

**BYLAWS OF THE AURORA CIVIC ENGAGEMENT COMMISSION**  
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**ARTICLE I**

**NAME**

This commission shall be known as the Civic Engagement Commission as currently established by City Ordinance No. 2020-43

**ARTICLE II**

**RESPONSIBILITIES TO THE COMMUNITY**

The purpose of the Commission shall be as follows:

- (A) Promote and advocate for members of the community to engage with City Offices, other Agencies, Council Members, Community Boards, City Programs, and other initiatives.
- (B) Provide Recommendations to Council and City Management regarding the development and implementation of civic engagement programs, which may include recommendations regarding best practices for outreach and education.
- (C) Recommend to Council new initiatives to support and partner with community-based organizations, institutions, and civic leaders in the public and private sectors in their civic engagement efforts.
- (D) Coordinate with Council Members, community boards, and other City agencies in the development and implementation of civic engagement programs.
- (E) Work with City Staff and Council to plan and implement a Civic Engagement Academy.

**ARTICLE III**

**MEMBERSHIP**

The Commission shall consist of fifteen (15) members. Five (5) members shall be appointed every year to staggered three-year terms. In recommending member appointments to City Council, the Commission shall consider individuals who are representative of, or who have experienced working with immigrants, individuals with limited English language proficiency, people with disabilities, students, youth, seniors, veterans, community groups, advocacy groups that seek to promote transparency and accountability in government or protect civil rights, and groups or categories of residents that have been historically underrepresented in or underserved by City government and its processes. The Commission will seek to have representation from each Ward.

## **ARTICLE IV**

### **DUTIES AND ACTIVITIES OF THE COMMISSION**

- (A) Facilitation, outreach, and engagement around community needs or issues that connect community member with opportunities and avenues to engage with the City of Aurora.
- (B) Study, analyze, and recommend to the City Council proposals for administrative or legislative action which may be necessary to promote civic engagement. To be accomplished by an ad hoc committee with approval of the commission.
- (C) Issue to the City Council such publications and reports of investigations and research as appropriate and consistent with the duties and responsibilities of the commission.
- (D) Coordinating with federal, state, county, and municipal agencies and departments in eliminating barriers to access and increasing opportunities for civic engagement.
- (E) Make recommendations for the annual budget as it pertains to civic and community engagement.

## **ARTICLE V**

### **EXECUTIVE BOARD**

The officers of the Commission shall constitute the Executive Board.

- (A) The business and affairs of the Commission shall be managed by the executive board. The executive board may delegate these functions to the commissioners. The board shall be subject to the orders of the commission, shall take no action which conflicts with those taken by the commission, shall make no policy decisions on behalf of the commission, and shall be responsible for preparing the annual report to the City Council as approved by the commission.
- (B) The elected officers of the executive board shall include but not be limited to, the Chairperson, the Parliamentarian, the First Vice-Chairperson, and the Second Vice-Chairperson. Any two or more offices may not be held by the same person. Such officers shall be elected at the April meeting of the Commission to serve a term of one year, unless re-elected. No employee of the City of Aurora may serve on the executive board of the Aurora Civic Engagement Commission.
- (C) Any officer or other seat being held may resign their office at any time by giving notice of resignation to the Chairperson.
- (D) The Chairperson shall lead the Commission meetings and be a non-voting official member of all committees of the Commission, shall act as liaison to support staff, empower chairs of subcommittees, provide annual report to council from Executive Board, act as spokesperson and perform all duties incident to the office. All action of the Chairperson are subject to Commission approval. In the absence of the Parliamentarian, the Chairperson shall preside over all Commission meetings.
- (E) The Parliamentarian shall guide the Commission in matters of procedure.

- (F) The first Vice-Chairperson shall have such responsibilities and perform duties as assigned by the Chairperson or Commission. In the absence of the Chairperson, they shall preside over Commission meetings.
- (G) The second Vice-Chairperson shall have such responsibilities and perform all duties as assigned by the commission or the chairperson and in the absence of the other two officers, preside over the commission meetings.
- (H) Any officer of the commission may be recommended for removal from office, with cause at any time, by the vote of the 2/3 of the commission at any meeting of the commission. Cause shall be defined as failure to perform specific duties of that office.
- (I) Members are subject to removal by council at its pleasure and at any time without cause (Article 9-1 City Charter). This is done by a majority vote during a council meeting. The board may recommend the removal of a member with cause to the city council upon an affirmative vote of the majority. Cause shall be defined as failure to perform specific duties as assigned or requested and/or failure to attend 80% of board meetings.
- (J) Appointment and removal of commission members is regulated under city Charter, art. IX, sec 9-1 which states all boards and commissions shall be appointed by the City Council. The initial appointments by the City Council shall specify the term of office of everyone to achieve overlapping tenure. All members shall be subject to removal by the City Council. City Council shall make appointments to fill vacancies.
- (K) City Code sec. 3-11 states City Council appoints all members of the boards and commissions as provided in the Charter. Each person serves at the pleasure of Council and may be removed at any time, with or without cause.

## **ARTICLE VI**

### **COMMITTEE/PROGRAMS**

- (A) Standing committees are of a permanent and ongoing nature and shall consist of a minimum of three (3) commissioners.
- (B) Special committees/programs may be formed for a specific purpose and an undetermined period of time to handle special projects as they arise
- (C) Simple majority of the commission shall have the ability to form committees or breakout groups with members of the community to address specific issues or projects.

## **ARTICLE VII**

### **MEETINGS OF THE COMMISSION**

- (A) The commission's regular meetings shall be held on the first Wednesday of each month or at such other time as agreed upon by the commission.

- (B) The meeting in April shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of committees and any other business that may arise.
- (C) Special meetings may be called by the chairperson or by one-third of the Commission. Written or verbal notification shall be given each commissioner not less than three (3) days in advance of said meeting. Notification shall include date, time, place, and purpose of meeting.
- (D) Public notice of the commission meetings will be made public in multiple languages to reach the most residents possible with care given to ensure inclusion of underrepresented groups throughout the community. Accommodations shall be made for community members who require interpretation services. Any kind of gathering to discuss public business, whether in person, by telephone, electronically, or any other means of communication is subject to the state's open meeting law. An open meeting is required when any public business is discussed or any formal action may be taken. The agenda of the committee meetings must be posted at least 24 hours before the meeting and the agenda must specify all agenda information.
- (E) Only City Council and the Council Appointee Evaluation & Compensation Committee are permitted to hold an executive session. Executive sessions are regulated under city charter. Which reads: Council's right to hold an executive session is provided in the City of Aurora Rules of Order and Procedure for the City of Aurora, Colorado, City Council, Rule A6. Committees are prohibited from conducting executive sessions according to Rules of Order and Procedure for the City of Aurora, Rule D3.
- (F) Each meeting shall have a portion dedicated to open public comment. The commissioners will have the flexibility to accommodate the needs of commenter to ensure adequate public input. Public comment is encouraged and is limited to three (3) minutes per commenter.
- (G) Meetings will be conducted as outlined in the meeting agenda published in the meeting notice.

## **ARTICLE VIII**

### **BUDGET**

- (A) All requests for funds will be reviewed and approved by the executive board.
- (B) All expenditures from the Commission's operating funds shall be reviewed by the Commission and administered by staff. The Executive Board, upon their discretion, may review and authorize expenditures from the operating funds in the event there is an emergency, and a meeting will not provide the Commission an opportunity to review and vote on such expenditures.

## **ARTICLE IX**

### **AMENDMENT OF BYLAWS**

- (A) These bylaws can be amended at any regular meeting of the commission by two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **ARTICLE X**

### **COMMUNITY ENGAGEMENT**

- (A) The Community Engagement Division, acting as staff, shall provide support to the commission to enable it to carry out the functions of the commission. The division will provide input at all commission meetings and provide reports as requested by the commission. Updates/Reports may include:
- a. New City Programs/Initiatives
  - b. Updates on ongoing projects
  - c. Community Feedback received etc.
- (B) Actions of the Division on behalf of the commission are subject to approval by the executive board. The division shall maintain all CEC property and records. The division shall provide administrative support for CEC meetings, monitor and coordinate the budget, secure contracts and make presentations where appropriate and designated.

## **ARTICLE XI**

### **PARLIAMENTARY AUTHORITY**

- (A) The rules contained in the current edition of Rosenberg's Rules of Order, newly revised, shall govern the commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the commission may adopt.