



**COLORADO**

**Department of Transportation**

Statewide Bridge Enterprise

4201 E. Arkansas Ave.  
Denver, CO 80222

**MEMORANDUM**

**TO:** BRIDGE ENTERPRISE BOARD OF DIRECTORS  
**FROM:** KATHY YOUNG, FIRST ASSISTANT ATTORNEY GENERAL  
**DATE:** OCTOBER 19, 2017  
**SUBJECT:** BRIDGE ENTERPRISE BYLAWS REVISION

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Purpose

The Bridge Enterprise Bylaws have not been updated since 2009 and need to be updated to acknowledge and define the role of the Bridge Enterprise Director and to give the Bridge Enterprise Director the ability to delegate signature authority for Bridge Enterprise agreements to the Chief Engineer or another delegee. With regard to Bridge Enterprise agreements, a suggested change to the bylaws has been made that will give the Bridge Enterprise Director the ability to sign Bridge Enterprise contracts that have been previously approved in a budget action by the Bridge Enterprise Board. Most of the suggested edits to the bylaws has been taken from the Colorado High Performance Transportation Enterprise bylaws which have been amended several times since 2009, when both HPTE and the Bridge Enterprise were created.

Action

Draft revisions were presented to the CBE Board of Directors at its September Board meeting for review and comment. It is requested that the Board of Directors, during the October Board meeting, adopt the final revised bylaws.

Background and Details

The original Bridge Enterprise Bylaws were established in 2009. Evolution and refinements of the program operations through the years has resulted in changes which should be reflected in revised bylaws. The substantive changes to the bylaws include language discussing selection of and the powers and duties of the CBE Director including the ability of the CBE Director to sign CBE contracts or delegate signature authority. Also, the revised bylaws change the conflict of interest language, remove the requirement that Enterprise Board meetings must take place on the third Thursday of the month, and put into the bylaws the requirement that the Enterprise Board must set and adopt a budget on an annual basis.



**Resolution #BE-17-10-3**

Adopting Revised Bylaws of the Colorado Bridge Enterprise Board of Directors.

**Approved by the Transportation Commission on October 19, 2017.**

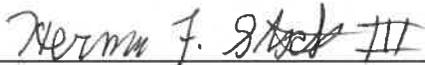
**WHEREAS**, the General Assembly created the Colorado Bridge Enterprise ("CBE"), pursuant to Section 43-4-805, C.R.S., as a government-owned business within CDOT to accelerate the repair and reconstruction of deficient bridges further defined as structures that are "poor"; and

**WHEREAS**, in 2009 the Colorado Bridge Enterprise Board of Directors ("Enterprise Board") adopted bylaws, pursuant to Section 43-4-805(5)(b), C.R.S., to provide for the organization and governance of the CBE; and

**WHEREAS** the bylaws adopted in 2009 did not discuss the selection of or the powers and duties of the CBE Director, including the ability of the CBE Director to sign CBE contracts or delegate signature authority; and

**WHEREAS** the Enterprise Board also desires to make other changes to the bylaws including, but not limited to, revising the conflict of interest language, removing the requirement that Enterprise Board meetings must take place on the third Thursday of the month, and putting into the bylaws the requirement that the Enterprise Board must set and adopt a budget on an annual basis.

**NOW THEREFORE BE IT RESOLVED**, the Colorado Bridge Enterprise Board approves the Colorado Bridge Enterprise Bylaws as amended and attached hereto.



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Herman Stockinger, Secretary  
Colorado Bridge Enterprise Board of Directors

10-19-17

Date



**COLORADO**

**Department of Transportation**

Statewide Bridge Enterprise

4201 E. Arkansas Ave.  
Denver, CO 80222

## MEMORANDUM

**TO:** BRIDGE ENTERPRISE BOARD OF DIRECTORS  
**FROM:** KATHY YOUNG, FIRST ASSISTANT ATTORNEY GENERAL  
**DATE:** SEPTEMBER 21, 2017  
**SUBJECT:** BRIDGE ENTERPRISE BYLAWS REVISION

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### Purpose

The Bridge Enterprise Bylaws have not been updated since 2009 and need to be updated to acknowledge and define the role of the Bridge Enterprise Director and to give the Bridge Enterprise Director the ability to delegate signature authority for Bridge Enterprise agreements to the Chief Engineer or another delegee. With regard to Bridge Enterprise agreements, a suggested change to the bylaws has been made that will give the Bridge Enterprise Director the ability to sign Bridge Enterprise contracts that have been previously approved in a budget action by the Bridge Enterprise Board. Most of the suggested edits to the bylaws has been taken from the Colorado High Performance Transportation Enterprise bylaws which have been amended several times since 2009, when both HPTE and the Bridge Enterprise were created.

### Action

It is requested that the Board of Directors review the draft changes and offer any comments or suggestions. The October Board meeting will include a resolution to adopt revised bylaws.

### Background & Details

The original Bridge Enterprise Bylaws were established in 2009. Evolution and refinements of the program operations through the years has resulted in changes which should be reflected in revised bylaws.

Changes include the following:

- Article II Sec B - Minor change to heading to include "Term" to better describe the content of the section.
- Article II Sec D - Addition of verbiage to clarify Board member compensation.
- Article II Sec E - Full replacement to clarify required disclosures by Board members.
- Article III Sec B - Revision of text to provide flexibility in meeting schedule and minor grammatical change.
- Article III Sec C through F - Removal of "telegraph" and addition of "email" as a communication vehicle for special meetings. Change to Section identification. Minor grammatical change.
- Article V Sec A - Change to the verbiage regarding the appointment of the Secretary. Minor grammatical changes.
- Article V Sec C 1,2,&3 and Sec D - Minor grammatical changes
- Article VI - Changed Heading to include "Budget"



- Article VI Sec B - Added section to state that the Board will adopt an annual budget by June of each year.
- Article VII Sec B - Reference correction
- Article VIII - Added entire section to clarify duties and authority of the BE Director and delegation authority.
- Article IX - Heading number change and clarification of Director (or delegate) authority to enter into contracts subject to budget constraints.



## **STATEWIDE BRIDGE ENTERPRISE BYLAWS**

### **Article I. Offices and Definitions**

A. Principal Office. The principal office of the Statewide Bridge Enterprise (“Enterprise”) shall be 4201 East Arkansas Avenue, Denver, Colorado 80222. The Enterprise may have other offices and places of business at such places within the State of Colorado as shall be determined by the Enterprise Board, as defined below.

B. Definitions. Capitalized terms shall have the definitions ascribed to them in these Bylaws and the Articles of Organization.

### **Article II. Bridge Enterprise Board**

A. Enterprise Board. All of the powers of the Enterprise, as described in § 43-4-805, *et seq.*, C.R.S., and as otherwise provided by law, shall be vested in the Enterprise Board. The Enterprise Board shall manage the business and affairs of the Enterprise. The Enterprise Board shall consist of the members of the Transportation Commission of Colorado, as determined pursuant to § 43-1-106(1), C.R.S. Members of the Enterprise Board shall have the ability to vote.

B. Qualifications and Term. All members of the Enterprise Board shall be, at the time of appointment and throughout their tenure on the Enterprise Board, members of the Transportation Commission of Colorado as provided in § 43-1-106(1), C.R.S.

C. Performance of Duties. By acceptance of his or her office, each member of the Enterprise Board shall be deemed to have accepted the obligation to perform his or her duties in good faith and in a manner he/she believes to be in the best interests of the Enterprise.

D. Reimbursement. The Enterprise Board may provide for reimbursement of the members of the Enterprise Board for reasonable and necessary expenses incurred on behalf of the Enterprise consistent with State Fiscal Rules and the members shall otherwise serve without compensation.

E. Disclosures. Members of the Enterprise Board shall make financial disclosures and avoid conflicts of interest as provided by policies adopted by the Enterprise Board and as provided by law.

### **Article III. Meetings of the Bridge Enterprise Board**

A. Place of Meetings. The regular or special meetings of the Enterprise Board or any committee designated by the Enterprise Board shall be held at the principal office of the Enterprise or at any other place that a majority of the Enterprise Board or any such committee, as

the case may be, designates from time to time.

B. Regular Meetings. Regular meetings of the Enterprise Board shall be held at a time and date set by the Enterprise Board, but will generally be held the third Thursday of every month. It shall be the duty of the members of the Enterprise Board to attend Enterprise Board meetings. The Enterprise Board shall meet no less than eight (8) times per year.

The Chair of the Enterprise Board ("the Chair") may postpone or advance the time and date of any regular meeting for a period not to exceed one week. The Enterprise Board may remove items from the agenda or rearrange the order of the agenda items at any time. Items may be added to the agenda only with adequate public notice prior to the meeting, as provided by law.

C. Special Meetings. Special meetings may be called by the Director of the Enterprise, the Chair, or a majority of the members of the Enterprise Board, with three days' notice by electronic mail or, in an emergency, 24 hours' notice by telephone or electronic mail, unless otherwise provided by law.

D. Notice of Meetings. Notice of the time, date and place shall be provided to the Enterprise Board and the public as required by law.

E. Quorum. A quorum of the Enterprise Board shall be six (6) members. If a quorum of the Enterprise Board is present, a majority vote of the members present shall be required to carry any motion, order, regulation, bylaw or other action of the Enterprise Board. All formal action of the Enterprise Board shall be by resolution adopted at a duly called meeting of the Enterprise Board and no individual member shall exercise individually any administrative authority with respect to the Enterprise.

F. Voting. Each member of the Enterprise Board shall be entitled to one vote. The Enterprise Board may act only by resolution or motion at a duly called meeting. Voting shall be either by voice or roll call vote. A roll call vote shall be conducted upon the request of a member of the Enterprise Board or at the discretion of the Chair. Any member of the Enterprise Board shall disqualify himself or herself from voting on any issue with respect to which he/she has a private interest, unless such member of the Enterprise Board has disclosed such interest in compliance with § 24-18-110, C.R.S.

G. Conduct of Meetings. All meetings of the Enterprise Board will be conducted under Roberts Rules of Order, unless specifically provided otherwise by the Enterprise Board or these Bylaws.

H. Executive and Other Committees. The Enterprise Board may, by a motion or resolution adopted by a majority of the members of the Enterprise Board, designate not less than two (2) of its members to constitute one or more other committees, each of which shall have and may exercise such authority as may be set forth in said motion or resolution. If any such delegation of authority of the Enterprise Board is made as herein provided, all references to the Enterprise Board contained in these Bylaws, the Articles of Organization, § 43-4-801, *et seq.*, C.R.S. or any other applicable law or regulation relating to the authority so delegated shall be

deemed to refer to such committee.

**Article IV. Open Meetings and Open Records**

A. Open Meetings. All meetings of the Enterprise Board shall be open to the public and shall be preceded by adequate public notice as required by law. Public notice of the Enterprise Board agenda shall be made prior to Enterprise Board meetings.

B. Open Records. The records of the Enterprise Board shall be public records and shall be open for public inspection, as provided by law for public records. Enterprise Board meetings shall be recorded by electronic recording device. Minutes shall be made of all Enterprise Board meetings and shall be approved by the Enterprise Board. After approval by the Enterprise Board, minutes shall be made a part of the Enterprise Board records.

**Article V. Officers of the Enterprise Board**

A. General. The Chair and Vice-Chair shall be the officers of the Enterprise Board. The Enterprise Board shall appoint a Secretary who shall not be a member of the Enterprise Board. The officers shall be elected by the Enterprise Board in July 2009 and thereafter annually at the Enterprise Board meeting in August. If the election of such officers is not held at such meeting, such election shall take place as soon thereafter as a meeting may be conveniently held. The Enterprise Board shall elect a Chair and Vice-Chair, each of whom must be a member of the Enterprise Board. Each officer shall serve at the pleasure of the Enterprise Board.

B. General Duties. All officers of the Enterprise, as between themselves and the Enterprise, shall have the authority and shall perform such duties in the management of the Enterprise as may be provided in these Bylaws, the Articles of Organization or as may be determined by resolution or action of the Enterprise Board not inconsistent with these Bylaws.

C. Specific Duties of Officers. In addition to duties designated by the Enterprise Board, the duties of the officers shall include the following:

1. Chair. The Chair shall preside at all meeting of the Enterprise Board. The term of the office as Chair shall be for one year or until a successor shall be elected.

2. Vice-Chair. The Vice-Chair shall, in the case of the absence or disability of the Chair, perform the duties of the Chair. The Vice-Chairman shall also perform such other duties as may be prescribed by the Enterprise Board from time to time. The term of office of Vice-Chairman shall be for one year or until a successor shall be elected.

3. Secretary. The Secretary shall keep the records of the Enterprise Board. The Secretary shall have the custody of the seal of the Enterprise and shall, in addition, perform all of the other duties usually pertaining to this office. The term of office shall be at the will of the Enterprise Board.

D. Delegation of Duties. Whenever an officer is absent for any reason, the Enterprise Board may delegate the powers and duties of an officer to any other Officer or to any member of the Enterprise Board.