

BYLAWS OF
THE BROOMFIELD URBAN RENEWAL AUTHORITY

ARTICLE I - URBAN RENEWAL LAW

These Bylaws are established in accordance with the provisions of Part 1, Title 25, Article 31, C.R.S., the "Urban Renewal Law."

ARTICLE II - COMMISSIONERS AND OFFICERS

2.1 Broomfield Urban Renewal Authority

Pursuant to Resolution No. 155-86 of the Broomfield City Council, the Members of the Broomfield City Council shall be the Commissioners of the Broomfield Urban Renewal Authority ("Authority").

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.

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 in the Council Chambers at the Broomfield Municipal Building at the conclusion of the regular meeting of the Broomfield City Council. When a regular meeting date falls on a holiday, such regular meeting shall be held on the following day at the same hour and place.

b. If there is no business scheduled before the Authority, the Secretary will not send a 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 three (3) 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 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 Broomfield Municipal 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, place and purpose of such session.

b. Such sessions may also be called by the Chairman or by the 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 Manager - City Attorney

The City Manager and the City 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 will have an established order of business generally along 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 the each Commissioner and to be posted in at least three (3) public places.

d. Only Commissioners may introduce new business which is not listed on the printed Agenda.

ARTICLE IV - PARLIAMENTARY PROCEDURE

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.

c. All roll call votes shall be taken in alphabetical order in a rotating manner, as follows: on the first roll call vote, the Secretary will begin with the first name on the list; on the second vote, the Secretary will begin with the second name and end with the first, and continue to rotate the order in this manner. Such rotation will continue without interruption from meeting to meeting.

d. A Commissioner has the right to change his or her vote up to the time but before the vote is announced by the Presiding Officer; after that, a Commissioner may change his or her vote only by permission of the Authority, which can be given by general consent, or by the adoption of a motion to grant permission, which motion is undebatable.

e. No Commissioner shall be permitted to explain his or her vote during voting.

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 Adjourning to a Later Date

Any session of the Authority may be continued or adjourned from day to day, or for more than one day, but no adjournment shall extend beyond the next regular meeting date. The first order of business at an adjourned meeting shall be the business not concluded at the preceding session of that adjourned meeting. Such adjournment from a regular meeting to a later date shall be by general consent or otherwise by a majority vote of the Commissioners present.

ARTICLE V - PUBLIC HEARINGS - PROCEDURES

Public hearings will be conducted in accordance with the following procedures:

1. The Presiding Officer will:
 - a. Declare the public hearing open;
 - b. Announce the public hearing procedures;
 - c. With the consent of the Authority, establish reasonable time limits for the hearing and reasonable time allocations therein;
 - d. Ask for an introductory presentation by staff, if appropriate;
 - e. Ask for the petitioner's presentation, if appropriate;
 - f. Ask for the presentation of those members of the public who would like to be heard;
2. Each side of an issue will be given an opportunity to be heard and to present their case.
3. At any point in the hearing, either side may question any witnesses who have made presentations. Any person desiring to question any witness must first be recognized by the Presiding Officer.
4. Following the presentations of the members of the public, opportunity will be given for rebuttal.
5. Any person speaking or presenting any information at the hearing may be questioned by the Authority and/or by the Staff.
6. Following questions from the Authority, the Presiding Officer will declare the public hearing closed and the matter will be remanded to the Authority for consideration.

ARTICLE VI - ADDRESSING THE AUTHORITY

6.1 Recognition

At any regular or special meeting of the Authority, any person desiring to address the Authority shall first secure the permission of and be recognized by the Presiding Officer.

6.2 Delegations

When delegations attend Authority meetings, such delegations shall designate to the Presiding Officer which persons are to speak for them.

6.3 Anonymous Communications

Unsigned communications will not be introduced to the Authority.

6.4 Manner of Addressing - Time Limit

a. Each person addressing the Authority shall give his or her name and address, and shall limit the address to a reasonable

time. All comments shall be addressed to the Presiding Officer and to the Authority as a body and not to any particular Commissioner thereof.

b. In consideration of the number of business items that normally come before Authority meetings, the Presiding Officer may specifically set the allotted time for and limit any and all addresses with the general consent of the Authority.

ARTICLE VII - ADHERENCE TO AND SUSPENSION OF BYLAWS

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

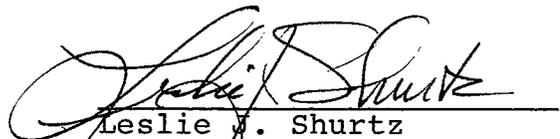
7.2 Suspension of Rules

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 VIII - AMENDMENTS

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

ADOPTED by the Urban Renewal Authority this 11th day of October, 1988.


Leslie J. Shurtz
Chairman

ATTEST:


Vicki Marcy
Secretary