

CITY OF FORT COLLINS
GOLF BOARD

BYLAWS

ARTICLE I – Introduction

Section 1 The name of this organization shall be the Fort Collins Golf Board.

Section 2 These bylaws have been adopted by the Fort Collins Golf Board and shall become effective immediately and shall supersede any bylaws previously in effect. These bylaws may be subject to the approval of the City Council.

ARTICLE II -- Purpose and Function

The Golf Board shall act as an advisory board and shall have the following functions:

- (1) To advise and make recommendations to the Community Services Director (the "Director") and the City Council as to rules, regulations, policies, administrative and budgetary matters pertaining to the operation and maintenance of all City-owned golf courses.
- (2) To advise and make recommendations to the Director concerning the terms and conditions of any agreements to be entered into with golf professionals and other concessionaires in connection with City-owned golf courses, as well as any other agreements which may affect the management, operation, maintenance, construction, or acquisition of City-owned golf courses.
- (3) To assist in the procurement of goods and services for City-owned golf courses, including the selection of golf professionals, concessionaires, and other contractors, by appointing two (2) Board members to serve on any review committee that may be established by the City under the provisions of Section 8-158 of the City Code to review proposals received through the City's request for proposal process for goods, services or professional services for City-owned golf courses.
- (4) To advise and make recommendations to the City Manager concerning approval of annual fees and charges at City-owned golf courses.

ARTICLE III – Membership

Section 1 The Golf Board shall consist of seven (7) members appointed by the City Council.

Section 2 Members of the Golf Board shall serve for a term of four (4) years or until successors are appointed, except that members may be appointed by City Council for a shorter term in order to achieve overlapping tenure, with appointments specifying the term of office of each individual. If a vacancy occurs on the Golf Board, it shall be filled by the City Council for the remaining unexpected portion of the term. No member shall serve more than two (2) consecutive four-year terms.

Section 3 Members of the Golf Board shall serve without compensation.

Section 4 All members of the Golf Board shall be subject to removal by the City Council.

ARTICLE IV-- Officers

Section 1 The officers of the Golf Board shall be a Chairperson, Vice Chairperson, and the Board Secretary.

Section 2 Election of officers shall occur at the regular March meeting each year.

Section 3 The elected officers shall assume office immediately upon election and shall serve for a period of one year.

Section 4 The Chairperson shall be responsible for calling all meetings, approving the agenda for all meetings and for the conduct of each meeting; and shall work with the staff support for the Board in communications with the City Council, Council Liaison, and City Staff.

Section 5 The Vice-Chairperson shall assume the duties of the Chairperson upon his or her absence or disability.

Section 6 The Board Secretary shall be responsible for the recording and preparing of the minutes of each meeting, as well as the preparing of the annual report and Board work plan; however, these duties may be performed by the staff support for the Board if the Board desires. The Board Secretary shall assume the duties of the Chairperson upon the absence or disability of both the Chairperson and Vice-Chairperson.

ARTICLE V -- Committees

Section 1 Committees shall be appointed by the Chairperson as needed for specific tasks.

Section 2 Committees shall be dissolved by the Chairperson upon completion of the assigned task.

ARTICLE VI -- Meetings

Section 1 Meetings shall be held as approved by the Golf Board.

- a. "Meeting" shall mean any gathering of a quorum or three (3) or more members, whichever is fewer, of the Golf Board or any committee of the Golf Board at which any public business is discussed or any formal action may be taken.

Section 2 Special meetings may be called by the Chairperson at his/her discretion, however, notice of special meetings will be filed with the City Clerk at least twenty-four (24) hours before the time of such meetings.

Section 3 All meetings shall be open to the public. Any meeting at which any formal action could occur or at which a majority or quorum is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public.

Section 4 A quorum of the Golf Board shall consist of a majority of the voting members and no official action may be taken by the Golf Board on any matter unless a quorum is present.

Section 5 Executive sessions may be called upon the affirmative vote of two-thirds (2/3) of the quorum present for the purpose of discussing personnel matters as described in the City Code, potential conflicts of interest, property acquisition and sales by the City, or meeting with the City Attorney or other attorneys representing the City regarding legal issues. No formal action shall be taken by the Golf Board at such sessions.

ARTICLE VII -- Attendance

Section 1 Newly appointed members shall attend the next regular meeting of the Golf Board after appointment.

Section 2 Regular attendance at meetings is required. Therefore, either of the following shall automatically cause a member's appointment to terminate:

- a. Three (3) consecutive absences from regularly scheduled meetings of the Golf Board.
- b. Four (4) absences from regularly scheduled meetings of the Golf Board in any calendar year.

Such absences shall not result in termination if prior written notification of any such absence has been submitted to the staff liaison or the Chairperson or, if the Chairperson is the person experiencing the attendance problems, then to the Vice Chairperson.

ARTICLE VIII -- Procedures

The Golf Board shall operate pursuant to the procedures established by the City of Fort Collins for such Boards, and these bylaws shall not be inconsistent with the Charter and the Code of the City.

ARTICLE IX -- Rules of Order

The following rules will govern the conduct of business at regular and special Golf Board meetings. These rules are based upon Robert's Rules of Order Newly Revised and have been modified to conform to existing practices of the Golf Board and the City Charter. All questions of order not answered in these bylaws shall be decided by the Rules of Procedure for City Council Meetings and Work sessions, as may be amended from time to time.

- a. Main motions are used to bring business before the Golf Board for consideration and action.
 - Main motions require a second and may be adopted by majority vote.
 - A main motion may be made or seconded by any Board member, including the presiding officer.
 - A main motion is debatable and may be amended.

- b. Motions to amend are used to modify the wording and the meaning of a pending motion before the pending motion itself is acted upon.
 - A motion to amend, once seconded, is debatable and may be amended once.
 - Once a motion to amend has been seconded, it is decided before the main motion.
 - An amendment must be "germane", i.e. it must involve the same question raised by the main motion to which it is applied.
 - "Friendly" amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before a vote is taken on motions to amend the main motion.

ARTICLE X -- Amendments to Bylaws

Amendments to these bylaws may be proposed by any member at any regularly scheduled Golf Board meeting. Proposed amendments shall be voted upon at the next regularly scheduled Golf Board meeting. Amendments must be approved by a majority of the voting members of the Golf Board. Revised bylaws shall be submitted to the City Clerk's office. No amendment shall be valid if objected to by the City Council.

Dated: June 24, 2015