



## GRAND JUNCTION URBAN TRAILS COMMITTEE BYLAWS

### Article 1. Purpose. Committee. Place of Business.

- (a) The purpose of the Urban Trails Committee is to plan and promote the City Council's goals for an interconnected network of sidewalks, paths and routes for active transportation and recreation throughout the Grand Junction urbanized area. The Urban Trails Committee will act in an advisory capacity to the Grand Junction City Council on matters pertaining to the safe, convenient and efficient movement of pedestrians and bicyclists of all ages and abilities throughout the community, as well as other forms of transit.
- (b) The business and affairs of the Committee shall be managed by its members, comprised of seven (7) to nine (9) persons appointed by the Grand Junction City Council, consistently with the rules and these bylaws adopted by said City Council for such Committee.
- (c) The place of business of the Grand Junction Urban Trails Committee shall be in Grand Junction, Colorado with a mailing address of 250 N. 5<sup>th</sup> Street, 81501

### Article 2. Ethical Conduct.

Committee members shall comply with City of Grand Junction Resolution No. 79-06 (and as amended by Resolution No. 46-13) which establishes ethical standards for members of the City's boards, commissions and similar groups.

### Article 3. Appointment of Members.

- (a) The Urban Trails Committee shall consist of seven (7) to nine (9) members.
- (b) Composition and selection:
  - 1. The members of the Committee shall be appointed by the Grand Junction City Council for individual terms of three (3) years.
  - 2. Members shall be selected without regard to race, color, religion, sex, age, sexual orientation, national origin, marital status, or physical handicap.
  - 3. Qualifications shall include either (1) residence within the city limits of the City of Grand Junction; or (2) employed in a business that operates within the city limits of the City of Grand Junction.
  - 4. One member should be a representative of Mesa County Public Health and one member should be a representative of the Regional Transportation Office, if possible.
- (c) If requested by the Grand Junction City Council, the Committee shall make a recommendation to the appointing body as to the expertise needed. The appointing body may consider this recommendation when making appointments.

### Article 4. Terms. Conditions.

- (a) The term of each individual committee member shall be three (3) years and the terms shall be staggered. No Committee member shall be appointed for more than two (2) consecutive full terms, unless City Council deems it necessary for representation from Mesa County Public Health and the Regional Transportation Planning Office.
- (b) Members shall hold office until their successors have been appointed and qualified, unless the member is no longer a city resident or employed within the city limits. A member may be appointed for one or more terms subject to any term limitations as cited in Article 3 and 4(a). An appointment to fill a partial term shall only be for the remainder of the full term.

Article 5. Vacancies

In the event of death, resignation, or removal of any member, his/her successor shall be appointed in the manner prescribed in Article 3 above, for the duration of the unexpired term.

Article 6. Removal

- (a) The Committee may petition to the City Council, by formal two-thirds vote of the membership, to remove any member who is failing to fulfill the duties and responsibilities of office, provided the individual is notified of such action and is given the opportunity to address the Committee prior to tendering of such petition for removal to the Council for consideration.
- (b) Failure to attend two-thirds (2/3) of the regularly scheduled Committee meetings within any twelve (12) month period shall result in a recommendation to the City Council for removal of the member.

Article 7. Officers

- (a) The officers of the Committee shall be Chair and Vice Chair, elected annually in October by the members.
- (b) The Chair shall preside at meetings of the Committee, serve as ex-officio member of all committees, serve as the official spokesperson for the Committee, work with the City Community Development staff to develop meeting agendas and serve as the Committee liaison to the City.
- (c) No member shall serve more than two consecutive years as Chair or Vice Chair.
- (d) In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.
- (e) The Vice Chair shall be assigned other specific duties by the Chair as required to assure efficient operation of administrative functions of the Committee.

Article 8. Meetings. Notice. Open Meetings.

- (a) Regular meetings shall be held the second Wednesday of each month at 5:30 p.m. and shall go no later than 7:00 p.m. unless agreed to by a majority of members present.

- (b) The Committee shall conduct all meetings in accordance with generally accepted parliamentary procedures.
- (c) Notice of any meeting of the Committee, including the purpose thereof, shall be given to each member by mail, facsimile, e-mail or in an equivalent manner at least 72 hours before the scheduled meeting. Attendance by a member at any meeting of the Committee shall be a waiver of notice by him/her of the time and place thereof. Any lawful business of the Committee may be transacted at any meeting for which proper notice has been given.
- (d) Any meeting, or member participation, may be held by telephone or video conference call.
- (e) Meetings and affairs of the Committee shall be subject to the Open Meetings Act and the Open Records Acts, as amended, as though the Committee is a local government under those acts.
- (f) Minutes of each meeting shall be recorded and retained in accordance with the City's record retention policy.
- (g) Notice of meetings shall be posted at City Hall at least 24 hours in advance of the meeting.

Article 9. Conflicts. Compensation. Expenses.

- (a) No compensation shall be paid to any member of the Committee for their services. The Committee shall not enter into any contract with any member nor pay or authorize any remuneration to any member. The rules and requirements of the City Charter and state law that apply to members of the City Council regarding conflicts of interest, disclosure, gifts and appearances of impropriety shall likewise apply to each member of the Committee.
- (b) In accordance with the rules and requirements of the City, a member may be reimbursed for his/her reasonable expenses incurred in the performance of his/her duties as a member, provided however that all such expenses are approved in advance by the City and shall be paid by the finance director of the City.

Article 10. Quorum.

A majority of the authorized number of members of the Committee shall constitute a quorum for the transaction of business. However, if at any meeting a quorum is no longer present whether due to conflict of interest or otherwise, a majority of those present may adjourn the meeting. The act of a majority of the members present at a meeting in which a quorum is present shall be the act of the Committee.

Article 11. Action of Members without a Meeting.

Any action that could have occurred at a meeting of the members can also be accomplished without a meeting if all of the members entitled to vote with respect to the subject matter thereof sign a written consent or provide an electronic proxy specifying the action.

Article 12. Ex-Officio Members. Support.

- (a) The City Manager, or designee(s), shall be ex-officio, non-voting members of the Committee.
- (b) The City Manager's designee(s) shall provide support services for the Committee as needed, to include keeping a full and accurate account and record of all meetings of the Committee, correspondence, files and records.

Article 13. Amendment of Bylaws.

The Committee may, by the affirmative vote of a majority of its members, recommend amendments to these Bylaws. Proposed amendments approved by the Committee must be considered and approved by the City Council.

Adopted by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2019  
by Resolution No. 77-19 .

\_\_\_\_\_  
President of the City Council

Attest:

\_\_\_\_\_  
City Clerk

Note: The City's insurance provides coverage for its volunteers and will defend members of the Committee against losses, costs and expenses, including legal counsel fees, reasonably incurred by reason of his/her being or having been a member of the Committee, so long as the member does not act or has not acted maliciously, criminally, with deliberate intent to violate a law or regulation or with intent to injure. A committee member must immediately contact the City Attorney in the event a claim is made, and may contact the City Attorney if he or she has any questions or concerns about liability.

City Attorney: 244-1508, at City Hall, email [johns@gjcity.org](mailto:johns@gjcity.org)

City Clerk: 244-1511, at City Hall, email [stepht@gjcity.org](mailto:stepht@gjcity.org)