

BYLAWS OF THE ARAPAHOE COUNTY CULTURAL COUNCIL

The Arapahoe County Cultural Council was created pursuant to the authority conferred by Section 1, Title 32, Article 13, C.R.S. 1987, as amended (House Bill 1138).

ARTICLE I COUNCIL MEMBERS

Section I: THE COUNCIL. All powers, privileges, and duties vested in or imposed upon the Arapahoe County Cultural Council ("Council") shall be exercised and performed by and through the members of the Council, whether set forth specifically or implied in these Bylaws. The Officers of the Council may delegate to members of the Arapahoe County Cultural Council any or all executive, administrative, and ministerial powers.

Section 2: COMPOSITION. The Arapahoe County Cultural Council shall be composed of thirteen members, representing areas of Arapahoe County as follows: five (5) from the City of Aurora; three (3) from the City of Centennial; two (2) from the Cities of Littleton, Englewood, and Sheridan; and three (3) At-Large.

Section 3: TERMS OF OFFICE. Members are appointed by the Arapahoe County Board of County Commissioners pursuant to statute. The thirteen (13) members shall be appointed for staggered three-year terms ending in November of the applicable calendar year for each member's term. Council members may serve a maximum of two consecutive three-year terms. Members may reapply after one appointment cycle has transpired. If a member joins the Council during a term in progress, the member may serve out that term and be eligible to serve an additional two full terms. Members shall serve at the pleasure of the Board of County Commissioners.

An appointed Council member wanting to serve a second three-year term must complete an Arapahoe County Board and Commission Application expressing his/her continued interest to serve. The application form must be sent to the Board of County Commissioners in the final calendar year of the member's term. At its discretion, the Board of County Commissioners may or may not elect to make such a reappointment.

A letter of resignation must be submitted to the Council, the Board of County Commissioners and the Director of the Arapahoe County Community Services Department. New appointments to serve the unexpired term(s) of the resigning Council member(s) will be made by the Board of County Commissioners.

The Council may recommend to the Board of County Commissioners that a Council member may be removed for cause which may include being absent for four or more meetings during the calendar year including regular meetings, special meetings, and one workshop or more than two consecutive unexcused absences. An unexcused absence occurs when the chair has not been notified by the council member they will not be in attendance at a meeting.

Section 4: ELECTION OF OFFICERS. The election of Officers specified in Section 5 shall take place on the first Thursday of January of each Calendar year. Any Council member may nominate

any other but no one member may occupy the same Council office for more than two consecutive years. Elections shall be made by a hand count.

On the first Thursday of January of each calendar year, the first agenda item will be the election of new Officers. The outgoing Council Chair will preside at this meeting until the new Chair is elected. Only Council members are eligible to vote for Council Officers.

SECTION 5: DUTIES OF OFFICERS

(a) THE CHAIR. The Chair will convene and conduct meetings according to these Bylaws. The Chair shall be empowered to appoint Council members and non-members to committees as deemed necessary.

(b) THE VICE-CHAIR. The Vice-Chair shall preside at all meetings during the absence of the Chair, and in the case of a vacancy in the office of Chair, shall serve as Chair until the Council elects a new Chair.

(c) THE SECRETARY. The Secretary shall be custodian of the record, record meeting minutes, and record all votes on motions made.

(d) THE ASSISTANT SECRETARY. The Assistant Secretary shall be responsible for recording the meeting minutes and recording all votes on motions made in the absence of the Secretary.

ARTICLE II OFFICE

The official office of the council shall be located at the offices of the Arapahoe County Community Resources Department.

ARTICLE III MEETINGS

Section 1: REGULAR MEETINGS. Regular meetings of the Council shall be held on the first Thursday of each month unless otherwise set by the Council. Such meetings shall be held at 6:30 PM (meeting times may be adjusted as necessary with proper notice provided to members and the general public) at either the Arapahoe County Administration Building, West or East Hearing Room, 5334 South Prince Street, Littleton, Colorado 80120 or the CentrePoint Plaza Building at 14980 East Alameda Drive, Aurora, Colorado 80012. Remote meetings (meetings through Zoom, Google Meets, Microsoft Teams, or other remote mediums) may be used when in-person meetings are not feasible as determined by a consensus of the Council.

Hybrid meetings where some members are in a designated place in person while other members and non-members from the public appear virtually may also be used when entirely in-person meetings are not feasible as determined by a consensus of the Council.

Section 2: NOTICE OF MEETINGS.

(a) Council members are deemed to have notice of regular meetings upon approval and distribution of the annual informational calendar.

(b) Notice of special Arapahoe County Cultural Council meetings shall be given to each Council member at least twenty-four (24) hours before such meeting. Notice shall be either oral or written. Oral notice shall be given in person or by telephone. Written notice may be given by mail, personal delivery, fax, electronic mail, or text message.

(c) The notice shall contain the following information: (1) the date, time, and place of the meeting; and (2) the agenda for said special meeting, or the purpose or purposes for which a special meeting is called. Special meetings of the full Council shall be limited to the purpose or purposes set forth in the oral or written notice.

Section 3: PROCEDURES. At its September meeting, the Council reviews procedures, establishes monthly meetings, procedural dates, and deadlines to create an informational calendar.

Section 4: PUBLIC MEETINGS. All the meetings of the Arapahoe County Cultural Council shall be open to the public in accordance with the Public Meetings Law, Section 24-6-402 C.R.S.

ARTICLE IV RULES OF ORDER

Section 1: QUORUM. No business of the Arapahoe County Cultural Council shall be transacted except at the regular or special meetings at which a quorum is present. A quorum consists of a simple majority of the council membership. Decisions shall be made by a simple majority of total members present. The Council adheres to all rules specified in the State of Colorado's Open Meetings (Sunshine) Law.

Section 2: COMMITTEES. The Council's Chair may appoint committees of members and non-members. No committee shall be empowered to commit the Council to any agreement, course of action, or obligation without approval by a simple majority vote held during a regular or special meeting of the Council.

Section 3: RECORDS. All minutes, as soon as practicable after their acceptance, shall be recorded in a book kept for that purpose and authenticated by the signature of the Chair or Vice-Chair presiding at their acceptance and attested by the Secretary. A record shall also be made of all other proceedings of the full Council, reports entered into the record, correspondence, etc. Said records will be housed at the offices of the Arapahoe County Community Resources Department. All minutes shall be copied and sent to the SCFD Administration for recordkeeping.

Section 4: POLICIES AND PROCEDURES. Policies and Procedures established by the vote of the council that apply to the grant application shall be promulgated as part of the Arapahoe County Cultural Council's general instructions regarding the application. The Council shall review the Policies and Procedures at its September meeting.

ARTICLE V FISCAL YEAR

The fiscal year of the Arapahoe County Cultural Council shall commence on January 1 and end on December 31.

ARTICLE VI CONFLICT OF INTEREST

Section 1: REFRAIN FROM PARTICIPATION. Any Council member who is present at a meeting at which any matter is discussed in which he/she has, directly or indirectly, a private pecuniary or property interest, or other conflict of interest, shall declare that he/she has a potential conflict and shall refrain from attempting to influence the decisions of the other Council members in voting on the matter, and shall not vote in respect to such matter. Such action shall be recorded by the Secretary in the minutes.

Section 2: CODE OF ETHICS. Members shall follow the requirements of the Arapahoe County Code of Ethics.

ARTICLE VII MODIFICATION OF BYLAWS

These Bylaws shall be amended by a two-thirds majority of Council members and voted on at any regular meeting of the Arapahoe County Cultural Council or at any special meeting of the Council called for that purpose, provided that in either instance, notice of the proposed revisions or amendments has been delivered, mailed, faxed or electronically mailed to each Council member not less than ten (10) days prior to the meeting at which such revisions or amendments are considered.

ARTICLE VIII PARLIAMENTARY PROCEDURE

The current edition of Robert's Rules of Order Newly Revised shall govern parliamentary procedure, except as herein provided, or as otherwise provided by law, and shall be utilized by the Council in the conduct of all its meetings.

The foregoing are the official Bylaws of the Arapahoe County Cultural Council on the date shown below.

Revised: January 2, 2025