

**BYLAWS  
of the  
HUERFANO PARKS & RECREATION DISTRICT**

**Authority**

Huerfano Parks and Recreation District (“District”) is a government subdivision of the State of Colorado and a body corporate with those powers of a public or quasi municipal corporation which are specifically authorized by, and in compliance with Section 32-1-101 et seq., C.R.S. District was created on about April 2000 and located in Huerfano County.

**Purpose**

The following shall be known as the bylaws of the Huerfano Parks and Recreation District. These bylaws are the set of rules by which the District operates on a daily basis and settles disputes that may arise from time to time, and they are binding on all those associated with the District either now, or in the future and are set forth to serve a public purpose. The bylaws may be amended, altered or repealed and new bylaws may be adopted by the Directors from time to time.

**Article One  
Mission**

The mission of this Board will be to provide a healthy environment in Huerfano County for all age groups by providing new, and improving existing parks, recreational activities and facilities. The District may take advantage of the rights granted to it by State Law.

**Article Two  
Policies of The Board**

It shall be the policy of the Board of Directors (“Board”) of the District, consistent with available of revenues, personnel and equipment, to use its best efforts to provide the quality services as authorized under the District service plan and/or bylaws.

**Article Three  
Board of Directors**

All powers, privileges and duties vested in, or imposed upon, the District by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these bylaws. The Board may delegate to officers, employees, agents of the District any and all administrative and ministerial powers.

Without restricting the general powers conferred by these bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

- a. To confer upon any appointed officer or employee of the District the power to choose, remove or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the District.

b. To determine and designate, except as otherwise provided by law or these bylaws, who shall be authorized to make purchases, negotiate leases for office space, and sign receipts, endorsements, checks, releases and other documents. The Board may, on a limited basis and by resolution, give a manager or other appointed signatory the power to sign contracts and other official documents on behalf of the District.

c. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations.

d. To prepare or cause to prepare financial reports, other than the statutory audit, covering each year's fiscal activities; and such reports shall be available for inspection by the public, as requested.

e. To sue, make contracts, deal in property of any kind, pursue grants from private sources, prepare ballot questions for elections, and conduct its business in any way allowed by the laws of the State.

#### **Article Four Duration**

The District has perpetual duration and succession in its name and will exist until such time that the Board of Directors or the voting population elects to end its existence.

#### **Article Five Meetings and Minutes**

##### Regular Meetings

The District may hold any number of meetings to conduct its business. At a minimum, it will hold a monthly public meeting at which the Board of Directors will review and approve the previous monthly operating results of the District and conduct any other business that may be necessary at that time.

##### Monthly Meeting Place and Time

***The place and time for the monthly meeting will be at the Spanish Peaks Regional Health Center Board Room in Walsenburg, Colorado on the second Wednesday of each month at 4:00 pm, unless specified otherwise by the Board of Directors in advance of the meeting and duly noticed as such. Meeting date and time may change, and Board of Directors will be notified of such change by the Chairman. Meeting location, time and place must be posted at the locations referenced below 72 hours before for those meetings requiring such posting.***

Notice of Regular Meetings and Special Meetings, including the agenda shall be posted by Vice Chairman in the following locations within the district no less than 24 hours in advance of the District Board meeting.

1. Spanish Peaks Regional Health Center Board Room Door.
2. Huerfano County Court House, County Clerk and Recorder's office
3. Walsenburg City Hall

#### Adjournment and Continuance of Meetings

When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meetings are announced at the meeting at which the continuance is taken, except as required by law. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.

#### Special Meetings

Special meetings of the Board may be called by the Board Chairman with 72 hours advanced written notice. Such meetings shall be held at the place of regular meetings of the District unless otherwise specified and posted. The Chairman of the Board is responsible for notifying all Directors and ensure that appropriate notices are posted, as is required by law. The notice of the special meeting shall also be sent to the County Clerk and Recorder's office of the county in which the District is located.

#### Meetings Open to Public

All meetings of the Board, other than executive sessions and social gatherings, shall be open to the public.

#### Executive Session

An executive session which excludes the public and media may be called from time to time. Such executive session may only be called at a duly noticed regular or special meeting after the announcement of the topic of discussion of the executive session and after affirmative vote of a majority of the of Directors present. Topics that can be discussed in executive session can be found in Colorado Revised Statute 24-6-402(4).

An executive session may be called when the topic(s) of discussion need to remain confidential and not disclosed as public information, 24-6-402(4)(c), C.R.S. If a Board member is found to have disclosed confidential information discussed at an executive session with other than a Board member, that member may be removed from the Board with a recall as prescribed by statute.

Executive sessions will be recorded if no legal advice is given. No electronic or other record is necessary to be kept for any portion of the discussion which the District's attorney reasonably believes constitutes attorney-client privilege communication.

The electronic record of any executive session shall be retained by the District for ninety (90) days from the date of the executive secession and then destroyed. Electronic recordings of the executive secession, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

### Emergency Meetings

Notwithstanding any other provisions in this Section five, emergency meetings may be called by the chair or any two (2) Board members in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety and welfare of the property owners and electors of the District, without notice if notice is not practicable. If possible, notice of such emergency meeting may be given to the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of public health, safety and welfare may be taken; provided however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting.

### Emailed Meetings

Section 24-6-402, C.R.S., requires that certain e-mail between three (3) Directors (or, when two Directors constitutes a quorum, two Directors) that discusses pending resolutions or other District business shall be considered a public meeting subject to the requirements of the Colorado Open Meetings Law.

### Meeting Minutes

Meeting minutes must be taken and will be signed by the Secretary for inclusion in the Board records. All meeting minutes shall be available to the public for review upon written request to the Secretary sent to the following address: P.O. Box 1201 Walsenburg 81089. Minutes must be taken and will be signed by the Secretary and Chairman for inclusion in the Board records.

### Time Limits During Meetings

Meetings will be generally be limited to no more than two hours in length unless continued by motion of the Board. Public topics presented to the Board during the meetings will be generally limited to no more than three minutes unless specifically requested by a motion of the Board. Items requiring more time than allotted herein by a motion may be continued, or scheduled for, a subsequent meeting at the discretion of the Board.

## **Article Six Public Conduct at Meetings**

Comments by the public shall be made only during the “Public Input” portion of the Board meeting unless additional opportunity is given at the Boards’ discretion. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuse to leave the premises, law enforcement authorities will be

summoned. Prosecution will be pursued under all applicable law, including without limitation Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-110, C.R.S. (public buildings – trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on Public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will be an asset to keeping of peace and the conducting of public business. 911 will be called at any time that the Board or staff feels threatened or endangered during a public Board meeting.

## **Article Seven Voting**

### Quorum

A quorum of the entire Board of Directors (more than one-half of the Directors must be present in person or telephonically, except as provided in Section five “Emailed” or “Emergency meetings”) then in office shall be necessary at all meetings for transaction of business. To pass, a motion must be approved by a majority of the Directors. Directors shall vote in person for themselves only. No proxy voting shall be permitted. Email voting on a specific motion will be allowed.

### Vote Requirements

Any action of the Board shall require the affirmative vote of a majority of the Directors present as referenced above. When special or emergency circumstances affecting the affairs of the District and the health and safety of the district residents so dictate, then those Directors available at the time may undertake whatever action is considered necessary and may so instruct the District’s employees, agents and contractors. Such action shall later be ratified by the Board.

## **Article Eight Attendance**

Directors shall attend Board meetings. Absences shall be noted and excused (where appropriate) in meeting minutes by the chair of the meeting. Unexcused absences at three or more consecutive Board meetings shall constitute grounds for removal of a Director. Attendance may be by way of telephone conference at the discretion of Board members physically present at a meeting.

## **Article Nine Conflict of Interest**

Conflict of interest is defined as a conflict between the private interest and the public responsibility by a person in a position of trust. Directors are obligated to reveal any conflict of interest in regard to any Board decision or District activity prior to any Board discussion or action regarding that decision or activity. No Director shall vote on any question in which he or she has personal financial or ownership interest (or family relationship with a person who does) or on any question in which he has an employment of family relationship, or on any question

regarding their own conduct. No member of the Board shall represent an applicant or advocate in any matter then pending before the Board.

Upon revealing any conflict, a Board member shall excuse himself or herself from deliberations of the Board, but that person may remain at the meeting (but not at the Board table) in order that he may have the basis for casting a future vote in the event that a vote is required in reference to the matter before the Board and in circumstances where the current conflict of interest is not relevant. Any conflict of interest must be documented in the Board minutes.

A potential conflict of interest of any Director shall be disclosed in accordance with the state law, particularly Article 18 of Title 24, C.R.S., and Sections 32-109-02(3) and 18-8-308, C.R.S.

**No Director shall be eligible for employment by the District and the District shall pay no Board member for any services.**

## **Article Ten Directors**

All corporate powers will be exercised by and the business affairs of the District managed under the direction of, or under the authority of, the Board of Directors.

### Director Qualifications for Office

To run for District office and maintain such office, the candidate must be a registered voter in the State of Colorado and is also one of the following: A resident of the district or the owner (or spouse/civil union partner of owner) of taxable real or personal property situated within the boundaries of the district, Spouse's Name, if property is in spouse's name; or a person who is obligated to pay taxes under a contract to purchase taxable property within district. Property that is owned by a legal entity such as a corporation, LLC, partnership, or trust does not qualify a person as an eligible candidate on the basis of property ownership.

A Director may resign at any time by delivering a written notice to the Board of Directors.

A Director's position shall be declared vacant by the Board upon occurrence of the any of following: (1) failure to meet the qualifications for office of a Director, (2) conviction of a felony, (3) written resignation, (4) failure to meet and remain qualified for office, or (5) if the Director does not attend three consecutive regular meetings of the Board, unless the Board by resolution approves any additional absences or unless such absences are due to temporary disability or illness. Any approved or unapproved absences will be documented in the Board minutes.

When a vacancy occurs, the Board is required by law to appoint a person to fill the vacancy by an affirmative vote of a majority of the remaining Directors. The person appointed must meet the Director Qualifications for Office provided herein and take the Oath of Office. The newly appointed Director shall assume his/her duties immediately. The appointment is until the next regular county election.

### Director's Fiduciary Obligations

Directors have general common-law fiduciary obligation to the district. The obligation does not extend to each individual resident of the district but to the district as a whole. Directors have the duty to exercise the utmost good faith, business sense, ethical discretion and astuteness on behalf of the district. A Director is prohibited from taking personal advantage of any situation or decision to benefit himself or prejudice the District.

### Director's Term Limits

Directors are limited to two consecutive terms of office unless the voters of the district change that limitation.

## **Article Eleven Insurance**

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

## **Article Twelve Director Districts**

The Board consists of six Directors who are elected in a special election in even-numbered years as prescribed by law. If 25 days before the election, there is only one candidate for each position to be filled, the Board by resolution may instruct the designated election official to cancel the election and declare the candidates elected, pursuant to State Law. There shall be two Director representatives elected from each of the following districts and candidates must reside within the Director districts described as follows:

District #1: 2 Director representatives;

District #2: 2 Director representatives

District #3: 2 Director representatives

The two candidates from each district above receiving the most votes in a special district election will be elected as a Director for a four-year term. The candidate from each district above with the second most votes will be elected as a Director for a two-year term. The seventh Director position will be appointed at-large by the six seated members of the Board to serve a two-year term. After the 2018 special district election, all future candidates from the districts above will serve a four-year term. If no candidates are found to run from a district above, a Director or Directors may be appointed by the Board at-large.

## **Article Thirteen Officers**

Within 30 days after each regular biennial District election, the Board shall meet in an organizational meeting for the purpose of electing officers. The incumbent Chairman of the Board shall preside until a successor is elected, whereupon the successor will assume the chair. The following officers, in order, shall be elected or appointed: Chairman, Vice Chairman, Secretary and Treasurer.

### Chairman

The chairman (“Chairman”) is the principal executive officer of the District and in general supervises and directs the operation of the District, subject to the direction of the Board of Directors. The Chairman is also the proper official to execute contracts, deeds, notes, debentures, warrants and any other documents that may be required on behalf of the District. This function shall include gathering the agenda topics and completing the final agenda for posting in advance of the meeting, unless delegated by the Chairman to another Board member. The Chairman shall also preside at all meetings of the Directors.

### Vice Chairman

In the absence of the Chairman, the vice chairman (“Vice Chairman”) shall have the power of the Chairman and perform his/her duties. The Vice Chairman is also responsible for posting the agenda according to the locations specified in Article five.

### Secretary

The secretary (“Secretary”) will be responsible for the records of the District which generally includes keeping minutes at all meetings, maintaining the Director registers and transfer records, and any other duty assigned by the Board of Directors. The secretary or designated election official shall cause all notices of District elections to be published and posted and perform such other duties in the conduct of district elections as required by law. The Secretary shall have authority to attest all contracts and instruments authorized to be executed by the Board.

### Treasurer

The treasurer (“Treasurer”) shall account for all moneys belonging to the District, deposit to the credit of the District all moneys belonging to the District in one or more depositories designated by the Board, maintain the financial documents of the District, list provided below, provide the Board with current financial statements at each monthly meeting, and sign all records of financial matters. The Treasurer will be responsible for duties as may be assigned by the Board. The Treasurer will file the following reports:

1. Status of Conservation Trust Funds and Spending Report
2. Annual Budget
3. Certification of Tax Levy
4. Local Government Filings – Director Information
5. Application for Exemption from Audit or oversee the Audit
6. Notice and Resolution Cancelling Election
7. Transparency Notice

### Additional Duties

The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, by the bylaws or rules and regulations of the District, by law, or by special urgent need, which shall later be ratified by the Board.



### Recording Secretary

The Board shall have the authority to appoint a recording secretary who need not be a member of the Board of Directors, and who shall be responsible for recording all votes and composing a record of the proceedings of the Board in a visual text format that may be transmitted electronically and kept for the purpose, which shall be the official record of the Board. The recording secretary shall not be required to take an oath of office, nor shall the recording secretary be required to post a performance bond.

### Personnel Selection and Tenure

The selection of agents, employees, engineers, accounts, special consultants and attorneys of the District by the Board will be based upon the relative qualifications and capabilities of the applicants and shall not be based on political services or affiliations. Agents and employees shall hold their offices at the pleasure of the Board. Contracts for professional services of engineers, accountants, special consultants and attorneys may be entered into on such terms and conditions as may seem reasonable and proper to the Board.

## **Article Fourteen Disbursements of Funds**

All banking procedures and disbursement of funds will require two signatures of officers. Disbursements can only be authorized with a majority vote of the Board.

Any district recreational project approved for funding by the Board that includes services and equipment will be subject to the District's "Memorandum of Understanding" signed by the grant recipient prior to allocating any payment, unless approved differently by majority of the board. The Board will make the grant recipient aware of this requirement and obtain the required signature when the funding award is announced.

The District may reimburse Board members for specific expenses associated with service on the Board including travel expenses and out-of-pocket expenses related to purchase of materials, equipment and a maximum service fee of \$100.00/meeting (if applicable) to fulfill a Director's functions and responsibilities.

## **Article Fifteen Employees**

### Hiring

The Board may hire and direct employees to carry out District business, projects, programs, and activities as may be necessary. All employees shall be hired, compensated and managed as directed in these bylaws, in accordance with other District policies and procedures as may be adapted from time to time, in accordance with applicable local, state and federal law.

### Background Checks

The Board may require background checks, alcohol and drug checks of any contract or salaried employees prior to hiring. The Board may choose not to hire any employee for any reason, including, but not limited to, resume falsification. All background check findings shall be held in strict confidence by the Board.

### Attorney

The Board may employ an attorney to provide advice and counsel on legal matters relevant to the District, including, but not limited to contracts, compliance with legal requirements, employment and personnel matters, suits or other legal challenges to District actions and other matters at the direction and discretion of the Board.

### Equal Opportunity Employer

The District is an equal opportunity employer. The District will not discriminate in the hiring and employment practices on the basis of race, gender, age, ethnic background, or sexual orientation.

## **Article Sixteen Indemnification of Directors and Officers**

Each Director and Officer of the District now and thereafter serving as such, shall be indemnified by the District against any and all claims and liabilities to which he or she has or shall become subject to by reason of serving as such Director or Officer, or by reason of any action alleged to have been taken omitted or neglected by such Director or Officer. The District shall be responsible for all legal expenses reasonably incurred in connection with any such claim or liability, provided, however, that no such person shall be indemnified against or be reimbursed for any expense incurred in connection with any claim or liability arising out of willful misconduct or gross negligence. The right of indemnification here provided shall not be exclusive of any rights which any Director or Officer of the District may otherwise be entitled to by law. The provisions of this Section shall be supplemental and subject to and, to the extent of any inconsistency therewith, shall be modified by the provisions of the Colorado Governmental Immunity Act, 24-10-101, et seq., C.R.S.

## **Article Seventeen Officer's Fidelity Bonds**

Fidelity bond is at the expense of the District. The fidelity bond protects the District from losses that occur because of fraud or dishonesty of the Directors and officers.

## **Article Eighteen Contracts, Loans, Checks and Deposits**

Section 1. Contracts that the District enters into, including construction contracts, must contain certain language and meet certain statutory requirements.

Section 2. Contracts: Subject to the provisions of applicable state law, the Board may authorize its Officers to enter into any contract and deliver any instrument in the name of, and on behalf of, the District and such authority can be general or confined to specific instances.

Section 3. Loans: Subject to the provisions of state law, no loans shall be contracted on behalf of the District and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board in accordance with applicable law. Such authority may be general or confined to specific instances, and in accordance with the provisions of Article 25, Title O of the Colorado Revised Statutes, local Government Budget Law (C.R.S. & 29-1-101) et seq and the TABOR Amendment (Colorado Constitution, Article X, Section 20).

Section 4. Checks, Drafts, or Orders: all checks, drafts, or other orders for the payment of money, notes or other evidence as of indebtedness issued in the name of the District shall be signed by two Board members and approved in advance by a majority vote of the Board.

Section 5. Deposits: All funds of the District not otherwise employed shall be deposited time to time to the credit of the District in such banks, trust companies, or other depositories as the Board may select.

## **Article Nineteen Annual Audit**

### Fiscal Year

The fiscal year of the District shall commence on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup>.

### Annual Audit

1. The Board shall cause an annual audit to be made at the end of each fiscal year of all financial affairs of the District through December 31<sup>st</sup> of such fiscal year. In all events, the audit report must be submitted to the Board within six (6) months of the close of such fiscal year or as otherwise provided by law. Such audit shall be conducted in accordance with generally accepted auditing standards by a registered or certified public account, who has not maintained the books records and accounts of the District during the fiscal year. The auditor shall prepare, and certify as to its accuracy, an audit report, including a financial statement and balance sheet based on the audit, an unqualified opinion or qualified opinion with explanation, and a full disclosure of any violation of Colorado law pursuant to statutory requirements.

2. There shall be a permanent audit committee composed of the Treasurer and one other member of the board appointed by the Chairman. The Audit Committee shall be responsible for the appointment, compensation, selection, (to be approved by the Board), retention, and oversight of the work of an independent accounts engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review or attest services for the District. The Audit Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District's financial reporting processes, internal controls

and independent auditors. All accountants thus engaged shall report directly to the Audit Committee.

3. A copy of the audit report shall be maintained by the District as a public record for public inspection at all reasonable times.

4. A copy of the audit report shall be forwarded to the State Auditor or other appropriate State official pursuant to statutory requirements.

5. Notwithstanding the forgoing audit requirements, the Board may file for an application from exemption from audit as long as statutory criteria is met.

6. If the District is exempt, the Board shall present, at a meeting following the end of the fiscal year a complete report on the business of the District for the prior fiscal year, and its condition and the income and expenses of the District for the period of the report. Such financial information may be given by means of balance sheets and statements of profit and loss, revenue statements prepared by the Treasurer or accountant of the District.

## **Article Twenty Budget**

### Budget Committee

There shall be a permanent budget committee (“Budget Committee”) composed of the Treasurer, a member of the Board appointed by the Chairman, which shall be responsible for preparation of an annual budget of the District and other such matters as may be assigned to it by the Chairman or the Board.

### Budget

On or before October 15<sup>th</sup> of each year, the Budget Committee shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and by a general summary wherein shall be set forth the aggregate features of the budget in such manner as to show the balanced relationships between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. It shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.

### Notice of Budget

Upon receipt of the proposed budget, the Board shall cause to be published a notice that the proposed budget is open for inspection by the public (place to be announced); that the Board will consider the adaption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objection thereto at

any time prior to its adoption. Notice shall be posted or published in substantial compliance with the law.

#### Adoption of Budget

On the day set for consideration of such proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall then adopt a budget, either during the budget hearing or at a later date and time to be set by the Board, setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budgeted expenditures.

### **Article Twenty-One Inspection and Copies of Bylaws**

The Bylaws and all amendments thereto shall be maintained in current form by the District and shall be made available for inspection by any member of the District and by the public, upon written request, subject to the Open Records Law.

All public requests will be made to the address provided in the Section five, Meeting Minutes.

### **Article Twenty-Two Records Management**

The District shall comply with and adapt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records law, and various consumer privacy legislation. The custodian of records is designated as the official custodian of records pursuant to the Open Records Act. In the event there is any question as to whether the District is permitted to comply with the Open Records Act request, the custodian of records shall forward such request to the District's legal counsel. Copies of records shall be furnished at a cost of \$.25 per standard page. Where a request requires more than one hour of staff time for retrieval and review, the District may charge a nominal fee.

### **Article Twenty-Three Severability**

If any part or provision of these bylaws is adjudged to be unenforceable or invalid, such judgement shall not affect, impair or invalidate the remaining provisions of these bylaws, it being the Board's intention that the various provisions hereof are severable.

**Article Twenty-Four**  
**Rules of Procedure**

At all meetings of the Board of Directors and any Director committees, all matters shall be decided by a majority vote of those present and voting, providing that a quorum is present and unless otherwise provided in these bylaws.

A modified rule of order shall govern the deliberations of all Boards and committees when not inconsistent with these bylaws.

Adopted: December 3, 2001

Revised: August 3, 2004

Revised: August 2, 2005

Revised: June 6, 2006

Revised: November 14, 2018

Revised: November 13, 2019