
BYLAWS OF:
NORTH METRO COMMUNITY DIVERSION BOARD
REVISED AND ADOPTED December 14, 2020

ARTICLE I

PURPOSE

- 1.1 The purpose of these bylaws is to establish the procedures whereby the North Metro Community Diversion Board is to provide oversight and evaluation of the designated service provider selected to develop, implement and accomplish the goals and objectives of the North Metro Youth Diversion Program (YDP), as set forth in the intergovernmental agreement establishing the YDP, dated October 28, 1996.

ARTICLE II

GOVERNING BOARD, COMPOSITION, DUTIES AND PRIVILEGES

- 2.1 **Board Composition.** Each Adams County governmental entity, as a participating member of the IGA, shall be allowed to appoint only one (1) member on the Board. However, total membership shall not exceed twenty (20), with at least a majority of membership comprised of participating governmental appointees.
- 2.2 **Qualifications.** Each Board member shall be a natural person of the age of eighteen (18) years or older, a resident of the State of Colorado and appointed by either a governmental entity or the Board. Participating Board members should include representatives from police agencies, municipal judiciary, city councils, school districts social services agencies, youth and the community at large. Disclosure of any financial interest is mandatory, and such Board member shall briefly state the reason and refrain from voting on said issue before the Board.
- 2.3 **Term.** Board members' terms shall be determined by the governmental entity that appointed him or her to the Board. Term of Board members appointed by the Board shall be determined by the Board.

- 2.4 Additional Board Members. Additional members of the Board, up to the twenty (20) member maximum, shall be appointed by the existing Board and shall be representatives from police agencies, municipal judiciary, city councils, school districts, social services agencies, youth and the community at large. **Non-voting, Advisory Board Members from youth-serving nonprofit agencies within the North Metro Area may also be appointed by the Board, for the purpose of providing advice and perspective on youth diversion issues.***
- 2.5 Voting. Board members shall each have one vote. No member shall vote on any issue in which he or she has a financial interest. Board members may be present to vote or by proxy. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board unless the act of a greater number is required by these bylaws. In the event of a tie vote, the judicial representative shall provide the tie-breaking vote.¹
- 2.6 Attendance. Board members are expected to attend all meetings.
- 2.7 Resignation. Any officer or Board member may resign at any time by giving written notice to the program administrator. Such resignation shall take effect at the time specified; therein, the acceptance of such resignation shall not be necessary to become effective.
- 2.8 Removal. Any Board member may be removed at any time, with or without cause, by the appointing governmental entity, or if appointed by the Board, the Board may remove the appointed member at any time with or without cause.
- 2.9 Vacancies. Any vacancy occurring on the Board may be filled by the entity which originally appointed the member who filled the vacated position within thirty (30) days after the vacancy occurs.
- 2.10 Advisory Committee. Board members, when appropriate, may elect to have an advisory committee. The chairman of the committee shall be a member of the Board. Participating advisory committee members are not required to be a member of the Board. The duration of the advisory committee shall be determined by the Board.
- 2.11 Executive Committee An Executive Committee (EC) composed of the officers of the Board and chaired by the Program Administrator, shall be empowered to act for the Board between meetings. Meetings of the EC shall be called by the Program Administrator as needed, and actions taken by the EC shall be submitted for approval at the next meeting of the Board.
- 2.12 Compensation. Board members will receive no compensation for their service.

¹ Proposed by the executive board on December 4, 2020.

*Added 10/21/19

ARTICLE III

MEETINGS

- 3.1 Regular Meeting and Location. The Board shall meet at least TWO TIMES PER YEAR, IN APRIL AND OCTOBER, at a time and place as determined by the Board.
- 3.2 Annual Meeting. An annual meeting of the Board shall be held in the month of October in each year for the purpose of electing the Board officers.
- 3.3 Special Meeting. Special meetings of the Board may be called for as needed by the program administrator.
- 3.4 Quorum. A quorum for any meeting shall be a majority of the total membership of the Board members.
- 3.5 Notice of Meeting. Notice of the date, time and place of the regular, annual, or special meeting may be made to each Board member by telephone, mail or other means of electronic mail.
- 3.6 Proxies. A Board member may appoint any person as his proxy. Any proxy must be written and signed, must be filed with the Secretary of the Board before the beginning of the meeting, and shall be valid for the designated meeting.
- 3.7 Record of Meetings. The Secretary of the Board shall maintain a record of the minutes of all the proceedings of the Board.
- 3.8 Procedure. In the absence of a rule governing a point of procedure, the rule of procedure set forth in the most recent edition of "Roberts Rules of Order" shall govern.

ARTICLE IV

OFFICERS

- 4.1 Designation. The officers of the Board shall consist of a program administrator, treasurer, secretary, **judicial representative, who shall be a municipal judge in Adams or Broomfield County***, and other officers as the Board members may appoint.
- 4.2 Election and Term of Office. The officers of the Board shall be elected for a term of one year at the annual meeting of the Board. The newly elected officers shall take office at the first regular meeting in the following year.

***Added 10/21/19**

- 4.3 Removal and Resignation. Any officer elected or appointed by the Board may be removed by a majority vote of the Board. Any officer may resign by giving written notice to the Board members. A vacancy in any office shall be filled by a Board member for the unexpired portion of the term.
- 4.4 Qualifications. All officers of the Board shall be Board members. The program administrator must be an appointee from a participating member as established by the IGA.
- 4.5 Program Administrator. The program administrator shall be the presiding officer of the Board, or his designated representative. The program administrator shall be the representative in all meetings between involved agencies and the service provider as needed, and shall be responsible for the administration of the contract for compliance with and interpretation of scope and schedule. The program administrator will act for participating Adams County governmental entities, as their requirements are jointly expressed to him through the Board. In carrying out these functions, the program administrator will utilize the various departments and personnel of the participating Adams County governmental entities and of the Board, as required, to ensure an effective program of services consistent with community needs and juvenile offense experience.
- 4.6 Treasurer. The treasurer shall attest to all contracts or agreements signed by the program administrator, or other officers. The treasurer shall keep and maintain the financial books and records of the Board. The treasurer shall perform all other duties incident to the office of treasurer, or as may be delegated by the program administrator; and, upon request of the Board, shall make reports to it as may be required by the Board.
- 4.7 Secretary. The secretary shall enter into the minutes the names of all Board members present, keep the minutes of the Board, provide a signed copy of the minutes of all Board meetings to each Board member after their approval and correction and after the program administrator has signed the summary minutes. The secretary shall attest to the program administrator's signature.
- 4.8 Delegation. Whenever an officer is absent, or whenever, for any reason, the Board may deem it desirable, the Board may delegate the powers and duties of any officer to any other officer or officers, or to any Board member or members.
- 4.9 Leadership Team. In order to increase participation in program leadership by member agencies and to better reflect their perspectives and interests, the Board may appoint or elect a Leadership Team consisting of the Program Administrator and one or more Deputy Program Administrators, or "Co-chairs." One such member of the Leadership Team will be designated to preside at each meeting and to perform the duties listed in para 4.5 above until the following meeting.

ARTICLE V

BOARD PROCEDURES

- 5.1 Order of Business. The normal order of business at all meetings of the Board shall be as follows:
1. Call to order.
 2. Record of those Board members in attendance.
 3. Approval of minutes of the previous meeting.
 4. Additions or deletions to the agenda.
 5. Old business.
 6. New business.
 7. Discussion and action by the Board on any matter presented by Board members.
 8. Adjournment.
- 5.2 Recess. A recess may be called at any time either by the presiding officer, or upon motion of a Board member with consent of the majority. The Board may not adjourn while in recess.
- 5.3 Amendments. These bylaws may be revised by the Board, upon receiving a written recommendation to the officers of the Board, at least five (5) days before the meeting at which they are proposed to be considered for adoption, shall be placed on the agenda for such meeting, and shall be considered for adoption at the next regular meeting.
- 5.4 Business. Business of the Board may be conducted by motion or resolution. Where no resolution is prepared, the motion recorded in the minutes shall be the official action of the Board.

ARTICLE VI

FINANCIAL

- 6.1 Contract Authority. The program administrator is delegated contract authority to enter into contracts or agreements on behalf of the Board, subject to the Board's approval.
- 6.2 Bank Accounts. The monies of the Board shall be deposited in the name of the Board in such bank or banks as the officers of the Board shall designate, and may be drawn out

only on checks signed in the name of the Board by such person or persons as the Board of Officers may direct.

- 6.3 Books and Records. The Board shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its Board of Officers and any committees thereof; and, the Board shall keep, at its principal place of business, a record of the names and addresses of the Board officers. All books and records of the Board may be inspected upon reasonable notice during normal business hours by a participating member. The Board shall conduct a financial review of the books and records at the annual meeting.

ARTICLE VII

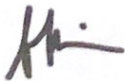
GENERAL PROVISIONS

- 7.1 Gender. Whenever required by the context, the singular shall include the plural, the plural the singular and one gender shall include all genders.
- 7.2 Invalid Provisions. The invalidity or unenforceability of any particular provision of these bylaws shall not affect the other provisions herein; and, these bylaws shall be construed in all respects as if such invalid or unenforceable provision was omitted.
- 7.3 Governing Law. These bylaws shall be governed by and construed in accordance with the laws of the State of Colorado.

VERIFICATION

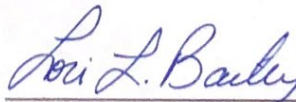
The undersigned, being the Program Administrator and Secretary of the Board, verify that the foregoing is a true and accurate copy of the bylaws of the Board which were REVISED AND adopted at a meeting of the Board held on the 14th day of DECEMBER, 2020.

ATTEST:



Secretary

By:



Program Administrator

ADOPTED BY THE NORTH METRO COMMUNITY DIVERSION BOARD ON
DECEMBER 14, 2020.