

CITY OF GUNNISON
BUILDING BOARD OF APPEALS
BY-LAWS

ARTICLE I. PROCEDURES

A. Regular Meetings

Regular meetings of the Building Board of Appeals, City of Gunnison, Colorado, may be called from time to time as deemed necessary by the Chairperson of the Board, or a majority of the Board members. Such meetings shall have at least twenty-four (24) hours notice by mail, telephone and/or hand delivered to each of the Board members and shall be open to the public. Notice shall state the time, place and item of business to be accomplished at the regular meeting and the business transacted at the meeting shall not deviate from the notice. A record of all business action shall be kept.

B. Quorum and Voting

The Building Board of Appeals shall consist of five (5) regular voting members. Each regular member appointed by the City Council, according to the City of Gunnison Municipal Code, 2-8-1, shall have one (1) vote. *A quorum of the board shall consist of three (3) regular voting members.* For the purpose of transacting business, a majority vote of those members in attendance and qualified to vote shall be required, unless more stringent requirements for such business are specified in the City Charter Ordinance or pertinent portions of the State Statutes. A member shall abstain from voting if the member would stand to gain personally or financially from the decision being acted upon. Once a member has disqualified himself/herself from voting on an issue, he/she must also refrain from participating in any discussion regarding the issue.

C. Adjournment

Meetings may be adjourned at any time by a majority vote of the members present.

ARTICLE II. ORGANIZATION

A. Officers

A Chairperson and a Vice Chairperson shall be elected by a majority vote of the Board members and shall have all rights to voting as described in the By-Laws. The terms of the Chairperson and Vice Chairperson shall be one (1) year with eligibility for reelection.

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The Chairperson shall sign all documents, minutes, etc., that are voted upon or approved by a majority of the members present during a regular meeting.

The Vice Chairperson shall be empowered with the same duties and the authorities as the Chairperson in the absence of the Chairperson.

B. Secretary

1. The Building Official shall serve as ex-officio member and may appoint a Secretary to the Board. The Secretary may appoint an assistant or a replacement with approval of the Board. The Secretary shall perform the following duties:
 - a. Issue notices and agendas in a timely manner for all meetings.
 - b. Record minutes of all meetings and maintain a record of these proceedings.
 - c. Maintain a file of all documents, correspondence, etc., pertaining to Board business.

All documents, minutes, and files shall be kept open to the public by the Secretary during the normal business hours at the Community Development Department.

C. Removals and Vacancies

Members serve at the pleasure of the Council and may be removed from the Board by the Council for neglect of duties, malfeasance in office, or other due causes as determined by the Council. Vacancies shall be filled by the Council according to provisions in Section 4.6 of the City Charter. Vacancies filled for unexpired terms shall terminate at the established expiration dates. Vacancies filled for expired terms shall be for two (2) years. The Board shall advise Council and request a replacement, in writing, for any member(s) who is/are absent from four (4) consecutive meetings.

D. Duties

The Board shall perform all duties and possess all powers described in the city of *Gunnison Municipal Code*, 2-8-4 and the adopted building code.

ARTICLE III. HEARING PROCEDURES

A. Presiding Officer

The Chairperson shall preside over all meetings. The Vice Chairperson shall preside in the absence of the Chairperson. The presiding officer is responsible for the conduct of the meetings. A presiding officer, other than a Board member, may be appointed by the Chairperson or Vice Chairperson after a majority approval of the Board.

B. Procedures

The procedure for each meeting shall be announced by the presiding officer who shall outline the rules and the agenda for the meeting.

ARTICLE IV. AMENDMENTS

Amendments to these By-Laws shall be made by a majority of members during a regular meeting. There shall be a five (5) day period between the initial proposal of an amendment and the final vote on the amendment.

The above By-Laws, having been duly considered and reviewed, are hereby adopted by the Building Board of Appeals of the City of Gunnison, Colorado, pursuant to the adopted building code and the City Charter, 3.17, as amended, this 14th day of November, 2007.

ATTEST:

Chairperson, Building Board of Appeals
City of Gunnison, Colorado

Secretary, Building Board of Appeals
City of Gunnison, Colorado