

**City of Aurora Business  
Advisory Board Bylaws**

Adopted March 19, 1990 by City Council  
Amended February 2020 by BAB

**ARTICLE I           Organizational Name**

The name of the organization shall be the Business Advisory Board for the City of Aurora as created under Council Ordinance No. 88-096.

**ARTICLE II           Purpose**

Aurora City Council (hereinafter City Council) recognized that the economic vitality of the City is served by and largely dependent upon a healthy business and commercial environment. The community is directly impacted by many of the legislative acts promulgated by the City Council, and the regulatory authority of the City administration. Pursuant to the authority vested in the City Council by Section 8-1 of the City Code, there is hereby established an Aurora Business Advisory Board (hereinafter BAB) for the purpose of advising City Council on the economic and business impact of City legislative and regulatory actions.

**ARTICLE III          Function and Duties**

A.       Preparation of Reports to City Council

The BAB shall provide City Council an annual report in accordance with Section 8-3 of the City Code. This report shall also identify significant business issues that may impact the citizens of Aurora.

The BAB shall make such other reports to the City Council as may be requested of it, from time to time, when such requests are by four (4) or more members of the City Council. Any reports or recommendations made by the BAB shall be advisory only to the City Council, shall be presented by the Chairperson of the BAB and shall consist of a majority report. Any member or members may also submit a minority report.

B.       Relationship to Economic Development

In carrying out its mission, the BAB shall be cognizant of the role of the Aurora Economic Development Council, the Development Services Division, including the Aurora Small Business Development Center, and other departments of the City.

C.       Duties in Code and Ordinance Review

The BAB will perform a review of, on its own motion or upon request from City Council, any portion or all of the City Code that impacts the business community.

The BAB may review any part or all of proposed City ordinances that have a significant impact upon the business community.

The BAB shall encourage its members to be available to the City Manager and the City Council for the purpose of providing supplemental staff support upon those issues which impact the business community.

**ARTICLE IV Place of Meetings**

Meetings of the BAB shall be held in the Aurora Municipal Center 15151 E. Alameda Parkway, Aurora CO 80012, or at such other place acceptable to the BAB.

**ARTICLE V Composition and Terms of Board**

The BAB shall consist of eleven (11) persons, each appointed by one City Council Member. All members or their employers shall be members of the Aurora business community. Pursuant to Section 2-769 of City Code, otherwise qualifying members need not be residents of the City. Staff support for the BAB shall be provided, dependent upon available resources, by the City Manager or designee. The term of appointment for members of the BAB shall be three (3) years.

The 11 members shall serve overlapping terms of three (3) years – four, three, four. Each City Council member shall have the opportunity to select their representative to the Board. The term of all Board members shall end on March 14<sup>th</sup> following the third year of the appointment. If a member shall, for any reason, fail to complete their full three year term, the designated City Council member shall as soon as reasonably possible, select a new member to complete the unexpired term.

The fiscal year for the BAB shall commence with the March meeting and conclude with the February meeting of the following calendar year.

**ARTICLE VI Compensation**

The members of the BAB will serve without compensation.

**ARTICLE VII Organization and Officers**

During the first quarter of each calendar year, the BAB shall select a Chairperson and Vice chairperson to serve beginning in ~~March~~ April for the fiscal year. City staff will serve as recording secretary. Minutes shall be approved by the BAB and will be signed by the Chairperson. The BAB shall also promulgate rules and regulations governing the conduct of its business. The selection of the Chairperson and Vice Chairperson of the BAB, and the promulgation of rules and regulations, shall be completed during the first quarter of the calendar year.

The BAB may elect such other officers as it deems necessary and establish any number of committees or sub-committees to perform tasks assigned by the BAB.

A. Chairperson

The Chairperson will preside over all meetings of the BAB. The Chairperson shall have served as Vice Chairperson. **The Chairperson shall regularly attend the monthly PED meetings.**

B. Vice Chairperson

The Vice Chairperson shall preside over all meetings in the absence of the Chairperson. (see item D. 'Election of Officers' below).

C. Recording Secretary

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

D. Election of Officers

The affirmative vote of a majority of all members of the BAB shall be required to elect officers. Elections of the Vice Chairperson, and any other officers as deemed necessary, shall be held at the ~~first~~ **third** regular meeting of the calendar year. Nominations may be made from the floor at this meeting. ~~Those elected shall assume office immediately.~~ **Those elected shall assume office at the April meeting.**

**ARTICLE VIII Voting**

The majority of the members appointed and serving on the BAB shall constitute a quorum. A quorum must be present at any meeting in order to transact business. Every motion shall require the affirmative votes of the majority of the members. Absentee voting is permitted.

**ARTICLE IX Removal of Members and Vacancies**

All members shall serve at the pleasure of their City Council contact and shall be subject to removal by the designated City Council Member at any time with or without cause. Any vacancy occurring on the BAB shall be filled by the designated City Council Member, who shall appoint a qualified member, as defined under Article V. 'Composition and Terms of the Board' (also, see City Council Resolution No. R 88-36, copy attached).

Any 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 the City Staff and requesting an excused absence. In such cases the Board shall vote at the meeting whether the absence shall be excused. A majority vote of the members present shall be required to excuse any absence. Any member of the BAB who has

unexcused absences more than 25% (3) of the scheduled meetings will be deemed

to automatically resign from the BAB, and their designated Council member shall be notified that a new member shall be selected.

A member of the Board may terminate voluntarily by submitting a written letter of resignation to the City Council with a copy to the Chairperson for the BAB. A member may also terminate membership if his or her qualifications change during the course of the appointment (see Article V. 'Composition and Terms of the Board').

## **ARTICLE X            Frequency of Meetings**

Regular meetings of the BAB shall normally be held on the third Monday of each month from ~~8:00 to 9:30 AM~~ **11:00am – 12:30pm** at the Aurora Municipal Center 15151 E. Alameda Parkway, Aurora, CO 80012. Any changes in the meeting place or schedule will be made with adequate notice either in writing, e-mail or by telephone to each BAB member. The agenda for such meetings shall be sent to each BAB member. The agenda for such meeting shall be prepared by the Chairperson and distributed by City staff prior to each meeting.

Exception to the above meeting schedule: In the event of a holiday on the third Monday of the month, the meeting shall be held on the fourth Monday of the month (i.e., January and February of each year).

## **ARTICLE XI           Revision of Bylaws**

Recommended revision to the Bylaws shall require a written petition signed by twenty-five percent (25%) of the BAB members and must be presented to the complete Board as a scheduled and approved agenda item. In the event that no petition is submitted, the BAB or such other committee appointed by the BAB shall review the Bylaws at least every two years. The Bylaws shall be in full force and effect from and after their approval by the BAB at a regularly scheduled meeting of the BAB.

## **ARTICLE XII         Standards and Code of Ethics**

Each Board member shall agree to abide by all appropriate City ordinances and codes regarding standards and code of ethics (see copies of City Council Resolution R 86-108, and letter from Charles H. Richardson, City Attorney, regarding public service participation guidelines attached).

Approved as Amended:

