

City of Aurora
PARKS, RECREATION & OPEN SPACE ADVISORY BOARD BYLAWS

ARTICLE I
Organizational Name

Section 1. These bylaws and rules of procedure have been adopted by the Parks, Recreation and Open Space Advisory Board to guide and govern the Aurora Parks, Recreation and Open Space Advisory Board.

Section 2. This Board shall be known as the Aurora Parks, Recreation, and Open Space Advisory Board (the “Board”) as established by ordinance (Ordinance No. 2025-76).

Section 3. Together with the professional Aurora Parks, Recreation, and Open Space (PROS) staff, the mission of the Board shall be as follows: *“To encourage active lifestyles and create healthy environments for people, nature and community.”*

ARTICLE II
Purpose

Section 1. The purpose of the Aurora Parks, Recreation and Open Space Advisory Board (“Board”) as established by the City Council is to advise and make informed recommendations to the Aurora City Council on matters related to parks, recreation, golf and open space within the City, including but not limited to:

- Future and current planning
- Land acquisition
- Modifications to recreation facilities and golf courses
- Park, trail and open space development and redevelopment; and
- Other related affairs and initiatives.

Section 2. The Board shall also serve to advocate for parks, recreation and open space throughout the community to advocate for accessibility and inclusiveness and to build awareness and engagement in matters pertaining to these areas.

ARTICLE III
Function and Duties

Section 1: The function and duties of the Board shall include, but not be limited to:

- a. Participate in the implementation of and revisions to the City of Aurora Parks, Recreation and Open Space Master Plan *Our Parks, Our Places* within the framework of the City’s Comprehensive Plan.
- b. Function as a forum where residents and community stakeholders can voice concerns or share ideas about matters related to parks, recreation and open space.
- c. Support City staff with applications to grant programs including but not limited to, Arapahoe County Open Spaces, Adams County Open Space, Great Outdoors Colorado, the National Recreation and Parks Association, and other relevant state and federal grant programs.

- d. The Board was granted Advisory status by City Council and shall not create events, services, or programs unless it is an event, service or program authorized by the City Code, directed by City Council, or is intended to reach out to the public for educational purposes with the prior authorization of the City Manager (Resolution No. R2025-78, Section 2)

ARTICLE IV

Composition and Terms of Board

Section 1: Eligibility and Composition

- a. The Board shall be composed of no more than fifteen (15) members, appointed by the City Council for a term of three (3) years. PROS Staff Liaisons shall be appointed by the Director of Parks, Recreation and Open Space. PROS Staff Liaisons shall be non-voting members of the Board.
- b. Voting Members shall be qualified electors/residents of City of Aurora holding no paid or elected positions with the City or any Boards of Education.

Section 2: Terms and Reappointment

- a. Voting members will be limited to three, 3-year terms with all terms ending on December 31 of the third year, subject to adjustment to maintain staggered terms as required by City Charter Section 9-1. Members may serve up to three consecutive 3-year terms. Members who are term-limited may reapply for appointment to the Board so long as they wait one full term before reapplying.
- b. Any voting member who fulfills a three-year term of membership on the Board may apply for a subsequent three-year appointment, providing that the applicant meets the requirements for appointment in Section 1.
- c. A person selected to fill an unexpired term of more than one-half the length of time of a full term of office shall be considered to have completed one term of office. A person selected to fill an unexpired term of less than one-half the length of time of a full term of office shall not be considered to have completed one term of office.
- d. A former Board member who has been term-limited may apply to fill an unexpired term on the Board, prior to waiting one full-term before reapplying. If the former member is determined to be the most qualified candidate among all applicants, they may serve the remainder of the unexpired term. Such person shall wait one full term following the end of the unexpired term in order to reapply. A former Board member may only fill an unexpired term one time on the Board.

Section 3: Vacancies and Removal

- a. Vacancies shall be filled by appointment of the City Council. A subcommittee made up of the Board Chair and/or Vice-Chair shall interview candidates available from the City announcement process (including incumbent candidates so long as they meet the requirements outlined in Section 2). The Director of the Parks, Recreation and Open Space Department and/or the PROS Staff Liaisons shall attend the interviews, but will not interview nor make recommendations for appointments to City Council. The Board will make their recommendation(s) for appointment to City Council. Overviews of the interviewed candidates' qualifications shall be provided to the City Council by the Board. City Council is not required to follow the Board's recommendation(s) for appointments.

- b. Any Board member may resign by giving written notice to the Chair of the Board, who shall notify the PROS Staff Liaisons of the resignation. Such resignation shall take effect at the time specified therein. The acceptance of such resignation shall not be necessary to make it effective. Any vacancy occurring on the Board by resignation or removal shall be filled, if necessary, by appointment of the City Council.
- c. Members of the Board shall serve at the pleasure of the City Council and may be removed at any time without cause pursuant Section 4 of Resolution No. R2025-78 and City Charter, art. IX, sec. 9-1.

ARTICLE V
Compensation and Conflict of Interest

Section 1. Compensation

- a. Members of the Parks, Recreation, and Open Space Advisory Board shall serve without compensation but can be paid for their necessary expenses actually incurred in the discharge of their official duties. No member shall receive, directly or indirectly, any salary, fee, or remuneration for services rendered as a member of the Board.

Section 2. Conflict of Interest

- a. Members and applicants for membership shall not have a personal, financial, or professional interest that could reasonably be perceived to conflict with the interests of the City or the Parks, Recreation, and Open Space Department. Members shall not use their position on the Board for personal or private gain.
- b. Applicants for membership must disclose any potential conflicts of interest at the time of application, including any financial relationships with entities conducting or seeking to conduct business with the Parks, Recreation, and Open Space Department.
- c. Any Board member who has a personal or financial interest in any matter before the Board shall recuse themselves from the consideration of, discussion of, or voting upon such matter. The recusal and the nature of the conflict shall be noted in the official minutes.
- d. Participation and voting in Board business by members of the Board shall be subject to the conflict-of-interest requirements and limitations of the City's Code of Ethics, in accordance with the Aurora City Code, Chapter 1, Article II, Section 1-44.

ARTICLE VI
Organization and Officers

Section 1: Officers

- a. Positions include Chair and Vice-Chair.
- b. The Chair shall preside at all meetings of this Board when present. They shall sign all instruments executed on behalf of the Board, be the official spokesperson for the Board and perform such other duties as may be required by these Bylaws or by the Board.
- c. In the absence of the Chair, the Vice-Chair shall possess all of the powers and perform all of the duties of the Chair.
- d. The Board shall nominate and elect officers on an annual basis. The Chair and Vice-Chair shall hold their respective offices for a term of one year, and if re-elected, may succeed themselves for one and only one additional term.
- e. A vacancy in the office of Chair shall be filled automatically by the Vice-Chair, and a new Vice-Chair shall be elected at the next regular meeting of the Board from among the regular members. A vacancy in the office of Vice-Chair shall be filled at the next regular meeting of the Board by election from among the regular members. The officers so elected shall serve until the next annual meeting.
- f. Such officers shall be chosen at the Board meeting in the first quarter of each year and shall be elected from the group by a majority vote. Election procedures are as follows:
 - i. Monthly meeting #1 - Remind members of upcoming election.
 - ii. Monthly meeting #2 – Interested candidates present statements and answer questions from members. Members cast their vote using a secret ballot system. Members vote separately for the positions of Chair and Vice-Chair. The candidate with most votes in each election shall win the respective seat.
- g. Whenever an officer is unable to perform the duties of their office for any reason, the Board may by a majority vote, delegate the powers and duties of an officer to any other Board member for the limited purpose of leading or facilitating a meeting.

Section 2. Administrative Board Liaison

- a. An Administrative Board Liaison shall be appointed by the Director of the Parks, Recreation and Open Space Department. Full and complete minutes of the meetings and proceedings of the Board will be maintained by the liaison.
- b. The liaison will ensure that the agenda and the full and complete minutes are uploaded to the City of Aurora's official website where they will be open to inspection by the public. The liaison shall be responsible for maintaining a full record of all proceedings of the Board, and upon execution shall prepare and deliver appropriate documents as required by the Chair and the professional staff.
- c. The liaison shall be responsible for maintaining a current and complete record of contacts for all Members of the Board.
- d. The liaison shall be responsible for maintaining a complete record of attendance of all members and City staff.

ARTICLE VII
Meetings and Quorum

Section 1. Meeting Time and Duration

- a. The Board shall hold its regular meetings on the third Wednesday of each month at a location set and agreed upon by the PROS Staff Liaisons and Board Chair and/or Vice Chair. Board meetings are limited to no longer than 90 minutes. Special meetings of the Board can be held at any time when requested by the Chair or a quorum of six (6) voting Board members. Notice of any special meeting shall be provided in accordance with the Colorado Open Meetings Law requirements for public meetings.

Section 2. Quorum and Voting Procedures

- a. A majority of the total number of voting Members currently on the Board shall constitute a quorum. A quorum must be present to conduct official business or take formal action.
- b. Meetings may be postponed or canceled, by the Chair, if a quorum is not present.
- c. When one or more members participates remotely, the Chair may initiate an electronic vote that complies with the Colorado Open Meetings Law and applicable City policies. The results of any electronic vote shall be reported and entered into the minutes of the next regular meeting.

Section 3. Attendance

- a. Members are expected to attend a minimum of 80% of regularly scheduled meetings in a calendar year.

ARTICLE VIII
Agendas

Section 1. Agenda Development

- a. The PROS Staff Liaisons will collaboratively establish meeting agendas with the Chair and/or Vice-Chair.
- b. The PROS Staff Liaisons shall prepare the meeting agenda and review topics in conjunction with the Board Chair and/or Vice-Chair. A Board member may request inclusion of an agenda item for a subsequent meeting by obtaining a majority vote of the Board.
- c. Agendas shall be posted by the Administrative Board Liaison in accordance with the Colorado Open Meetings Law for public notice purposes.

**ARTICLE IX
Revision of Bylaws**

Section 1: Revision of Bylaws

- a. These bylaws may only be amended or modified through a resolution approved by a majority vote of the Board.

**ARTICLE X
Standards and Code of Ethics**

Section 1: Ethics and Board Member Decorum

- a. Board Members shall uphold the standards of integrity, respect, and honesty – including making decisions based on the best interest of the city and its residents; and avoiding financial and social relationships and transactions that may compromise, or give the appearance of compromising objectivity, independence and honesty.
- b. Board members shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), mental or physical disability, political belief or affiliation, marital status, sexual orientation, or veteran status in any of its activities or operations.
- c. All Board members must act in accordance with the City’s mission, vision and values and applicable City of Aurora policies of employee conduct.
- d. Board members are required to follow the requirements of the Colorado Open Meetings Law, C.R.S. § 24-6-401 *et seq.* A “meeting” is defined as any kind of gathering of three or more members of the Board at which any public business is discussed. Board members shall not discuss any official Board business outside of a scheduled Board meeting, which includes sharing ideas or information about official Board business in person or by telephone or email.

City of Aurora

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Adopted: March 18, 2026

Amended: _____, 20__