

**BYLAWS OF THE TOWN OF MOUNTAIN VILLAGE  
BUILDING BOARD OF APPEALS**

**ARTICLE I**

1. Name:

The name of this Board shall be the Town of Mountain Village Building Board of Appeals (the "Board of Appeals").

**ARTICLE II**

1. Authority:

The Authority of the Board of Appeals is strictly limited to hearing and deciding appeals of administrative orders, decisions or determinations made by the Town of Mountain Village ("Town") Building Official ("Building Official") relative to the application and interpretation of all duly adopted Building Codes and Regulation (collectively the "Building Regulations"). There shall be and is hereby created the Board. The Building Official shall be an ex officio member of and shall act as secretary to the Board but shall have no vote on any matter before the Board. The Board bylaws for conducting its business are hereby created by Town of Mountain Village Town Council ("Town Council"). The Board shall be appointed by the Town Council and shall hold office at its pleasure. The Board shall render all decisions in writing with findings in accordance with the adopted bylaws and Building Regulations.

2. Appeal Procedures:

All appeals of decisions of the Building Official shall be filed in accordance with the applicable Building Regulation and shall be made in writing within seven (7) calendar days of the decision of the Building Official. Failure to file a written appeal within seven calendar days shall preclude the Board from hearing any appeal and the decision of the Building Official shall stand as the final administrative decision of the Town.

**ARTICLE III**

1. Appointments and Terms of Office

The Board shall consist of five regular members and two alternates. Applications shall be received, reviewed and appointments made to the Board by the Town Council. Appointments shall serve until they either (a) resign; (b) are no longer qualified; (c) are removed by the Town Council or (d) the Town Council elects to make new appointments to the Board. Any member of the Board may be removed with or without cause by a majority vote of the Town Council. Any vacancy occurring on the Board shall be filled by the Town Council.

2. Attendance:

To ensure the orderly conduct of business, member attendance is vital. Except for emergency absences, medical condition absences and absences resulting from military leave of less than two continuous months, no current Board member shall miss more than three meetings in any twelve-month period upon any fourth absence within 12 months, other than for an emergency, medical condition or military leave of less than two months, as determined by the chair, the Board member shall be deemed to have resigned from the Board, and the Town Council shall appoint a replacement.

### 3. Qualifications:

The Board shall consist of a minimum of one design professional such as an Architect or Engineer, one Colorado Licensed Electrical Contractor, one Colorado Licensed Plumbing Contractor, and two ICC Certified General Contractors. Each shall have a minimum of 5 years of documented experience in their respective area of expertise.

### 4. Officers:

The Board shall annually elect a chair from its number who shall preside over all hearings and proceedings of the Board. A vice-chair elected annually by the Board shall assume the chair's duties in the chair's absence.

## Article IV

### 1. Quorum and Voting:

Quorum shall consist of three members, and a decision of a majority of the members of the Board shall control. Any absent member may join in a decision of the Board after he or she has considered the evidence presented in any hearings conducted during his or her absence. All decisions are final, subject only to appeal to a court of competent jurisdiction.

## Article V

### 1. Duties:

a. Chair. The chair shall preside at all meetings of the Board and shall perform all duties usually incident to the office of Chair and such other duties as may be assigned to him or her from time to time by the Task Force. The Chair shall see to the execution of resolutions, procedures and policies approved by the Task Force.

b. Vice Chair. In the absence or disability of the Chair, the Vice Chair shall have all powers of and shall be subject to all restrictions upon the Chair. The Vice Chair shall perform such duties as shall from time to time be assigned by the Task Force.

c. Secretary. Secretarial duties for the Board will be maintained by the Town staff. Secretary responsibilities are as follows 1) to keep minutes of Board meetings and to keep records of the Board.

## Article VI

### 1. Meetings:

The Board shall hold an initial organization meeting as called by the chair. Further meetings shall be held as necessary in order to timely hear appeals as called by the Chair or the Building Official.

2. Rules of Order:

Unless otherwise specified in these bylaws, the Board will follow procedures outline in Robert's Rules of Order, Newly Revised.

3. Meeting Notices:

The appointed staff member shall furnish the Board advance notice of all meetings. Staff shall deliver, by the close of business the Friday before the next meeting, minutes of the previous meetings and copies of material to be studied or acted upon, including an agenda, and other items necessary for discussion.

4. Agenda:

The appointed staff shall prepare the agenda with input from the Chair, and copies distributed in advance of the meeting. Other items of the agenda shall include but not be limited to disposition of minutes of the previous meeting, which may be distributed and approved via email by the board members due to the potential for long periods between meetings. The minutes and agenda shall be delivered to Board members as needed no later than 7 days in advance of the meeting.

5. Open to the Public.

All meetings shall be open to the public, except for executive session as authorized in the Colorado Open Meetings law, C.R.S. 24-6-402.

Adopted and approved by the Town Council of the Town of Mountain Village this 26th day of March, 2015:

  
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Dan Jansen Mayor