Chairman, alternate members shall be seated as voting members for the following purposes: (1) to achieve a quorum in accordance with Section III. F. above; or (2) having achieved a quorum, one or more regular members are not in attendance at a meeting; or (3) in the event a regular member for any reason (including recusal) is unable to participate in the discussion and voting relative to an official and formal action.
- E. **Voting.** Provided that all requirements for achieving a quorum and the additional criteria described in Section D., Quorums, Vacancies and Recusals, above are met, alternate members shall be accorded a vote upon any matter requiring action by the Board. In the event a conflict arises as to whether a regular member or an alternate member is to be seated, the regular member in attendance shall be seated and the alternate member shall not be accorded a vote.


Article VI Amendments

These Bylaws may be amended by majority vote of a quorum of members present and in session at any regular meeting, provided that notice in writing has been given to each member at least ten (10) days prior to such meeting, or provided that such amendment was read at the last

regular meeting of the Board.

THE WITHIN BYLAWS WERE APPROPRIATELY ADOPTED BY THE TOWN OF WINDSOR PARKS, RECREATION & CULTURE ADVISORY BOARD BY MAJORITY VOTE ON THE 7 DAY OF February 2012.

TOWN OF WINDSOR PARKS, RECREATION & CULTURE ADVISORY BOARD


Chair

ATTEST:


Secretary