

**Bylaws for the Adams County Council of Governments (ADCOG)  
Subregional Transportation Forum**

**Article I**

The purpose for which the Adams County Council of Governments (ADCOG) Subregional Transportation Forum (“the Forum”) is formed and the powers it may exercise are set forth in the Adams County Collaborative Transportation Planning Intergovernmental Agreement.

**Article II**

***ADCOG Subregional Transportation Forum***

**Section 1: Responsibilities**

The Forum shall be responsible for coordination of transportation planning efforts in Adams County. This includes coordination for purposes of submitting project funding requests to the Colorado Department of Transportation (CDOT), the Regional Transportation District (RTD) and the Denver Regional Council of Governments (DRCOG) for consideration in their respective Capital Improvement Plans.

**Section 2: Number of Forum Representatives**

The number of representatives shall be eleven (11), with one representative for each of the parties that have entered into the Adams County Collaborative Transportation Planning Intergovernmental Agreement (IGA). Each agency may designate one (1) alternate to participate in the Forum in the absence of the representative.

The parties that have entered into this IGA and serve as voting members to the Forum are Adams County, the City of Arvada, the City of Aurora, the Town of Bennett, the City of Brighton, the City of Commerce City, the City of Federal Heights, the Town of Lochbuie, the City of Northglenn, the City of Thornton, and the City of Westminster, collectively referred to as “the Agencies.”

In addition to the Agencies, all DRCOG members and governmental entities within the corporate limits wholly or partially within the ADCOG Subregion, RTD, CDOT, TMO and other entities eligible for the direct receipt of federal TIP funding may participate in discussions as well as submit projects for Subregional funding but are not eligible to vote.

**Section 3: Term**

The representatives shall serve terms as determined by the Agencies that make appointments to the Forum, as identified in Section 2.

**Section 4: Vacancies**

Vacancies shall be filled by appointment made by the Agency in which the vacancy occurred. After the vacancy has occurred and the representative so chosen, active Forum service begins immediately.

**Section 5: Resignation**

A representative may resign by providing notice to their Agency and written notice to the Adams County technical staff member. Any vacancy caused by a resignation shall be filled by the procedures outlined in Section 4.

#### Section 6: Compensation

Representatives shall receive no compensation for their services.

### **Article III**

#### ***Meetings of the ADCOG Subregional Transportation Forum***

##### Section 1: Times and Places of Meetings

Meetings of the Forum will be held at the Adams County Human Services Center, or such other place and at such time as the Forum determines. Meetings shall be held in February, April, June, August, October, and December, or as determined by the Forum.

##### Section 2: Annual Meeting

An annual meeting of the Forum for election of Forum Chairperson and Vice Chairperson shall be held each year in February.

##### Section 3: Special Meeting

The Chairperson or a quorum of representatives may call a special meeting of the Forum at any time.

##### Section 4: Notice of Meeting

Written notice of the time and place of a meeting of the Forum shall be posted on the Adams County web site not less than two (2) days before the date of the meeting.

##### Section 5: Quorum

The quorum is comprised of the simple majority (six) of the representatives appointed by the agencies to participate in the Forum.

##### Section 6: Voting Rights

Each representative present in person at a Forum meeting is entitled to one vote.

##### Section 7: Vote Required

All Forum actions shall be made by motion duly seconded and approved by the simple majority. A quorum must be present to take a vote. When a quorum is present, action by a majority of those present shall be action by the Forum.

### **Article IV**

#### ***Duties of Officers***

##### Section 1: Chairperson of the Forum

It is the responsibility of the Chairperson to conduct Forum meetings in accordance with generally accepted parliamentary procedure. The Chairperson shall be a voting member of the Forum and is

accorded the same rights and privileges accorded other members of the Forum. The Chairperson shall sign correspondence transmitted by the Forum and any other papers requiring an official signature.

#### Section 2: Vice Chairperson of the Board

If the Chairperson is temporarily unable to act due to absence, illness, or any other cause, the Vice Chairperson shall act in his or her place. In this instance, the Vice Chairperson shall be accorded the same privileges and responsibilities as the Chairperson. The Vice Chairperson will perform such other duties as assigned by the Chairperson.

#### Section 3: Officer and Leadership Succession Plan

The regular members of the Forum shall annually elect from their membership a Chairperson, Vice Chairperson.

Section 3.1 The annual election shall occur as the first item of business during the Forum meeting held in February of each year.

Section 3.2 Upon proper nomination and a second by regular Forum members, a nominee for Chairperson shall be considered. A majority vote of regular members present shall be required to elect a Chairperson. If the prevailing candidate is present and does not decline, the new Chairperson will assume office immediately and conduct the election of the Vice Chairperson. The same procedure will be utilized in the election of the Vice Chairperson.

Section 3.3 In the election of officers, each Forum member shall be entitled to only one vote. There shall be no proxy voting.

Section 3.4 In the event that the duly-elected Chairperson becomes unable to complete the term of office, the Vice Chairperson shall automatically assume the position of Chairperson until the completion of the term, and a new Vice Chairperson shall be elected at the next regular meeting in accordance with the provisions of these By-Laws. Said election shall be in accordance with the provisions of these By-Laws.

Section 3.5 If neither the Chairperson or Vice Chairperson is present, any representative in attendance shall call the meeting to order, and the Forum shall immediately elect by majority vote a Chairperson Pro Tem to preside at that meeting. Such office is terminated by the entrance of the Chairperson or Vice Chairperson or the end of the meeting.

### **Article V**

#### ***Amendments***

The Forum may amend or repeal these Bylaws by vote of a majority of the representatives then serving with seven days' notice of all changes prior to voting.