

RESOLUTION NO. 09-320

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF EL PASO, STATE OF COLORADO**

Resolution to Approve Updates to the Fleet Management Advisory Board Bylaws.

WHEREAS, on June 25, 2007 the Board of County Commissioners created the El Paso County Fleet Management Advisory Board to advise in the operation and management of the El Paso County Fleet Management Department; and

WHEREAS, it has now been deemed necessary and prudent to modify and update the Bylaws to more adequately reflect the organizational structure of the Public Services Department; and

WHEREAS, the Fleet Management Advisory Board unanimously endorsed the proposed changes at their meeting on June 18, 2009.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of El Paso County, Colorado that the attached modified Bylaws shall constitute the Bylaws of the El Paso County Fleet Management Advisory Board.

BE IT FURTHER RESOLVED, that the attached Bylaws shall replace the El Paso County Fleet Management Advisory Board Bylaws that were adopted on June 25, 2007.

BE IT FURTHER RESOLVED, that Jim Bensberg, duly elected, qualified member and Chairman of the Board of County Commissioners, or Sallie Clark, duly elected, qualified member and Vice Chair of the Board of County Commissioners be and is hereby authorized on behalf of the Board to execute any and all documents necessary to carry out the intent of the Board as described herein.

DONE THIS 8th day of September, 2009, at Colorado Springs, Colorado.

ATTEST:

By: 

Clerk and Recorder

**BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO**

By: 

Jim Bensberg, Chairman

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BY-LAWS OF THE EL PASO COUNTY FLEET MANAGEMENT ADVISORY BOARD

ARTICLE I

Name and Principal Office

- Section 1. *Name*
The name of the Advisory Council shall be the Fleet Management Advisory Board, herein referred to as the "FMAB."
- Section 2. *Principal Office*
The principal office of the FMAB shall be 3275 Akers Road, Colorado Springs, Colorado 80922.

ARTICLE II

Mission Statement

1. Advise in the operation and management of the El Paso County Fleet Management Division in compliance with local, state, and federal laws.
2. Recommend changes to the Fleet Division operations that will increase efficiency and safety at the lowest cost, which are in the best interests of El Paso County.
3. Advance the El Paso County Fleet Management Division by soliciting ideas and recommendations from the automotive industry (light/heavy/construction) that enhance the overall maintenance operations.

ARTICLE III

Membership

- Section 1. Members of the FMAB shall be appointed by the Board of County Commissioners of El Paso County, Colorado.
- Section 2. The FMAB shall be comprised of five voting members and two at-large, non-voting members appointed by the Board of County Commissioners. The five voting members, or their designated representatives, are El Paso County employees who hold the following positions: Fleet Division Manager, Highway Division Manager, Facilities Division Manager, Parks Division Manager, and Sheriff's Office representative. They serve for indefinite terms. The two at-large, non-voting members are appointed from the community and serve for three-year terms. Their terms are limited to two consecutive full terms.
- Section 3. All members of the FMAB shall serve at the pleasure of the Board of County Commissioners without compensation and can be removed at any time.
- Section 4. Each voting member or member's designee shall be entitled to one vote for all FMAB decision-making actions.

ARTICLE IV
Ex Officio Members

The Chair and Vice-Chair of the Board of County Commissioners, the County Administrator, and the Public Services Department Director may serve as Ex Officio FMAB members. Ex Officio members shall have no voting privileges.

ARTICLE V
Officers

- Section 1. The FMAB shall organize and elect a Chair, Vice-Chair, and Secretary from its members annually at the first scheduled meeting, and may fill vacancies from time to time at any regular or special meetings. Officers may elect to serve successive terms.
- Section 2. *Chair*
The Chair will serve a term of one (1) year. The Chair shall preside at all meetings of the FMAB. The Chair will act as the spokesperson of the FMAB.
- Section 3. *Vice-Chair*
The Vice-Chair shall be elected by the FMAB and serve a term of one (1) year. The Vice-Chair will perform the functions of the Chair in the absence of the Chair.
- Section 4. *Secretary*
The Secretary will be elected by the FMAB and serve a term of one (1) year. The Secretary will keep minutes of the proceedings and will perform the functions of the Chair in absence of the Chair or Vice-Chair.

ARTICLE VI
Meetings

- Section 1. *Schedule*
The FMAB will meet quarterly unless the Chair, with agreement of the members, determines otherwise. Not less than four (4) meetings shall be held annually. Meetings shall comply with all federal, state, and local laws concerning open meetings and public records. It is the prerogative of the Chair to call special meetings as required.
- Section 2. *Notice*
The time and place of regular meetings of the FMAB shall be communicated to its members at least ten (10) days prior to the scheduled meeting. Notice of meetings shall be posted in compliance with the Colorado open meetings law, 24-6-401, et seq., C.R.S.

- Section 3. *Public Meetings*
All regularly scheduled meetings of the FMAB shall be open to the public.
- Section 4. *Quorum*
The quorum for the purpose of continuing the FMAB's business shall consist of a majority of its voting members.
- Section 5. *Voting*
Only FMAB members shall vote on issues. The affirmative vote of a majority of the FMAB members present at the time of the vote shall be required for the FMAB to take any action.
- Section 6. *Attendance*
More than three (3) consecutive unexcused absences by the FMAB member will initiate a review by the Chair, who shall have the discretion to petition the El Paso County Board of County Commissioners, who may take the opportunity to dismiss a member and appoint a new member.
- Section 7. *Vacancies*
Vacancies in the FMAB will be filled by appointment by the Board of County Commissioners. Voting members of the FMAB may make recommendations to the El Paso County Board of County Commissioners concerning the appointment of new members.
- Section 8. *Governance*
The governance of the FMAB's meetings shall be adopted from the Robert's Rules Order.
- Section 9. *Agenda*
The conduct of the business of the FMAB meetings shall be pursuant to a formal agenda to be distributed with the meeting announcement. Request for items to be placed on the agenda shall be directed to the Chair at least five (5) days prior to a regular scheduled meeting. The agenda may be changed at the discretion of the Chair or by a majority vote.
- Section 10. *Minutes and Records*
There shall be minutes of all regular meetings of the FMAB, and said meetings shall be approved by the members of the FMAB at the next regular meeting. Copies of the minutes shall be forwarded to the FMAB members prior to the next scheduled meeting. Minutes and records of the FMAB shall be open to the public and subject to Colorado Open Records Act, 24-72-201, et seq., C.R.S.

ARTICLE VII

Staff Support

Staff support to the FMAB will be provided by the Fleet Management Division.

ARTICLE VIII

These By-Laws may be recommended for amendment by a two-thirds affirmative vote of the entire Board, after a proposed amendment has received one (1) reading at a regular scheduled FMAB meeting. Proposed recommendations for amendments shall be distributed to the FMAB members at least ten (10) days preceding the meeting at which the first reading will take place. Any amendment to the By-Laws must be approved by the Board of County Commissioners.