BY-LAWS OF THE AURORA OPEN SPACE ADVISORY BOARD

Adopted and ratified by vote on March 20, 2024

ARTICLE I

Name and Mission

This organization shall be known as the Aurora Open Space Advisory Board (hereafter, simply “the Board”). Together with the professional Open Space Staff, its mission shall be as follows: *“To preserve, enhance and expand the open spaces of Aurora while also educating citizens regarding the habitat, plants and wildlife of open space and trails.”*

ARTICLE II

Purposes and Duties of the Organization

Section 1. ​The Board shall represent the residents of the City of Aurora in recommending the acquisition and preservation of open space in its natural condition for the benefit of current and future generations. Through its recommendations to the Aurora City Council, the Board shall encourage public use and enjoyment of Aurora’s open space and promote good stewardship of our natural resources.

Section 2. ​The Board shall support Aurora’s professional Open Space and Natural Resources staff in the performance of their duties in achieving the purposes stated in Section 1.

Section 3. ​The Board shall consider supporting the solicitation and acquisition of grants from any legitimate outside source to support the purposes listed in Sections 1 and 2 above, by the Parks, Recreation and Open Space professional staff.

Section 4. ​The Board shall encourage and support academic research opportunities in the open spaces of Aurora.

Section 5. ​The Board shall provide community outreach and involvement regarding open space issues.

ARTICLE III

Members

Section 1. The Board shall consist of nine (9) voting members. ​Members of the Board shall be qualified electors/residents of the City of Aurora appointed by the City Council for a term of three (3) years. The Director of Parks, Recreation and Open Space, and the Open Space and Natural Resources Division Manager shall be non-voting members of the Board. Members of the Board shall be subject to removal by the City Council at its pleasure at any time without cause.

Section 2. At such time as one or more vacancies occur in the membership of the Board, the Open Space and Natural Resources Division Manager or her/his designees shall advertise and solicit applications for appointment to the Board from any interested party. After review of each applicant’s personal data, and after an interview of each applicant by active Board members at a regular Board Meeting, the Board shall submit a list of potential members to City Council for its selection and appointment.

Section 3. ​Members and Applicants for membership may not stand to gain any personal profit they may have related to private business, non-profit, or corporations that conduct business or plans to do business with the Aurora Parks, Recreation and Open Space Department. Each applicant must also state they are not immediate relatives to any employee of the Parks Recreation and Open Space Department.

Section 4. ​Any 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.

Section 5. ​Members shall be expected to attend all regular monthly meetings of the Board. In the event that a Member cannot attend a regular meeting, he/she shall be obligated to notify the Board Liaison.

Section 6. ​Any Member failing to attend four consecutive regular Board meetings (for whatever reason) may be asked to resign from the Board. Special consideration will be given to a member who might be suffering a long term health or medical problem.

ARTICLE IV

Compensation

Section 1. ​Members of the Board shall receive no direct or indirect compensation for services as Members of the Board. In exceptional circumstances, Members may be compensated for reasonable personal expense incurred in the conduct of Board business, only with the written approval of the Director of Parks, Recreation and Open Space.

ARTICLE V

Meetings

Section 1. ​Monthly meetings shall be held with sufficient advance notification at a location agreed upon by a majority of current members and staff representation. Special meetings of the Board can be called at any time by the Chair, by any two (2) board members, or by the Open Space and Natural Resources Manager.

ARTICLE VI

Quorum

Section 1. ​A quorum must be present to transact voting business. Meetings may be postponed or canceled if a quorum of at least 5 voting members is not present.

Section 2 ​At times when it is expedient for voting to be conducted through electronic methods the Chair will initiate a vote that will be incorporated into the following meeting's minutes.

Section 3. ​Formal proxy votes assigned to a Board member and with sufficient notice provided to the Chair may be accepted.

ARTICLE VII

Officers

Section 1. ​Officers of this Board shall consist of a Chair and a Vice-Chair. Pursuant to Roberts Rules of Order, officer candidates shall be nominated from the voting membership of the Board at each March meeting of the Board and elected by majority vote. Each applicant’s personal data will be reviewed, and applicants interviewed by active board members. Only board members not presently seeking reappointment shall participate in the interviews. 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.

Section 2. ​In the absence of the Chair, the Vice-Chair shall possess the powers of and perform the duties of the Chair.

Section 3. ​Should an elected officer resign prior to the end of his or her one-year term, a replacement shall be elected by the second regularly scheduled meeting following the notice of resignation by a majority of Members of the Board.

Section 4. 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.. 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. The liaison shall be responsible for maintaining a current and complete record of contacts for all Members of the Board. The liaison shall be responsible for recording anticipated attendance at all regular meetings, to assure that a quorum will be present.

ARTICLE VIII

Agenda

Section 1. ​At least one week before each regular meeting, the Chair, with input from the Open Space and Natural Resources Manager and the Vice Chair, will determine an appropriate agenda for the Board meeting. As much as possible, each agenda will include items of unfinished business arising from previous Board meetings. The agenda will be distributed to all board members in advance of each meeting via email..

Section 2. ​Any Member of the Board can request of the Chair that a new agenda item be inserted in the agenda for the next regular meeting. New items for insertion in the published agenda must be delivered to the secretary at least one week prior to the meeting in question. Only in those cases where the agenda is too full or too complex will a Member’s new agenda suggestion be delayed, and then only for one month and no more.

ARTICLE IX

Information Transfer

Section 1. ​Except for its monthly meetings, and insofar as possible, all business of the Board shall be conducted by email. For this reason, Members are encouraged to maintain an active email account.

ARTICLE X

Amendments

Section 1. ​These By-Laws may be amended at any regular Aurora Open Space Board meeting by a vote of two-thirds of the Members.