

CITY OF GOLDEN

ECONOMIC DEVELOPMENT COMMISSION BY-LAWS

The City of Golden Economic Development Commission shall be comprised of eight (8) regular members who either reside, work, or operate a business within the City of Golden. One member shall be appointed from the Golden Urban Renewal Authority and confirmed by a majority of Council. Two members shall be appointed from the Golden Chamber of Commerce and confirmed by a majority of Council. Five members shall be appointed by the Mayor of the City and confirmed by a majority of Council. The Economic Development Commission terms shall be for a period of four years or until their successor takes the position. Should an Economic Development Commission position be vacated before the term is completed, the newly appointed successor shall serve out the unexpired term of the vacated position.

1. The number of meetings per month and a schedule of meeting dates shall be established and may be altered or changed at any regularly scheduled meeting.
2. Additional meetings may be held at any time upon the call of the Chairperson or by a majority of the voting members of the Commission or upon request of the City Council following at least a twenty-four hour notice to each member of the Commission.
3. The Commission shall elect a Chairperson and Vice Chairperson every twelve (12) months. The City Clerk or designate shall be the Recording Secretary.
4. The duties and powers of the officers of the Economic Development Commission shall be as follows:
 - a. Chairperson
 - ◆ Preside at all meetings of the Commission;
 - ◆ Call special meetings of the Commission in accordance with the By-laws;
 - ◆ Sign documents of the Commission;
 - ◆ See that all actions of the Commission are properly taken.
 - ◆ Act as spokesperson for the Commission regarding media contacts.
 - b. Vice Chairperson
 - ◆ During absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all of the duties and be subject to all of the responsibilities of the Chairperson.
 - c. Recording Secretary

- ◆ Keep the minutes of all meetings of the Commission in an appropriate minute book;
 - ◆ Give or serve all notices required by law or by the By-laws;
 - ◆ Prepare the agenda for all meetings of the Commission;
 - ◆ Be custodian of Commission records;
 - ◆ Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence;
 - ◆ Sign official documents of the Commission;
5. Matters referred to the Commission by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the Commission after such reference, provided that an appropriate amount of time is allowed for public notice if required by law.
6. A majority of Commission members entitled to vote shall constitute a quorum for the transaction of business.
7. Reconsideration of any decision of the Commission may be had when any Commission member or interested party for such consideration makes a showing, satisfactory to a majority of the Commission, that without fault on the part of such party essential facts were not brought to the attention of the Commission. New evidence should be presented within thirty (30) days at a scheduled regular meeting.
8. Robert's Rules of Order shall guide the Commission in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chairperson.
9. Voting to be by verbal vote and the order of voting to be rotated each vote; the alternate member shall vote in the absence of a regular member. The presiding officer (Chair, Vice Chair, or other member) shall be last in voting order.
10. Any member of the Economic Development Commission who has a conflict of interest or the potential of a conflict of interest shall comply with the legal disclosure requirements as listed below. Prior to meeting these disclosure requirements, the Commission members may consult with the city attorney to determine the appropriate procedure.
- a. In the case of a conflict of interest, or potential conflict of interest where the Commissioner chooses not to participate, the Commission member should disclose the real (or potential) conflict of interest to the City Clerk and the Secretary of State at least 72 hours prior to the public hearing, in a manner suggested by the City Attorney.
 - b. In the case of a perceived (but not actual) conflict of interest where the Commission member wishes to participate, the Commission member should

follow the disclosure procedures above, then state the disclosure at the public hearing and indicate that there is no actual conflict.

11. Each member of the Economic Development Commission who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Economic Development Commission, should try to notify the secretary of the Commission at the earliest possible opportunity and in any event, prior to 5:00 p.m. on the day of the meeting, in the event that the projected absences will produce a lack of quorum.
12. The alternate member shall have a voice in all actions but shall have no vote, unless a regular member of the Commission is absent or is not participating due to a conflict of interest; in such case the alternate shall be called upon for a vote.
13. The Chairperson shall be an ex officio member of all committees with voice but no vote.
14. A member may serve no more than 24 months as Chairperson of any consecutive forty-eight (48) months.
15. The Vice Chairperson shall succeed the Chairperson if he or she vacates the office before the person's term is completed. A new Vice Chairperson shall be elected as soon as possible at a regularly scheduled meeting.
16. The By-laws may be amended at any regular meeting of the Economic Development Commission by a majority of the Commission, provided that notice of said proposed amendment is given to each member in writing at least four (4) weeks prior to said meeting.
17. The Commission at its regular meeting in August shall review and prepare its annual budget recommendation to the City Manager.