

**BYLAWS**  
**THE COLORADO AIR AND SPACE PORT ADVISORY BOARD**  
**Adams County, Colorado**

**ARTICLE 1**

**PURPOSE AND ORGANIZATION**

**SECTION 1.** The purpose of the COLORADO AIR AND SPACE PORT Advisory Board (“Advisory Board”) is to provide advice and recommendations to the Adams County Board of County Commissioners (“BoCC”) on matters of policy and strategic long-term development issues affecting the COLORADO AIR AND SPACE PORT. The Advisory Board will serve in an advisory capacity to the County Commissioners.

**SECTION 2.** The Advisory Board shall consist of eleven members. The County Manager shall be one of the eleven members. The BoCC shall appoint the remaining ten members of the Advisory Board. The membership will consist of the following required member positions, and at least fifty-one percent of the total membership shall be comprised of representatives with an Aerospace or Space related background:

**Required Advisory Board Membership**

<b>Background</b>	<b>Category</b>
County Manager (Alternate—Deputy)	County Representative
Executive Director ACED	Economic Development
Mayor—City of Aurora	Intergovernmental

The term of members shall either be two (2) years or four (4) years in length, or until a successor has been duly appointed. The initial term shall be determined at the time of appointment. The term shall commence on the date of appointment. A vacancy shall be filled for the unexpired term of a member in the same manner as an original appointment.

The members shall receive no compensation for their services, but may be reimbursed for all necessary expenses incurred in the performance of their duties as members of the Advisory Board; provided, that all such expenses shall be approved for reimbursement by the Advisory Board prior to the time they are incurred.

Any member may be removed by the BoCC at any time, with or without cause.

The COLORADO AIR AND SPACE PORT Director and staff shall provide administrative support for the Advisory Board.

**ARTICLE II**

## **POWERS AND DUTIES OF THE ADVISORY BOARD**

**SECTION 1.** The Advisory Board will be advisory to the BoCC, and may take no action that binds the BoCC. Advisory Board members shall abstain from participation in discussions or matters in which they may have a financial or vested interest and will comply with the County's ethics policy. In the event of such an interest, an Advisory Board member shall disclose to the Advisory Board that such an interest exists and recuse herself/himself from further participation.

**SECTION 2.** The Advisory Board will assist with business planning and marketing strategy for the Colorado Air and Spaceport and provide recommendations to the BoCC in those areas.

### **ARTICLE III**

#### **MEETINGS OF THE ADVISORY BOARD**

**SECTION 1.** Regular meetings of the Advisory Board shall be set annually by the Advisory Board for the forthcoming year at the annual meeting at which the election of officers occurs.

**SECTION 2.** The County Manager or other authorized representative shall prepare a notice of the meeting and an agenda of all matters to come before the meeting, and deliver the same to the Advisory Board prior to the next regular meeting. All meetings shall be subject to the Colorado Open Meetings Law.

**SECTION 3.** Special meetings of the Advisory Board may be called by the Chairperson or County Manager at any time by giving notice of the time and place of such meeting to all members thereof.

**SECTION 4.** A quorum shall consist of a majority of the members of the Advisory Board appointed and qualified at any given time.

### **ARTICLE IV**

#### **OFFICERS AND THEIR DUTIES**

**SECTION 1.** The officers of the Advisory Board shall be as follows:

Chairperson, who shall be elected by the Advisory Board from its members and who shall preside at all meetings of the Advisory Board.

Vice Chairperson, who shall be elected by the Advisory Board from its members and who, in the absence or disqualification or disability of the Chairperson, shall perform duties of the Chairperson.

**SECTION 2.** At the first regular meeting of the Advisory Board, an election of officers for the forthcoming twelve (12) months will be held, and those newly elected officers shall assume their positions upon election.

### **ARTICLE V**

#### **RULES AND PROCEDURES**

The Advisory Board shall conduct its business through general parliamentary procedure and may adopt such other appropriate rules and procedures for the conduct of meetings and for the transaction of the Advisory Board's business.

**ARTICLE VI**

**AMENDMENTS TO BYLAWS**

**SECTION 1.** The Advisory Board may, by a two-thirds (2/3) majority vote, amend these Bylaws or any provisions or section thereof, at any time when the same is not in conflict or in contravention of any of the laws of the State of Colorado or regulations applicable thereto, and such amendments shall be subject to approval by the BoCC. Notice of the proposed amendments must be furnished to the Advisory Board members not less than ten (10) days prior to the meeting at which said amendments are to be considered. A copy of the Bylaws will be filed with the office of the County Manager.

The above and foregoing Bylaws are hereby adopted as the Bylaws of the COLORADO AIR AND SPACE PORT Advisory Board of Adams County, Colorado.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Proposed—

By: \_\_\_\_\_

Title: Chair, Colorado Air and Space Port Advisory Board

Adopted—

By: \_\_\_\_\_

Title: Chair, Board of County Commissioners\_\_\_\_\_