

BYLAWS OF THE LOUISVILLE REVITALIZATION COMMISSION

ARTICLE I: THE COMMISSION

Section 1. Status and Name. The Louisville Revitalization Commission is an urban renewal authority organized and existing under and by virtue of the Urban Renewal Law, C.R.S. § 31-25-101 et seq., as amended. The name of the authority shall be, and the authority shall do business in the name of, the "Louisville Revitalization Commission."

Section 2. Seal. The seal of the Commission shall be in the form of a circle and shall bear the name Louisville Revitalization Commission.

Section 3. Office. The office of the Commission shall be considered the Louisville City Hall, 749 Main Street, Louisville, CO 80027, or such other place in the City of Louisville, Colorado as the Commission members may designate from time to time.

Section 4. Number of Members. The Louisville Revitalization Commission shall consist of seven (7) members whom the Mayor with consent of City Council shall appoint. As authorized by C.R.S. § 31-25-104(2)(a), one member of the Commission shall be a member of the Louisville City Council. Members shall be residents of the City at the time of their appointment and at all times while serving on the Commission.

Section 5. Term of Members. Each member shall be appointed for a staggered term, such that at least one member's term expires each year, and thereafter five-year terms.

ARTICLE II: OFFICERS AND PERSONNEL

Section 1. Officers. The officers of the Louisville Revitalization Commission shall be a Chair, a Vice-Chair, and a Secretary who shall be elected by the Commission from its membership.

Section 2. Chair. The Chair shall preside at all meetings of the Commission. Except as otherwise authorized by resolution of the Commission, the Chair shall have the authority to sign contracts, deeds, checks or drafts for the payment of monies, and other legal instruments of the Commission.

Section 3. Vice Chair. The Vice-Chair shall perform the duties of the Chair in the Chair's absence from the City or the incapacity of the Chair. During any vacancy in the office of the Chair, the Vice-Chair shall perform such duties of the Chair until such time as the Commission shall select a new Chair from among

its members. The Vice-Chair shall have the authority to sign checks or drafts for payments of monies as provided in Article VI, Section 5 of these Bylaws. In the event of the absence or the incapacity of both the Chair and Vice-Chair, the remaining members shall select some other member of the Commission to temporarily perform the duties of the Chair.

Section 4. Secretary. The Secretary shall attest to all contracts, documents, and instruments authorized to be executed by the Commission. The Secretary shall have the authority to sign checks or drafts for payments of monies as provided in Article VI, Section 5 of these Bylaws. In the event of the absence of the Secretary, the Chair shall designate, in writing or verbally at a meeting of the Commission, some other member of the Commission to perform duties of the Secretary.

Section 5. Additional Duties. The officers of the Commission shall perform such duties and functions as may from time to time be required or authorized by the Commission or these Bylaws.

Section 6. Election of Officers. The Chair, Vice-Chair and Secretary of the Commission shall be elected annually by the Commission at its first meeting of each year and shall assume their duties upon election. Officers shall hold office for one year or until their successors are selected and qualified.

Section 7. Vacancies. If the office of the Chair, Vice-Chair or Secretary is vacant, the Commission shall select a successor from its membership to serve for the unexpired term of said office.

Section 8. Personnel. The Commission may from time to time authorize the employment of such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Urban Renewal Law and all other laws applicable thereto.

Section 9. Absences of Members. In the event any member of the Commission fails to attend three consecutive meetings, and such absences are not excused by the Chair, such absences shall be grounds for removal from the Commission as neglect of duty and inefficiency in compliance with Colorado law.

ARTICLE III: MEETINGS

Section 1. Regular Meetings. A regular meeting shall be held on the second Monday of each month at 6:30 PM at the Louisville City Hall, 749 Main Street, Louisville, Colorado or at such time and place as designated by the Commission. In the event any regular meeting falls on a legal holiday, it shall be held on the

following Monday unless the Commission designates otherwise. Notice and the agenda for each regular meeting shall be posted, and published on the City's website, at least seventy-two hours in advance of the meeting.

Section 2. Special Meetings and Business at Special Meetings.

A. Except for an emergency special meeting governed by Subsection B, each special meeting of the Commission shall be called by the Secretary on the request of any three members of the Commission, and shall be held on at least forty-eight hours written notice.

B. An emergency special meeting shall be called by the Secretary on the request of the Chair or any three members of the Commission, and shall be held on at least twenty-four hours written notice to each member of the Commission. An emergency special meeting shall not be called unless:

(i) Each member requesting the meeting has determined that the meeting is urgently necessary in order to take action on an unforeseen matter requiring immediate action; and

(ii) The basis for the determination described in Paragraph (i) is stated in the notice of the meeting.

C. The meeting notice required by Subsection A or B shall be served personally or left at the member's usual place of residence. The notice need not be served if the member has waived the notice in writing.

D. The Commission shall not take action on any item of business at any special meeting unless:

(i) The item to be acted on has been stated in the notice of the meeting; or

(ii) The item to be acted on is reasonably related to the item which was stated in the notice of the meeting.

Section 3. Study Sessions Meetings.

A. The Commission declares the following policy relating to study sessions:

(i) The purpose of study session meetings is to enable members of the Commission to obtain information about and discuss matters of public business in a less formal atmosphere.

(ii) Full debate and deliberations about matters that may be the subject of formal action should occur at formal meetings of the Commission to permit members of the public to participate meaningfully in, and to understand the grounds for, any formal action contemplated or taken by the Commission.

B. Each study session meeting of the Commission shall be held on at least 72 hours notice to each member of the Commission. All study session meetings shall be open to the public.

C. No preliminary or final policy decision, fiscal decision, rule, regulation, resolution, ordinance, action approving a contract, action calling for the payment of money, or other formal action, shall be made or taken at any study session.

D. At any study session, any member of the public who in good faith believes that a study session is proceeding in violation of Subsection C of this Section shall be entitled to submit a brief written objection to the official presiding over the study session; the written objection shall specify the ground for the objection. The presiding official shall exercise his or her discretion in determining whether the study session is in compliance with this Section, and shall conduct the study session in accordance with that determination. The Commission may adopt laws or regulations, consistent with this Section, to prevent the abuse of this Subsection D.

E. The Commission shall cause to be made a written summary or other record of each study session within five days after each study session. The summary shall be retained permanently in the records of the Commission.

F. Nothing in this Section shall preclude the Commission or its members from discussing or acting on procedural matters relating to the conduct of the study session, or from providing direction on matters to be scheduled for final action at a later regular or special meeting.

Section 4. Quorum. The powers of the Commission shall be vested in the members thereof in office from time to time. Four members shall constitute a quorum, but a smaller number may adjourn from time to time until a quorum is established. When a quorum is in attendance, action may be taken by the Commission upon an affirmative vote of four of the Commissioners present.

Section 5. Order of Business and Manner of Conducting Business.

A. At the regular meetings of the Commission the following

shall be, by way of illustration and not limitation, the order of business:

- Roll call
- Approval of Agenda
- Consent Agenda
- Public comments
- Reports of the Commission
- Business Matters of the Commission
- Members' comments
- Adjournment and place and time of next meeting.

Section 6. Manner of Voting. The affirmative and negative votes shall be entered upon the minutes of every meeting, except in the case of officer elections when the vote may be by ballot, and except where there is a unanimous vote.

Section 7. Open Meetings, Executive Sessions and Public Records. In addition to the requirements of these Bylaws, the Commission shall comply with all applicable provisions of the open meetings laws and public records laws of the State. The Commission may hold an executive session for the same purposes and in accordance with same procedures applicable to executive sessions of the Louisville City Council. The Commission shall by resolution designate a person as the custodian of the records of the Commission.

Section 8. Notice, Discussions, and Meeting Locations.

A. It is the specific intent of the Commission to provide the public with notice of all meetings. For this purpose a variety of communication media of the community may be utilized, including posting and the City's website. For purposes of these Bylaws, "posting" or "posted" means placing, in areas accessible by the public, at the Louisville City Hall, the Louisville Library, the Louisville Recreation Center, and one additional location that is open to the public during hours different from the regular business hours of the Louisville City Hall.

B. Notice of regular and special meetings of the Commission shall be provided to the public in accordance with the requirements these Bylaws and other applicable provisions of the open meetings laws and public records laws of the State. The agenda for any non-emergency meeting of the Commission shall contain an itemized list of all subjects on which substantive discussions are reasonably expected or which may be the subject of formal action.

C. The Commission shall not engage in substantive discussions relating to, or take formal action on, any subject at

a non-emergency meeting when that subject was not listed in the agenda for that meeting and is not substantially related to any subject listed in the agenda, provided, however, that the Commission may engage in substantive discussions and take formal action on a matter of public business not on the agenda, upon a finding by the presiding officer that such discussions or action will promote the general welfare, it is important that the matter be acted upon before the next formal Commission meeting, and it would be injurious to await action on the matter until the next formal Commission meeting.

D. For purposes of Subsection C of this Section, a subject is not substantially related to a subject listed in the agenda when a person reading the agenda before the meeting would not have reasonably expected that the subject would be substantively discussed or formally acted upon at the meeting.

E. At any non-emergency meeting of the Commission, any member of the public who in good faith believes that a meeting is proceeding in violation of Subsection C of this Section shall be entitled to submit a brief written objection to the official presiding over the meeting; the written objection shall specify the ground for the objection. The presiding official shall exercise his or her discretion in determining whether the meeting is in compliance with this Section, and shall conduct the meeting in accordance with that determination. The written objection shall be retained permanently in the records of the Commission. The Commission may adopt laws or regulations, consistent with this Section, to prevent the abuse of this Subsection E.

F. For purposes of this Section, "substantive discussions" means debate, deliberation or other discussion about the merits, benefits, advantages or disadvantages of any proposed or possible resolution of any issue that will be or may be the subject of formal action by the Commission.

G. All meetings of the Commission shall occur in public building and public facilities accessible to all members of the public.

Section 9. Agenda, Materials and Communications File.

A. To the extent possible, a preliminary agenda for all Commission meetings shall be provided to each member at least seven days in advance of such meeting. To the extent possible, and excluding emergency meetings, the agenda and all documents and materials requiring action by the Commission at any meeting shall be provided each member seventy-two hours in advance of such meeting.

B. The agenda for any meeting of the Commission shall list, to the extent available, those subjects to be discussed or formally acted on at the meeting.

C. The Commission shall make available to the public, at least on the City of Louisville website and Louisville Library, agenda-related materials for the Commission. If agenda-related materials are unavailable in electronic format, each such item shall be described on the web site; further, the Commission shall adopt (by reference to a City of Louisville plan or otherwise) a plan for making available on the web all agenda-related material. For purposes of this Section, "agenda-related materials" means the agenda, all reports, correspondence and any other documents forwarded to the Commission that provide background information or recommendations concerning the subject matter of any agenda item, excluding any documents or records which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law. If agenda-related materials are unavailable in electronic format, each such item shall be described on the web site.

D. Any letter, memo, map, drawing, plan or other document that is not agenda-related material or contained in the Commission's communications file and that is submitted to the Commission during a meeting shall be immediately made available to the public either by making copies available to the public at the meeting or by displaying the document at the meeting so that the public can view the document. No discussion or consideration of such a document by the Commission shall occur unless the document has been made available to the public as provided in this subsection D. The foregoing shall not be construed to require the dissemination, display or disclosure of any document or record which otherwise may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

E. The Commission shall maintain and make available to the public the Commission's communications file. For purposes of this Subsection E, "communications file" means a paper or digital file, organized chronologically and accessible to any person during normal business hours, containing a copy of any letter, memorandum or other public record that the secretary of the Commission has distributed to, or sent on behalf of, the chairperson of the Commission, or a quorum of the Commission concerning a matter that has been placed on the Commission's agenda within the previous thirty days or is scheduled or requested to be placed on the agenda within the next thirty days. The file may, but need not contain, voluminous reports, studies or analyses not created by officers or employees serving the Commission provided that their omission is noted in the file.

Excepted from the file shall be commercial solicitations, agenda-related material, and any document or record which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

Section 10. Payment of Bills. Payment of bills may be considered by the Commission at any regular or special meeting, but no bill shall be approved unless a copy of the bill has been furnished to each member of the Commission prior to approval thereof.

ARTICLE IV: AMENDMENTS TO BYLAWS

Section 1. Amendment to Bylaws. The Bylaws of the Commission may be amended only if there has been notice of such proposal at the previous meeting.

ARTICLE V: OPEN GOVERNMENT AND PUBLIC RECORDS

Section 1. Open Government. Each member of the Commission shall participate in at least one City-sponsored open government-related seminar, workshop or other program at least once every two years. Such program shall provide information on at least these topics relating to municipal government: the theories and policies underlying and laws relating to ethics, open government, open meetings, open records, and promoting citizen participation in municipal government.

Section 2. Public Records.

A. The provisions of these Bylaws relating to open records shall be liberally construed with State open records laws to promote the prompt disclosure of Commission records to citizens at no cost or no greater than the actual cost to the Commission. The Commission shall strictly construe exceptions provided under the State statutes authorizing certain public records to be exempt from disclosure to the public.

B. Commission records shall be open for inspection by any person in accordance with these Bylaws and the State statutes concerning public records. To the extent State open records laws or Commission enactments other than these Bylaws conflict with the provisions of these Bylaws, whichever provides greater access to Commission records and less expense to the person requesting the records shall control disclosure by the Commission.

C. No fee shall be charged for the inspection of Commission records.

D. No fee shall be charged for locating Commission records and making them available for copying, except that the actual labor cost to the Commission of locating Commission records may be charged and a reasonable deposit may be required if the records request seeks voluminous records, or records dating over a period of two or more years, and locating the records has exceeded two hours. The Commission may adopt regulations, consistent with the open records policy of these Bylaws, to prevent the abuse by persons of open records requests.

E. No photocopy charges shall be assessed for the first 25 pages of Commission records provided to a requester on a single request, or for electronic records. When electronic records responsive to a request are readily available, the Commission shall offer to make such records available as an alternative to paper copies. Photocopy charges per page shall not be greater than the Commission's actual cost. Where requested Commission records are voluminous, nothing shall prohibit the Commission from arranging for a private copy service to make the photocopies and requiring the requester to reimburse the Commission for actual costs paid to the private copy service.

F. Any letter, memo, map, drawing, plan or other document that is not an agenda-related material or contained in a communications file and that is submitted to the Commission during a meeting shall be immediately made available to the public either by making copies available to the public at the meeting or by displaying the document at the meeting so that the public can view the document. No discussion or consideration of such a document by the Commission shall occur unless the document has been made available to the public as provided in this Subsection F.

ARTICLE VI: GENERAL

Section 1. Committee. The Chair may appoint members of the Commission to such committees as deemed necessary to perform any functions for the purpose of advising the Commission.

Section 2. Conflict of Interest; Code of Ethics.

A. No member, officer, or employee of the Commission (including by illustration only, consultants, experts, legal counsel), nor any immediate member of the family of any such member, officer, or employee shall acquire, nor shall any such member, officer, or employee retain any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he/she have any interest, direct or indirect, in any contract or proposed contract for

materials or services to be furnished or used in connection with any project. If any commissioner, officer, or employee of the Commission owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, such information shall immediately be disclosed in writing to the Commission, and such disclosure shall be entered upon the minutes of the Commission. Upon such disclosure, such commissioner, officer, or employee shall not participate in any action by the Commission affecting the carrying out of the project planning or undertaking of the project unless the Commission determines that, in the light of such personal interest, the participation of such member in any such act would not be contrary to the public interest. Acquisition or retention of any such interest or willful failure to disclose shall constitute misconduct in office.

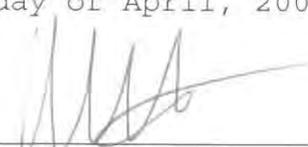
B. The members, officers and employees of the Commission shall comply with all applicable federal and state laws regarding conflicts of interest. The members, officers and employees of the Commission shall also comply with the Code of Ethics set forth as Sections 5-6 through 5-17 of the City of Louisville Home Rule Charter ("Code of Ethics"). For purposes of application of such Code of Ethics only, the Commission shall be considered a "public body" and a member of the Commission shall be considered a "public body member."

Section 3. Membership. Upon the vacancy of membership of the Commission, the Commission may give notice of such vacancy, invite applications therefor, interview persons regarding such membership, and submit recommendations for the appointment to the Commission to the Mayor of the City of Louisville.

Section 4. Contracts. Contracts with persons, firms, agencies, companies, the United States, and other public entities shall be authorized by motion duly recorded upon the minutes of the Commission meeting or by written resolution, and a copy of any such resolutions and contracts shall be kept with the journal for the proceedings of the Commission.

Section 5. Commission Checks. Two signatures shall be required on all checks or drafts for payments of monies of the Commission from amongst the following officials: Chair, Vice-Chair, or Secretary.

Adopted as amended this 9th day of April, 2007.



Chair

ATTEST:

Michael Reiss
Secretary

BYLAWS OF THE LOUISVILLE REVITALIZATION COMMISSION

ARTICLE I: THE COMMISSION

Section 1. Status and Name. The Louisville Revitalization Commission is an urban renewal authority organized and existing under and by virtue of the Urban Renewal Law, C.R.S. § 31-25-101 et seq., as amended. The name of the authority shall be, and the authority shall do business in the name of, the "Louisville Revitalization Commission."

Section 2. Seal. The seal of the Commission shall be in the form of a circle and shall bear the name Louisville Revitalization Commission.

Section 3. Office. The office of the Commission shall be considered the Louisville City Hall, 749 Main Street, Louisville, CO 80027, or such other place in the City of Louisville, Colorado as the Commission members may designate from time to time.

Section 4. Number of Members. The Louisville Revitalization Commission shall consist of seven (7) members whom the Mayor with consent of City Council shall appoint. As authorized by C.R.S. § 31-25-104(2)(a), one member of the Commission shall be a member of the Louisville City Council. Members shall be residents of the City at the time of their appointment and at all times while serving on the Commission.

Section 5. Term of Members. Each member shall be appointed for a staggered term, such that at least one member's term expires each year, and thereafter five-year terms.

ARTICLE II: OFFICERS AND PERSONNEL

Section 1. Officers. The officers of the Louisville Revitalization Commission shall be a Chair, a Vice-Chair, and a Secretary who shall be elected by the Commission from its membership.

Section 2. Chair. The Chair shall preside at all meetings of the Commission. Except as otherwise authorized by resolution of the Commission, the Chair shall have the authority to sign contracts, deeds, checks or drafts for the payment of monies, and other legal instruments of the Commission.

Section 3. Vice Chair. The Vice-Chair shall perform the duties of the Chair in the Chair's absence from the City or the incapacity of the Chair. During any vacancy in the office of the Chair, the Vice-Chair shall perform such duties of the Chair until such time as the Commission shall select a new Chair from among

its members. The Vice-Chair shall have the authority to sign checks or drafts for payments of monies as provided in Article VI, Section 5 of these Bylaws. In the event of the absence or the incapacity of both the Chair and Vice-Chair, the remaining members shall select some other member of the Commission to temporarily perform the duties of the Chair.

Section 4. Secretary. The Secretary shall attest to all contracts, documents, and instruments authorized to be executed by the Commission. The Secretary shall have the authority to sign checks or drafts for payments of monies as provided in Article VI, Section 5 of these Bylaws. In the event of the absence of the Secretary, the Chair shall designate, in writing or verbally at a meeting of the Commission, some other member of the Commission to perform duties of the Secretary.

Section 5. Additional Duties. The officers of the Commission shall perform such duties and functions as may from time to time be required or authorized by the Commission or these Bylaws.

Section 6. Election of Officers. The Chair, Vice-Chair and Secretary of the Commission shall be elected annually by the Commission at its first meeting of each year and shall assume their duties upon election. Officers shall hold office for one year or until their successors are selected and qualified.

Section 7. Vacancies. If the office of the Chair, Vice-Chair or Secretary is vacant, the Commission shall select a successor from its membership to serve for the unexpired term of said office.

Section 8. Personnel. The Commission may from time to time authorize the employment of such personnel as it deems necessary to exercise its powers, duties, and functions as prescribed by the Urban Renewal Law and all other laws applicable thereto.

Section 9. Absences of Members. In the event any member of the Commission fails to attend three consecutive meetings, and such absences are not excused by the Chair, such absences shall be grounds for removal from the Commission as neglect of duty and inefficiency in compliance with Colorado law.

ARTICLE III: MEETINGS

Section 1. Regular Meetings. A regular meeting shall be held on the second Monday of each month at 6:30 PM at the Louisville City Hall, 749 Main Street, Louisville, Colorado or at such time and place as designated by the Commission. In the event any regular meeting falls on a legal holiday, it shall be held on the

following Monday unless the Commission designates otherwise. Notice and the agenda for each regular meeting shall be posted, and published on the City's website, at least seventy-two hours in advance of the meeting.

Section 2. Special Meetings and Business at Special Meetings.

A. Except for an emergency special meeting governed by Subsection B, each special meeting of the Commission shall be called by the Secretary on the request of any three members of the Commission, and shall be held on at least forty-eight hours written notice.

B. An emergency special meeting shall be called by the Secretary on the request of the Chair or any three members of the Commission, and shall be held on at least twenty-four hours written notice to each member of the Commission. An emergency special meeting shall not be called unless:

(i) Each member requesting the meeting has determined that the meeting is urgently necessary in order to take action on an unforeseen matter requiring immediate action; and

(ii) The basis for the determination described in Paragraph (i) is stated in the notice of the meeting.

C. The meeting notice required by Subsection A or B shall be served personally or left at the member's usual place of residence. The notice need not be served if the member has waived the notice in writing.

D. The Commission shall not take action on any item of business at any special meeting unless:

(i) The item to be acted on has been stated in the notice of the meeting; or

(ii) The item to be acted on is reasonably related to the item which was stated in the notice of the meeting.

Section 3. Study Sessions Meetings.

A. The Commission declares the following policy relating to study sessions:

(i) The purpose of study session meetings is to enable members of the Commission to obtain information about and discuss matters of public business in a less formal atmosphere.

(ii) Full debate and deliberations about matters that may be the subject of formal action should occur at formal meetings of the Commission to permit members of the public to participate meaningfully in, and to understand the grounds for, any formal action contemplated or taken by the Commission.

B. Each study session meeting of the Commission shall be held on at least 72 hours notice to each member of the Commission. All study session meetings shall be open to the public.

C. No preliminary or final policy decision, fiscal decision, rule, regulation, resolution, ordinance, action approving a contract, action calling for the payment of money, or other formal action, shall be made or taken at any study session.

D. At any study session, any member of the public who in good faith believes that a study session is proceeding in violation of Subsection C of this Section shall be entitled to submit a brief written objection to the official presiding over the study session; the written objection shall specify the ground for the objection. The presiding official shall exercise his or her discretion in determining whether the study session is in compliance with this Section, and shall conduct the study session in accordance with that determination. The Commission may adopt laws or regulations, consistent with this Section, to prevent the abuse of this Subsection D.

E. The Commission shall cause to be made a written summary or other record of each study session within five days after each study session. The summary shall be retained permanently in the records of the Commission.

F. Nothing in this Section shall preclude the Commission or its members from discussing or acting on procedural matters relating to the conduct of the study session, or from providing direction on matters to be scheduled for final action at a later regular or special meeting.

Section 4. Quorum. The powers of the Commission shall be vested in the members thereof in office from time to time. Four members shall constitute a quorum, but a smaller number may adjourn from time to time until a quorum is established. When a quorum is in attendance, action may be taken by the Commission upon an affirmative vote of four of the Commissioners present.

Section 5. Order of Business and Manner of Conducting Business.

A. At the regular meetings of the Commission the following

shall be, by way of illustration and not limitation, the order of business:

Roll call
Approval of Agenda
Consent Agenda
Public comments
Reports of the Commission
Business Matters of the Commission
Members' comments
Adjournment and place and time of next meeting.

Section 6. Manner of Voting. The affirmative and negative votes shall be entered upon the minutes of every meeting, except in the case of officer elections when the vote may be by ballot, and except where there is a unanimous vote.

Section 7. Open Meetings, Executive Sessions and Public Records. In addition to the requirements of these Bylaws, the Commission shall comply with all applicable provisions of the open meetings laws and public records laws of the State. The Commission may hold an executive session for the same purposes and in accordance with same procedures applicable to executive sessions of the Louisville City Council. The Commission shall by resolution designate a person as the custodian of the records of the Commission.

Section 8. Notice, Discussions, and Meeting Locations.

A. It is the specific intent of the Commission to provide the public with notice of all meetings. For this purpose a variety of communication media of the community may be utilized, including posting and the City's website. For purposes of these Bylaws, "posting" or "posted" means placing, in areas accessible by the public, at the Louisville City Hall, the Louisville Library, the Louisville Recreation Center, and one additional location that is open to the public during hours different from the regular business hours of the Louisville City Hall.

B. Notice of regular and special meetings of the Commission shall be provided to the public in accordance with the requirements these Bylaws and other applicable provisions of the open meetings laws and public records laws of the State. The agenda for any non-emergency meeting of the Commission shall contain an itemized list of all subjects on which substantive discussions are reasonably expected or which may be the subject of formal action.

C. The Commission shall not engage in substantive discussions relating to, or take formal action on, any subject at

a non-emergency meeting when that subject was not listed in the agenda for that meeting and is not substantially related to any subject listed in the agenda, provided, however, that the Commission may engage in substantive discussions and take formal action on a matter of public business not on the agenda, upon a finding by the presiding officer that such discussions or action will promote the general welfare, it is important that the matter be acted upon before the next formal Commission meeting, and it would be injurious to await action on the matter until the next formal Commission meeting.

D. For purposes of Subsection C of this Section, a subject is not substantially related to a subject listed in the agenda when a person reading the agenda before the meeting would not have reasonably expected that the subject would be substantively discussed or formally acted upon at the meeting.

E. At any non-emergency meeting of the Commission, any member of the public who in good faith believes that a meeting is proceeding in violation of Subsection C of this Section shall be entitled to submit a brief written objection to the official presiding over the meeting; the written objection shall specify the ground for the objection. The presiding official shall exercise his or her discretion in determining whether the meeting is in compliance with this Section, and shall conduct the meeting in accordance with that determination. The written objection shall be retained permanently in the records of the Commission. The Commission may adopt laws or regulations, consistent with this Section, to prevent the abuse of this Subsection E.

F. For purposes of this Section, "substantive discussions" means debate, deliberation or other discussion about the merits, benefits, advantages or disadvantages of any proposed or possible resolution of any issue that will be or may be the subject of formal action by the Commission.

G. All meetings of the Commission shall occur in public building and public facilities accessible to all members of the public.

Section 9. Agenda, Materials and Communications File.

A. To the extent possible, a preliminary agenda for all Commission meetings shall be provided to each member at least seven days in advance of such meeting. To the extent possible, and excluding emergency meetings, the agenda and all documents and materials requiring action by the Commission at any meeting shall be provided each member seventy-two hours in advance of such meeting.

B. The agenda for any meeting of the Commission shall list, to the extent available, those subjects to be discussed or formally acted on at the meeting.

C. The Commission shall make available to the public, at least on the City of Louisville website and Louisville Library, agenda-related materials for the Commission. If agenda-related materials are unavailable in electronic format, each such item shall be described on the web site; further, the Commission shall adopt (by reference to a City of Louisville plan or otherwise) a plan for making available on the web all agenda-related material. For purposes of this Section, "agenda-related materials" means the agenda, all reports, correspondence and any other documents forwarded to the Commission that provide background information or recommendations concerning the subject matter of any agenda item, excluding any documents or records which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law. If agenda-related materials are unavailable in electronic format, each such item shall be described on the web site.

D. Any letter, memo, map, drawing, plan or other document that is not agenda-related material or contained in the Commission's communications file and that is submitted to the Commission during a meeting shall be immediately made available to the public either by making copies available to the public at the meeting or by displaying the document at the meeting so that the public can view the document. No discussion or consideration of such a document by the Commission shall occur unless the document has been made available to the public as provided in this subsection D. The foregoing shall not be construed to require the dissemination, display or disclosure of any document or record which otherwise may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

E. The Commission shall maintain and make available to the public the Commission's communications file. For purposes of this Subsection E, "communications file" means a paper or digital file, organized chronologically and accessible to any person during normal business hours, containing a copy of any letter, memorandum or other public record that the secretary of the Commission has distributed to, or sent on behalf of, the chairperson of the Commission, or a quorum of the Commission concerning a matter that has been placed on the Commission's agenda within the previous thirty days or is scheduled or requested to be placed on the agenda within the next thirty days. The file may, but need not contain, voluminous reports, studies or analyses not created by officers or employees serving the Commission provided that their omission is noted in the file.

Excepted from the file shall be commercial solicitations, agenda-related material, and any document or record which may or must be withheld from disclosure pursuant to state or federal statutes or constitutional provisions, or common law.

Section 10. Payment of Bills. Payment of bills may be considered by the Commission at any regular or special meeting, but no bill shall be approved unless a copy of the bill has been furnished to each member of the Commission prior to approval thereof.

ARTICLE IV: AMENDMENTS TO BYLAWS

Section 1. Amendment to Bylaws. The Bylaws of the Commission may be amended only if there has been notice of such proposal at the previous meeting.

ARTICLE V: OPEN GOVERNMENT AND PUBLIC RECORDS

Section 1. Open Government. Each member of the Commission shall participate in at least one City-sponsored open government-related seminar, workshop or other program at least once every two years. Such program shall provide information on at least these topics relating to municipal government: the theories and policies underlying and laws relating to ethics, open government, open meetings, open records, and promoting citizen participation in municipal government.

Section 2. Public Records.

A. The provisions of these Bylaws relating to open records shall be liberally construed with State open records laws to promote the prompt disclosure of Commission records to citizens at no cost or no greater than the actual cost to the Commission. The Commission shall strictly construe exceptions provided under the State statutes authorizing certain public records to be exempt from disclosure to the public.

B. Commission records shall be open for inspection by any person in accordance with these Bylaws and the State statutes concerning public records. To the extent State open records laws or Commission enactments other than these Bylaws conflict with the provisions of these Bylaws, whichever provides greater access to Commission records and less expense to the person requesting the records shall control disclosure by the Commission.

C. No fee shall be charged for the inspection of Commission records.

D. No fee shall be charged for locating Commission records and making them available for copying, except that the actual labor cost to the Commission of locating Commission records may be charged and a reasonable deposit may be required if the records request seeks voluminous records, or records dating over a period of two or more years, and locating the records has exceeded two hours. The Commission may adopt regulations, consistent with the open records policy of these Bylaws, to prevent the abuse by persons of open records requests.

E. No photocopy charges shall be assessed for the first 25 pages of Commission records provided to a requester on a single request, or for electronic records. When electronic records responsive to a request are readily available, the Commission shall offer to make such records available as an alternative to paper copies. Photocopy charges per page shall not be greater than the Commission's actual cost. Where requested Commission records are voluminous, nothing shall prohibit the Commission from arranging for a private copy service to make the photocopies and requiring the requester to reimburse the Commission for actual costs paid to the private copy service.

F. Any letter, memo, map, drawing, plan or other document that is not an agenda-related material or contained in a communications file and that is submitted to the Commission during a meeting shall be immediately made available to the public either by making copies available to the public at the meeting or by displaying the document at the meeting so that the public can view the document. No discussion or consideration of such a document by the Commission shall occur unless the document has been made available to the public as provided in this Subsection F.

ARTICLE VI: GENERAL

Section 1. Committee. The Chair may appoint members of the Commission to such committees as deemed necessary to perform any functions for the purpose of advising the Commission.

Section 2. Conflict of Interest; Code of Ethics.

A. No member, officer, or employee of the Commission (including by illustration only, consultants, experts, legal counsel), nor any immediate member of the family of any such member, officer, or employee shall acquire, nor shall any such member, officer, or employee retain any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he/she have any interest, direct or indirect, in any contract or proposed contract for

materials or services to be furnished or used in connection with any project. If any commissioner, officer, or employee of the Commission owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, such information shall immediately be disclosed in writing to the Commission, and such disclosure shall be entered upon the minutes of the Commission. Upon such disclosure, such commissioner, officer, or employee shall not participate in any action by the Commission affecting the carrying out of the project planning or undertaking of the project unless the Commission determines that, in the light of such personal interest, the participation of such member in any such act would not be contrary to the public interest. Acquisition or retention of any such interest or willful failure to disclose shall constitute misconduct in office.

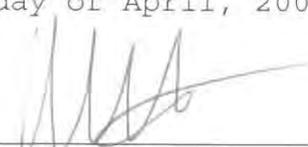
B. The members, officers and employees of the Commission shall comply with all applicable federal and state laws regarding conflicts of interest. The members, officers and employees of the Commission shall also comply with the Code of Ethics set forth as Sections 5-6 through 5-17 of the City of Louisville Home Rule Charter ("Code of Ethics"). For purposes of application of such Code of Ethics only, the Commission shall be considered a "public body" and a member of the Commission shall be considered a "public body member."

Section 3. Membership. Upon the vacancy of membership of the Commission, the Commission may give notice of such vacancy, invite applications therefor, interview persons regarding such membership, and submit recommendations for the appointment to the Commission to the Mayor of the City of Louisville.

Section 4. Contracts. Contracts with persons, firms, agencies, companies, the United States, and other public entities shall be authorized by motion duly recorded upon the minutes of the Commission meeting or by written resolution, and a copy of any such resolutions and contracts shall be kept with the journal for the proceedings of the Commission.

Section 5. Commission Checks. Two signatures shall be required on all checks or drafts for payments of monies of the Commission from amongst the following officials: Chair, Vice-Chair, or Secretary.

Adopted as amended this 9th day of April, 2007.



Chair

ATTEST:

Michael Reiss
Secretary

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 09-03**

**A RESOLUTION APPROVING AN AMENDMENT TO THE BYLAWS OF THE
LOUISVILLE REVITALIZATION COMMISSION TO CHANGE THE
MEETING LOCATION FOR REGULAR MEETINGS OF THE COMMISSION.**

WHEREAS, the Louisville Revitalization Commission is an urban renewal authority, a body corporate and politic, established pursuant to the Urban Renewal Law, C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Commission has adopted Bylaws for the conduct of its affairs as authorized by the Urban Renewal Law; and

WHEREAS, the Commission desires to amend Article III, Section 1 of its Bylaws to change the meeting location for regular meetings of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:

Section 1. Article III, Section 1 of the Bylaws of the Commission is hereby amended to read as follows (words and numbers added are underlined; words and numbers deleted are ~~stricken through~~):

Section 1. Regular Meetings. A regular meeting shall be held on the second Monday of each month at 7:30 AM at the Louisville Public Library, 951 Spruce City Hall, 749 Main Street, Louisville, Colorado or at such time and place as designated by the Commission. In the event any regular meeting falls on a legal holiday, it shall be held on the following Monday unless the Commission designates otherwise. Notice and the agenda for each regular meeting shall be posted, and published on the City's website, at least seventy-two hours in advance of the meeting.

ADOPTED this 9th day of MARCH, 2009.

Chair



ATTEST:



Secretary

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 09-01**

**A RESOLUTION APPROVING AN AMENDMENT TO THE BYLAWS OF THE
LOUISVILLE REVITALIZATION COMMISSION TO CHANGE THE DATE
AND TIME OF REGULAR MEETINGS OF THE COMMISSION.**

WHEREAS, the Louisville Revitalization Commission is an urban renewal authority, a body corporate and politic, established pursuant to the Urban Renewal Law, C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Commission has adopted Bylaws for the conduct of its affairs as authorized by the Urban Renewal Law; and

WHEREAS, the Commission desires to amend Article III, Section 1 of its Bylaws to change the date and time of regular meetings of the Commission;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:**

Section 1. Article III, Section 1 of the Bylaws of the Commission is hereby amended to read as follows (words and numbers added are underlined; words and numbers deleted are ~~stricken through~~):

Section 1. Regular Meetings. A regular meeting shall be held on the second Monday of each month at ~~6:30 PM~~ 7:30 AM at the Louisville City Hall, 749 Main Street, Louisville, Colorado or at such time and place as designated by the Commission. In the event any regular meeting falls on a legal holiday, it shall be held on the following Monday unless the Commission designates otherwise. Notice and the agenda for each regular meeting shall be posted, and published on the City's website, at least seventy-two hours in advance of the meeting.

ADOPTED this 12th day of JANUARY, 2009.

Chair 

ATTEST:


Secretary

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 08-02**

A RESOLUTION APPROVING AN AMENDMENT TO THE BYLAWS OF THE LOUISVILLE REVITALIZATION COMMISSION.

WHEREAS, the Louisville Revitalization Commission (Commission) is an urban renewal authority, a body corporate and politic, established pursuant to the Urban Renewal Law, C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Commission has adopted Bylaws for the conduct of its affairs as authorized by the Urban Renewal Law; and

WHEREAS, C.R.S. § 31-25-104(2)(a) provides that one official of the City of Louisville (City) may be a member of the Commission; and

WHEREAS, the Commission and City have also entered into a Cooperation Agreement providing, among other things, that one City Councilmember shall be a member of the Commission; and

WHEREAS, the Commission desires to amend Article I, Section 4 of its Bylaws to further effectuate the intent of the Cooperation Agreement that one City Councilmember shall be a member of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:

Section 1. Article I, Section 4 of the Bylaws of the Commission is hereby amended to read as follows (words and numbers added are underlined; words and numbers deleted are ~~stricken through~~):

Section 4. Number of Members. The Louisville Revitalization Commission shall consist of seven (7) members whom the Mayor with consent of City Council shall appoint. As authorized by C.R.S. § 31-25-104(2)(a), one member of the Commission shall be a member of the Louisville City Council: and in furtherance of the Cooperation Agreement between the Commission and City, the Commission membership held by a City Councilmember shall be deemed vacant when such City Councilmember is no longer on City Council. Members shall be residents of the City at the time of their appointment and at all times while serving on the Commission.

ADOPTED this 11th day of FEBRUARY, 2008.


Chair

ATTEST:

Muhamed Revo

Secretary

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 07-04**

**A RESOLUTION APPROVING AMENDMENTS TO THE BYLAWS OF THE
LOUISVILLE REVITALIZATION COMMISSION CONCERNING CONDUCT
OF COMMISSION MEETINGS**

WHEREAS, the Louisville Revitalization Commission is an urban renewal authority, a body corporate and politic, established pursuant to the Urban Renewal Law, C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Commission has adopted Bylaws for the conduct of its affairs as authorized by the Urban Renewal Law; and

WHEREAS, the Commission desires to amend Article III, Section 1 of its Bylaws to change the date and time of regular meetings of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:

Section 1. Article III, Section 9, Subsection B of the Bylaws of the Commission is hereby amended to read as follows (words and numbers added are underlined; words and numbers deleted are ~~stricken through~~):

B. The agenda for any non-emergency meeting of the Commission shall contain an itemized list of all, to the extent available, those subjects on which substantive discussions are reasonably expected to occur or which may be the subject of to be discussed or formally action acted on at the meeting. The notice of each emergency meeting shall be posted at least twenty-four hours in advance of the meeting and shall include specific agenda information to the extent such information is available.

ADOPTED this 14th day of MAY, 2007.

ATTEST:



Chair



Secretary

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 08-02**

**A RESOLUTION APPROVING AN AMENDMENT TO THE BYLAWS OF THE
LOUISVILLE REVITALIZATION COMMISSION.**

WHEREAS, the Louisville Revitalization Commission (Commission) is an urban renewal authority, a body corporate and politic, established pursuant to the Urban Renewal Law, C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Commission has adopted Bylaws for the conduct of its affairs as authorized by the Urban Renewal Law; and

WHEREAS, C.R.S. § 31-25-104(2)(a) provides that one official of the City of Louisville (City) may be a member of the Commission; and

WHEREAS, the Commission and City have also entered into a Cooperation Agreement providing, among other things, that one City Councilmember shall be a member of the Commission; and

WHEREAS, the Commission desires to amend Article I, Section 4 of its Bylaws to further effectuate the intent of the Cooperation Agreement that one City Councilmember shall be a member of the Commission;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:**

Section 1. Article I, Section 4 of the Bylaws of the Commission is hereby amended to read as follows (words and numbers added are underlined; words and numbers deleted are stricken through):

Section 4. Number of Members. The Louisville Revitalization Commission shall consist of seven (7) members whom the Mayor with consent of City Council shall appoint. As authorized by C.R.S. § 31-25-104(2)(a), one member of the Commission shall be a member of the Louisville City Council: and in furtherance of the Cooperation Agreement between the Commission and City, the Commission membership held by a City Councilmember shall be deemed vacant when such City Councilmember is no longer on City Council. Members shall be residents of the City at the time of their appointment and at all times while serving on the Commission.

ADOPTED this 11th day of FEBRUARY, 2008.


Chair

ATTEST:

Muhamed Revo

Secretary

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 09-01**

**A RESOLUTION APPROVING AN AMENDMENT TO THE BYLAWS OF THE
LOUISVILLE REVITALIZATION COMMISSION TO CHANGE THE DATE
AND TIME OF REGULAR MEETINGS OF THE COMMISSION.**

WHEREAS, the Louisville Revitalization Commission is an urban renewal authority, a body corporate and politic, established pursuant to the Urban Renewal Law, C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Commission has adopted Bylaws for the conduct of its affairs as authorized by the Urban Renewal Law; and

WHEREAS, the Commission desires to amend Article III, Section 1 of its Bylaws to change the date and time of regular meetings of the Commission;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:**

Section 1. Article III, Section 1 of the Bylaws of the Commission is hereby amended to read as follows (words and numbers added are underlined; words and numbers deleted are ~~stricken through~~):

Section 1. Regular Meetings. A regular meeting shall be held on the second Monday of each month at ~~6:30 PM~~ 7:30 AM at the Louisville City Hall, 749 Main Street, Louisville, Colorado or at such time and place as designated by the Commission. In the event any regular meeting falls on a legal holiday, it shall be held on the following Monday unless the Commission designates otherwise. Notice and the agenda for each regular meeting shall be posted, and published on the City's website, at least seventy-two hours in advance of the meeting.

ADOPTED this 12th day of JANUARY, 2009.

Chair 

ATTEST:


Secretary

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 09-03**

**A RESOLUTION APPROVING AN AMENDMENT TO THE BYLAWS OF THE
LOUISVILLE REVITALIZATION COMMISSION TO CHANGE THE
MEETING LOCATION FOR REGULAR MEETINGS OF THE COMMISSION.**

WHEREAS, the Louisville Revitalization Commission is an urban renewal authority, a body corporate and politic, established pursuant to the Urban Renewal Law, C.R.S. § 31-25-101 et seq.; and

WHEREAS, the Commission has adopted Bylaws for the conduct of its affairs as authorized by the Urban Renewal Law; and

WHEREAS, the Commission desires to amend Article III, Section 1 of its Bylaws to change the meeting location for regular meetings of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:

Section 1. Article III, Section 1 of the Bylaws of the Commission is hereby amended to read as follows (words and numbers added are underlined; words and numbers deleted are ~~stricken through~~):

Section 1. Regular Meetings. A regular meeting shall be held on the second Monday of each month at 7:30 AM at the Louisville Public Library, 951 Spruce City Hall, 749 Main Street, Louisville, Colorado or at such time and place as designated by the Commission. In the event any regular meeting falls on a legal holiday, it shall be held on the following Monday unless the Commission designates otherwise. Notice and the agenda for each regular meeting shall be posted, and published on the City's website, at least seventy-two hours in advance of the meeting.

ADOPTED this 9th day of MARCH, 2009.

Chair



ATTEST:



Secretary