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2021 AMENDED BYLAWS OF THE BROOMFIELD URBAN RENEWAL AUTHORITY

ARTICLE I - URBAN RENEWAL LAW

These Bylaws are established in accordance with the provisions of Part I, Title 25, Article 31, C.R.S., the "Urban Renewal Law."

ARTICLE II - BOARD OF COMMISSIONERS AND OFFICERS

2.1 Board of Commissioners.

The Board of Commissioners of the Broomfield Urban Renewal Authority ("Authority") shall consist of:

a. The elected members of the governing body of the City and County of Broomfield, the numbers and terms of which shall coincide with the terms of office for the governing body of the City and County of Broomfield;
b. A board member of a special district selected by agreement of the special districts levying a mill levy within the boundaries of the Authority area, whose term of office as a commissioner shall be as established by the agreement of the special districts;
c. An elected member of a board of education of a school district levying a mill levy within the boundaries of the Authority area selected by agreement of the school districts levying a mill levy within the boundaries of the Authority area, whose term of office as a commissioner shall be as established by the agreement of the school districts.

2.2 Officers.

The officers of the Authority shall be a Chairman, Vice-Chairman, and Secretary. The Mayor shall be the Chairman, the Mayor Pro-Tem shall be the Vice-Chairman and the City Clerk shall be the Secretary.

a. Chairman. The Chairman shall be the Presiding Officer at meetings of the Authority and shall sign all legal instruments requiring his signature as Chairman. The Chairman shall vote only in cases of a tie vote of the Commissioners present.

b. Vice-Chairman. The Vice-Chairman shall preside at meetings of the Authority in the absence or disability of the Chairman. In serving as Presiding Officer, the Vice-Chairman retains all of his rights and privileges as a Commissioner, including those of voting on all questions, making and seconding motions, and taking part in discussions.

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c. Temporary Chairman. In the absence or disability of both the Chairman and Vice-Chairman, the Secretary shall call the meeting to order. After roll call, the Authority shall elect, by majority vote of those present, a Temporary Chairman. The Temporary Chairman shall serve as Presiding Officer until the Chairman or Vice-Chairman arrives.

d. Secretary. The Secretary shall keep minutes of Authority proceedings and record all motions and resolutions. With the exception of public hearings, the minutes shall record what was done rather than what was said. The Secretary shall call the roll, shall have the power to administer oaths, and shall perform such other duties as required by the Authority. The Secretary shall not vote nor take part in the discussions of the Authority.

ARTICLE III - MEETINGS OF THE AUTHORITY

3.1 Regular Meetings

a. The Authority may meet in regular session each second and fourth Tuesday of each month at 6:00 p.m. in the Council Chambers at the George Di Ciero City and County Building. The Authority may reschedule regular meetings, upon a majority vote of the entire Authority. With the consent of the majority of the entire Authority at a regular meeting or by email, and with full and timely notice to the public, individual Authority meetings may be scheduled for an early start to begin at 5:00 p.m.
b. On or before the Friday preceding each regular meeting of the Authority, the City and County Manager shall prepare a written agenda showing the order of business. The secretary shall cause the agenda to be delivered to the Chairman and to each Commissioner and shall post the agenda in two (2) public places.
c. If there is no business scheduled before the Authority, the Secretary will not send an agenda to the Authority, no agendas will be posted, and no meeting will be held.

3.2 Special Meetings

a. Special meetings of the Authority shall be called by the Secretary at the request of the Chairman or any four Commissioners. At least twenty-four (24) hours advance written notice of any special meeting shall be given to each Commissioner and shall be posted in at least two (2) public places. Said notice shall state the purpose of such meeting. A special meeting may be held on shorter notice if all Commissioners are present or have waived notice thereof in writing.
b. A special meeting may also be called and notice thereof given by the Chairman or by the Authority at any regular meeting of the Authority subject to the time and notice

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requirements set forth in section 3.2(a) above; provided, however, that further written notice of such special meeting will not be necessary for those Commissioners present.

c. No business shall be conducted at a special meeting of the Authority unless the same has been stated in the notice of such meeting; except that any business which may lawfully come before a regular meeting of the Authority may be transacted at a special meeting if all Commissioners present consent thereto and all the absent Commissioners file their written consent.
d. Special meetings of the Authority shall be held in the Council Chambers at the George Di Ciero City and County Building unless otherwise specified in the call and notice of a special meeting.

3.3 Quorum

A majority of the Commissioners in office at the time shall be a quorum for the transaction of business at all Authority meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later date or time.

3.4 Study Sessions

a. Authority study or executive sessions may be held upon the call of the Chairman. The Secretary shall make a diligent effort to give reasonable advance notice to each Commissioner of the date, hour, and place and purpose of such session.
b. Such sessions may also be called by the Chairman or by the Authority at any regular Authority at any regular Authority meeting, in which event, further notice will not be necessary for those Commissioners present.

3.5 Meetings to be Public

All regular or special meetings of the Authority shall be open to the public and citizens shall have reasonable opportunity to be heard.

3.6 City and County Manager; City and County Attorney

a. The City and County Manager of the City and County of Broomfield shall serve as the Executive Director of the Authority and as such shall have general supervision over the administration of the Authority's business and affairs and shall be authorized to sign agreements, contracts, deeds, conveyances and other documents made by the Authority on behalf of the Authority subject to the direction of the Authority.

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b. The City and County Attorney of the City and County of Broomfield shall serve as the general legal counsel of the Authority, unless the Authority determined to appoint separate counsel or the City and County Attorney determines that special counsel is necessary to advise the Authority on general or special legal matters of interest or in the event of a conflict of interest. The City and County Attorney shall provide routine legal counsel to the Board of Commissioners and officers of the Authority.

c. The City and County Manager and the City and County Attorney, or their designated representatives, shall attend all regular and special meetings of the Authority and shall attend such other meetings and sessions of the Authority as the Authority may request.

3.7 Agenda - Order of Business

a. Regular meetings of the Authority shall be conducted as a part of and in connection with the regular meetings of the City Council for the City and County of Broomfield. The Authority will have its own section on the City Council's Agenda, at which time the City Council, acting as the Board of Commissioners, together with the Commissioners representing the school and special districts, will convene as the Authority. Once convened, the Authority will have an established order of business generally along with the following guidelines:
   (1) Roll Call
   (2) Approval of Minutes of Previous Meeting(s)
   (3) Business and Reports
   (4) Adjournment

b. The Presiding Officer may vary from the established order of business if the other Commissioners do not object. If any objection is made, a majority vote of those Commissioners present will be necessary to change the order of business.
c. If there is business before the Authority, the City Manager, on the Friday preceding each regular meeting of the Authority, shall cause to be prepared a written Agenda showing the order of business for the succeeding regular meeting and the Secretary shall cause such written Agenda to be delivered to each Commissioner and to be posted in at least two (2) public places.
d. With regard to requests from Commissioners and the Chairman for future action, requests should be submitted to the Chairman, Commissioners, and City and County Manager's office by noon the Wednesday before the meeting, so that appropriate public notice can be posted, as required by law.

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ARTICLE IV - PARLIAMENTARY PROCEDURE AND RULES OF ORDER

4.1 Parliamentary Authority

Robert's Rules of Order, Revised shall be the parliamentary authority for all meetings of the Authority and the rules contained therein shall govern the procedures utilized at such meetings where not inconsistent with the Bylaws.

4.2 Voting

a. Every Commissioner present, when a question is put, shall vote either "Yes," or "No," except as provided in section 31-25-104(3) C.R.S.
b. The minutes shall record how each Commissioner voted on each question, except that where the vote was unanimous it shall only be necessary for the minutes to so state.

4.3 Reconsideration

After the decision on any question, any Commissioner who voted with the prevailing side may move for reconsideration of the question at the same or at the next succeeding regular meeting; provided, however, that an action of the Authority authorizing or relating to any contract may be reconsidered at any time prior to the final execution thereof. A motion to reconsider may be seconded by any Commissioner and shall require a majority vote of the Commissioners in office for adoption. After a motion to reconsider has been once voted on and lost, it shall not be introduced again except by unanimous consent of the Authority.

4.4 Applicability of Council Procedures and Rules of Order

The Council Procedures and Rules of Order of the City Council of the City and County of Broomfield shall apply where relevant to the Authority, including the conducting of public hearings.

ARTICLE V - ADHERENCE TO AND SUSPENSION OF BYLAWS

5.1 Adherence to Bylaws

These bylaws are intended to govern the organization and meetings of the Authority, to govern the actions of the Authority in the conduct of its business, and to serve as a reference in handling parliamentary questions. In handling routine business and where not otherwise required

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by state law, the Authority may, by general consent, use a more informal procedure than that set forth in these Bylaws.

5.2 Suspension of Rules

Any provision of the Bylaws not governed by state law may be temporarily suspended at any meeting of the Authority by a two-thirds vote of the Commissioners in office or may be temporarily suspended by general consent if a temporary suspension is presented by the Presiding Officer and if there are no objections from any Commissioner.

ARTICLE VI - AMENDMENTS

These bylaws may be amended by a two thirds vote of the Commissioners in office.

ADOPTED by the Urban Renewal Authority this 9th day of February, 2021.

Chairman

ATTEST:

Samantha Monroe

Secretary

SEAL

APPROVED TO FORM:

Karl Frundt KF

City and County Attorney - Assistant