

NEIGHBORHOOD ADVISORY COMMITTEE

for Denver's City Park

BY-LAWS

Section 1 Purpose and Mission

The purpose and mission of the Neighborhood Advisory Committee is to: (1) help circulate information from the city and park institutions to neighborhood residents and vice versa; (2) facilitate a collaborative culture whereby all stakeholders can have meaningful input on decisions getting made about the park; and (3) work to honor the unifying nature of this historic public space. We reserve the right to provide comments on issues relevant to City Park.

Composition, Meetings, and Procedure

Section 2.1 Selection of and Qualifications of Members

The Neighborhood Advisory Committee shall be comprised of a representative group of people who shall be selected in the following manner. Each qualified neighborhood organization (a "Qualified Neighborhood Organization") as hereinafter defined shall be entitled to appoint up to three members of the committee who shall serve at the pleasure of such organization. The Qualified Neighborhood Organizations shall strive to appoint as Committee members persons who reflect the racial and ethnic composition of their organizations. For these purposes, a Qualified Neighborhood Organization means (1) City Park Alliance, Denver Parks and Recreation Advisory Board (DPRAB), or their successors; (2) any neighborhood organization that has been recognized by the City of Denver as a "Registered Neighborhood Organization" under Art. III, §12:91-98, DRMC, and which has a boundary immediately adjacent to City Park; and (3) any other neighborhood organization approved by the mayor. The Councilperson or Councilpersons whose district(s) contain(s) or border(s) the park may also (each) nominate an at-large member to serve on the advisory committee.

In addition, (1) The Denver Zoo, (2) the Denver Museum of Nature and Science, and (3) Historic Denver shall each be an ex-officio non-voting member of the Neighborhood Advisory Committee entitled to notice of and to participate in all meetings of the Committee. All meetings of the City Park Neighborhood Advisory Committee shall also be open to members of the public to observe and comment appropriately.

Section 2.2 Member Organizations

Based on the rules in section 2.1, the current membership of the Neighborhood Advisory Committee consists of the following organizations:

Voting Members:

- Greater Park Hill Community
- North City Park
- South City Park
- City Park Alliance
- Whittier Neighborhood Association
- Uptown on the Hill
- City Park West
- East High Neighbors
- City Park Friends and Neighbors
- At-Large Delegate from City Council District 9
- Parks and Recreation Advisory Board

Non-Voting Members:

- Denver Zoo
- Denver Museum of Nature and Science
- Historic Denver
- First Tee of Denver

Section 2.3 Meetings of Members.

Meetings of the members, for any purpose or purposes, may be called by a Co-Chair and may be held at such times and places in the city and County of Denver as the caller determines. Written, telephone, or email notice of such meetings shall be given to the members not less than ten calendar days prior to such meeting. The meetings shall be open to the public.

Meetings shall be held not less than quarterly throughout the year.

Section 2.4 Quorum and Voting.

Half of the currently appointed members of the Neighborhood Advisory Committee shall constitute a quorum at any meeting. The vote of a majority of those present in person at a meeting at which a quorum is present shall be the act of the Neighborhood Advisory Committee. If less than a quorum is present at a meeting, a majority of the members present may adjourn the meeting from time to time without further notice other than an announcement at the meeting until a quorum shall be present.

Section 2.5 Virtual Meetings.

To deal with urgent matters, the NAC co-chairs may elect to meet via telephone or via an email discussion. Quorum requirements are the same as specified in §2.5. Quorum on conference calls shall be determined using a roll call before any vote is taken. Roll call will be used to tally votes on conference calls. For email meetings, a voting deadline will be set by the chair, and votes

received by the deadline will be used to determine both quorum and outcome. If a quorum isn't reached, the vote will be null and void. Minutes will be produced for any virtual meeting.

NAC Governance

Section 3.1 Leadership.

The activities of the Neighborhood Advisory Committee shall be presided over by two Co-Chairs and a Secretary-Treasurer, all of whom shall be selected by the members of the Neighborhood Advisory Committee at the initial meeting and annually thereafter at a meeting called for such purpose. The Co-Chairs shall be responsible for arranging meeting dates and times of the NAC; for soliciting from NAC members agenda items in advance of each meeting; for preparing and circulating an agenda for each meeting; and for chairing the meetings of the NAC. The Secretary shall be responsible for preparing and maintaining minutes of the meetings of the NAC and for filing and maintaining the records of all actions and meetings of the NAC.

Section 3.2 Election of Officers.

Elections for the three leadership positions shall be held once a year in September or as needed in the event of a vacancy.

Nominations for each position may be made in the Neighborhood Advisory Committee meeting prior to the September meeting and/or in the form of an email addressed to all voting members prior to the September meeting. Write-in Candidates may also be nominated at the actual September meeting. Members wishing to be considered for a leadership role may nominate themselves, or be nominated by another member of the committee.

At the September meeting, each candidate may have a few minutes, (duration to be determined by sitting Co-Chairs), in which to articulate his or her qualifications for the position. After each candidate has spoken, the election shall take place by paper ballot as prepared by the Secretary. Ballots shall be counted by the secretary and verified by the Councilperson or his or her designee.

The results of the election shall be announced as soon as it is possible.

Miscellaneous

Section 4.1 Conduct of Meetings.

Meetings shall be conducted in general accordance with Robert's Rules of Order.

Section 4.2 Amendments.

The power to adopt, alter, amend or repeal these by-laws and adopt new by-laws shall be vested in the Neighborhood Advisory Committee.