

CITIZENS' WATER ADVISORY COMMISSION
BYLAWS (RULES OF PROCEDURE)
ADOPTED OCTOBER 10, 2023

ARTICLE I Organizational Name

The name of the organization shall be the Citizens' Water Advisory Commission (which hereafter may also be referred to as CWAC).

ARTICLE II Purpose

The Aurora City Council (hereinafter City Council) has recognized water scarcity in the arid west is compounded by water availability and population growth. The City of Aurora and its residents are directly impacted by many of the legislative acts promulgated by City Council and the decisions within the purview of the General Manager of Aurora Water.

The purpose of the Citizens' Water Advisory Commission is to provide informed suggestions and recommendations to both City Council and Aurora Water.

ARTICLE III Function and Duties

Pursuant to City Code Section 138-61, the Citizens' Water Advisory Commission may provide suggestions and recommendations to Aurora Water and City Council regarding requests for reconsideration of proposals denied by Aurora Water for: (1) water supply proposals; and/or (2) large water use development proposals. The commission may also provide counsel and give suggestions and recommendations to the water department and City Council on departmental work plans, operational needs, strategic planning, long-range capital improvements, and financial planning.

ARTICLE V Composition

City Code Section 138-62 states that "the commission shall consist of a minimum of seven and a maximum of nine voting members appointed by the city council each of whom have the necessary qualifications to review complex water resources, water law, engineering or water financing issues. Seven members must represent residential ratepayers and will be subject to the residency requirements pursuant to section 2-769. Two members will represent commercial ratepayers, which, pursuant to section 2-769, need not be residents of the city. No voting members shall hold any paid office or position in the city administration. Individuals holding the position of the general manager of Aurora Water and the assistant general manager water supply and demand shall be nonvoting members of the commission. Staff support for the commission shall be provided, dependent upon available resources, by the city manager or designee."

ARTICLE VI Terms of Commission Members.

Terms of appointment for all CWAC members shall be three years and CWAC members may serve up to three consecutive terms. A term-limited CWAC member must sit out a full term before being appointed to the CWAC. The term of all CWAC members shall end on February 14th following the third year of appointment.

ARTICLE VII Compensation

The CWAC members will serve without compensation.

ARTICLE VIII Organization and Officers

A. Chairperson

The chairperson shall preside at all CWAC meetings;

B. Vice-chairperson

The Vice Chairperson shall preside over all CWAC meetings in the absence of the Chairperson.

C. Recording Secretary

In lieu of a Recording Secretary, designated Aurora Water staff shall prepare minutes of all CWAC meetings and present them to the CWAC for approval. Upon approval, both the Chairperson and designated Aurora Water staff person shall sign the minutes. The original minutes shall be kept in Aurora Water's archives with copies in the designated staff's office.

Election of Officers

At the first meeting following January 1, the CWAC shall elect a chairperson and vice-chairperson. Nominations shall be from the floor. Those elected shall assume office immediately. The tenure for each position shall be one (1) year.

ARTICLE IX Voting

A quorum shall be established when a majority of the members appointed and serving on the CWAC are present. A quorum shall be required for any item to be put to a vote. Any CWAC action must be adopted by a majority of the quorum.

ARTICLE X Removal of Members and Vacancies

All CWAC members are subject to removal by the City Council at its pleasure, without cause, pursuant to section 9-1 of the City Charter.

Any CWAC officer or member may be removed for failure to abide by CWAC's Bylaws (including but not limited to the Code of Ethics set forth below in Article XIII), or for failure to attend meetings.

Any CWAC member who may be required to miss a scheduled meeting may be excused from such absence by calling or e-mailing either the Chair or Aurora

Water staff and requesting an excused absence. Any CWAC member who has unexcused absences more than 25% of the scheduled meetings in a calendar year will be deemed to automatically resigned from the CWAC.

A CWAC member may terminate their membership voluntarily by submitting a written letter of resignation to City Council with a copy to the Chairperson. CWAC membership may also terminate automatically if his or her qualifications change during the course of the appointment (see Article V. "Composition").

Vacancies among the CWAC shall be filled by appointment of the City Council. Active CWAC members shall interview candidates available from the City announcement process. For the initial formation of the CWAC, the current members of the CWAC will be placed into nomination for approval by City Council.

ARTICLE XI Place and Frequency of Meetings

Regular meetings of the CWAC shall be held on the second Tuesday of each month from 6:00 to 8:00 pm at the Daniel P. Mikesell Water Operations Facility, located at 26791 East Quincy Avenue, Aurora, Colorado 80016. Any changes in the meeting place or schedule will be made with reasonable notice either in writing, e-mail or by telephone to each CWAC member. The agenda for such meetings shall be sent to each CWAC member. The agenda for such meeting shall be prepared by Aurora Water staff in coordination with the Chairperson and distributed prior to each meeting. Attendance may be via teleconference technology (such as Teams, Zoom or WebEx) with prior approval of the Chair and/or Aurora Water staff.

Exception to the above meeting schedule: In the event of a holiday on the second Tuesday of the month, the meeting shall be held on the third Tuesday of the month.

ARTICLE XII Revision or Amendment of Bylaws

These by-laws (rules of procedure) may be amended or revised, as needed, by a majority vote of a quorum of the CWAC membership.

ARTICLE XIII Standards and Code of Ethics

- A. CWAC members shall maintain ethical standards in the performance of their duties and responsibilities;
- B. No CWAC member shall use any information revealed to them through the performance of his or her duties to make any profit or gain any personal benefit or benefit for others;
- C. No CWAC member shall accept a gift or service of substantial value or economic value as defined in C.R.S. 24-18-104. The following are examples of items that shall not be considered gifts of substantial value for the purposes of this section: an occasional non-pecuniary gift, insignificant in value; items of


perishable non-permanent value, including meals, tickets to sporting, recreational, educational, or cultural events;

- D. No CWAC member shall appear on behalf of private interests before the CWAC. CWAC members shall not participate in any action or proceeding against the interests of the City of Aurora (including its Utility Enterprise, Aurora Water) including but not limited to any litigation in which the City is a party;
- E. The chairperson shall be the sole spokesperson for the CWAC. Members shall refrain from making public statements concerning the CWAC, or any information revealed to them through their participation in CWAC, without prior written approval from the General Manager of Aurora Water;
- F. The burden is on each member to abide by the above terms and to acknowledge any conflict of interest to the C

Conduct of Business.

All business conducted by the CWAC shall be in public session and shall comply with the Open Meetings Law, C.R.S. section 24-6-401, *et seq.*; as amended.

Approved as Amended:



 Angie Binder (Oct 11, 2023 10:46 MDT)
 Chairperson, City of Aurora (Commission Name)

10.11.2023

 Date

Approved As To Form:



10/12/2023

 Date