

CHAPTER 3

Appointed Boards and Committees

Article I	General Provisions
	Sec. 3-1-10 Creation of advisory boards, commissions and committees
	Sec. 3-1-20 Staff and other liaisons
	Sec. 3-1-30 Meetings and agendas; quorum required
	Sec. 3-1-40 Minutes and other records
	Sec. 3-1-50 Purchases and spending recommendations
	Sec. 3-1-60 Vacancies and successors
	Sec. 3-1-70 Attendance and membership policies
	Sec. 3-1-80 Compensation
Article II	Open Space Committee
	Sec. 3-2-10 Creation
	Sec. 3-2-20 Purpose
	Sec. 3-2-30 Powers and duties
	Sec. 3-2-40 Appointment; membership
	Sec. 3-2-50 Qualifications of members
	Sec. 3-2-60 Meetings and quorum
	Sec. 3-2-70 Officers
	Sec. 3-2-80 Procedural rules
Article III	Parks and Recreation Committee
	Sec. 3-3-10 Creation
	Sec. 3-3-20 Purpose
	Sec. 3-3-30 Powers and duties
	Sec. 3-3-40 Appointment; membership
	Sec. 3-3-50 Qualifications of members
	Sec. 3-3-60 Meetings and quorum
	Sec. 3-3-70 Officers
	Sec. 3-3-80 Procedural rules
Article IV	Downtown Revitalization Committee
	Sec. 3-4-10 Creation
	Sec. 3-4-20 Purpose
	Sec. 3-4-30 Powers and duties
	Sec. 3-4-40 Appointment; membership
	Sec. 3-4-50 Qualifications of members
	Sec. 3-4-60 Meetings and quorum
	Sec. 3-4-70 Officers
	Sec. 3-4-80 Procedural rules

ARTICLE I

General Provisions

Sec. 3-1-10. Creation of advisory boards, commissions and committees.

(a) The Board of Trustees shall be empowered to create advisory boards, commissions, committees and similar panels from time to time in order to further the public health, safety, comfort and welfare of the Town and its constituents by conducting research on and evaluation of issues of public policy, and by making recommendations to the Board of Trustees for further consideration. The term *advisory* means that such panels are subordinate to the Board of Trustees, which has the ultimate legal and financial authority to establish and articulate policy for the Town, and thus such panels are recommending bodies only.

(b) Boards, commissions and committees may be temporary (ad hoc) or permanent in nature. All permanent boards, commissions and committees shall be created by ordinance and shall function in accordance with the provisions of this Code. Temporary committees may be created by the Board of Trustees by simple motion at any time for the consideration of any particular question or matter of limited scope or duration, which need not conform with all of the provisions of this Chapter, except to comply with appropriate state laws or other Town ordinances governing the conduct of public bodies. Members of temporary committees shall be filled by appointment by the Board of Trustees. On the acceptance of a final report from such a temporary committee, said committee shall stand discharged and be dissolved automatically without further vote or action by the Board of Trustees unless otherwise provided for. (Ord. 503 §1, 2004)

Sec. 3-1-20. Staff and other liaisons.

The Board of Trustees or the Town Manager shall designate the Town employees who shall act as staff liaisons to advisory boards, commissions and committees. The Board of Trustees may also provide for a Trustee or the Mayor to be a Board of Trustees liaison to any such committee. The Board of Trustees or the Town Manager may also arrange for the attendance of other Town consultants or officials at meetings for technical advice and professional assistance as required within the financial appropriations made by the Town. The Town Attorney shall serve as legal advisor to advisory panels, but shall not be required to attend meetings unless requested to do so by the Board of Trustees or Town Manager. Such liaisons, consultants and officials may attend and participate in meetings, but shall not have a vote. The Town Manager shall also be responsible for arranging clerical support and other resources for such committees and their meetings. The Board of Trustees or the Town Manager may provide for secretarial support and attendance at such meetings. (Ord. 503 §1, 2004)

Sec. 3-1-30. Meetings and agendas; quorum required.

(a) All meetings of advisory boards, commissions and committees shall be open to the public and shall be held in accordance with the Colorado Open Meetings Law, including meeting notices and advance posting of agendas, as well as procedures of the Town, including but not limited to building access and use, room reservations, meeting locations, meeting setup and how mail delivery is accomplished.

(b) The Town Manager shall be responsible for the preparation and posting or providing proper notice of meeting agendas, and the preparation and delivery of meeting packets in consultation with the Chair of the respective board, commission or committee. The Town staff will normally handle correspondence for advisory panels and provide general staff support as needed. There is no formalized agenda format for meetings, but agendas should include at a minimum approval of the minutes of previous meetings and an update on the topic that directly relates to the duties of the advisory panel in order to permit generalized discussion, in addition to discussion of specific topics.

(c) Advisory boards, commissions and committees shall have regular meeting schedules, meeting not less than once monthly, unless a meeting is cancelled as provided below, and at such other times as may be necessary to fulfill their duties. Meetings may be convened on an as-called basis for temporary committees. Special meetings for boards, commissions and committees that have a regular meeting schedule may be called as required, provided that proper notice of such meetings is given, the agenda is posted in advance and the meetings are held in accordance with the Colorado Open Meetings Law. A quorum of the members shall be required to conduct official business. If a quorum is not available, a smaller number of members may convene and have discussion, but no formal action can occur nor can a vote to make a recommendation be made, except that a new meeting date, time and place may be set. Meetings may be cancelled or rescheduled due to lack of a quorum or lack of adequate business to discuss, with notice of such cancellation or rescheduling posted as would be done for regular meetings. The Chair shall be responsible to ensure that meetings are conducted with decorum and in accordance with the principles of *Robert's Rules of Order* (rather than its strict procedures, meaning that formalities may be waived), except where other public meeting or hearing procedures are appropriate or required. (Ord. 503 §1, 2004)

Sec. 3-1-40. Minutes and other records.

Minutes of each meeting of all advisory boards, commissions and committees, whether permanent or temporary, shall be made and kept, which shall be a record of the proceedings, official acts, recommendations and correspondence of said meeting. All agendas, minutes, reports, communications, petitions, actions and other papers and transactions of all advisory boards, commissions and committees shall be filed with the Town and retained in accordance with Town procedures as well as state law on retention of public records. Copies of minutes shall be provided to the Board of Trustees, as well as other reports and documents as appropriate from time to time. The Board of Trustees or the Town Manager shall determine who shall be responsible for the taking of minutes unless otherwise provided for in this Chapter. Membership lists of advisory panels shall be public information, but the membership list released to the public shall consist of names and addresses only. Mailing lists of people who wish to be notified of meeting agendas for a particular committee but who are not committee members may be maintained by request. Such people do not receive meeting packets, and such lists are not distributed to the public. Committee members shall have Town business correspondence mailed to them at Town Hall and not to their home addresses. (Ord. 503 §1, 2004)

Sec. 3-1-50. Purchases and spending recommendations.

(a) Unless otherwise provided for in this Chapter, no advisory board, commission or committee, or any of its members, may buy, order, contract for or otherwise commit the Town to purchase a product or service. Only the Board of Trustees or the Town Manager may approve expenditures, consistent with the approved municipal budget for the fiscal year, and in the case of the Town

Manager, up to his or her signature authority. The approved budget permits advisory panels to plan programs and recommend purchases consistent with the budget, but the actual expenditure or purchase order must be made or executed by the above-named authorities. If an expenditure needs to be made that is less than or equal to the Town Manager's signature authority that is consistent with the approved budget, no further action by the Board of Trustees is necessary, and the expenditure may be made administratively. If an expenditure exceeds the Town Manager's signature authority, it must be approved by the Board of Trustees through the bill list or other action at a Board of Trustees meeting even if it is consistent with the approved budget. Advisory panel members who violate this policy may be held personally liable by the Town for payment of unauthorized expenses. Members should avoid shopping and paying for approved program supplies personally and asking for reimbursement after the fact, but instead work with Town personnel in advance so that the Town can order or purchase the supplies or can furnish the proper funds to the member doing the shopping on behalf of the Town.

(b) Advisory boards, commissions and committees may make budget and spending recommendations to staff and the Board of Trustees, but final decisions in relation to allocation, budgeting and spending of funds shall remain with the Board of Trustees. The Town will bear the administrative expense of the functions of advisory boards, commissions and committees, and such expenditures should therefore be processed through Town staff to the greatest extent possible. Reimbursable expenses for items such as copying, postage and the like incurred by any members in the performance of their duties will be processed in accordance with Town financial policies and procedures. (Ord. 503 §1, 2004)

Sec. 3-1-60. Vacancies and successors.

In the event of a vacancy due to the resignation, loss of qualification, death, inability to serve or removal of a member of an advisory board, committee or commission, said vacancy shall be filled by appointment as provided for in this Chapter. The successor of each member so appointed shall serve for a full term, or for the remainder of any applicable remaining unexpired term, as the case may be. (Ord. 503 §1, 2004)

Sec. 3-1-70. Attendance and membership policies.

While it is recognized that appointees are volunteers who are willingly giving their personal time to the service of the Town, it is essential that individuals appointed to advisory boards, commissions and committees regularly attend and participate in the meetings of their respective panels in order for the business of the Town to operate in an orderly and efficient manner. Wherever practical, members should give advance notice of absences to either the Chair or to Town staff. An excused absence shall be considered to be any absence where the Chair or staff is notified at least six (6) hours in advance of a meeting that the member is unable to attend said meeting. An unexcused absence shall be considered to be any absence where no communication is given to the Chair or staff prior to the meeting. Any advisory board, commission or committee member who fails to attend three (3) consecutive meetings of his or her respective panel due to unexcused absences or without a valid reason, or fails to attend seventy-five percent (75%) of the total of all of the meetings of his or her panel that are scheduled or called during any one (1) fiscal year of the Town may be considered to have abandoned his or her appointment. Such person's office may be declared vacant and the member removed by the Board of Trustees. If any member shall accumulate more than three (3) excused absences within any one (1) fiscal year, that member may be required to appear before the

Board of Trustees to show cause as to why the position should not be declared vacant and the member removed by the Board of Trustees. Any member may be removed by the Board of Trustees for cause, including but not limited to conviction of a felony crime, a conflict of interest or failing to maintain the qualifications to be a member. (Ord. 503 §1, 2004)

Sec. 3-1-80. Compensation.

The members of all advisory boards, commissions and committees shall serve without compensation, except that the Board of Trustees may express appreciation for service in the form of invitation to an annual Town volunteer recognition dinner or some other token honorarium, as it deems appropriate. (Ord. 503 §1, 2004)

ARTICLE II

Open Space Committee

Sec. 3-2-10. Creation.

There is hereby established the Open Space Committee ("Committee," for the purposes of this Article). (Ord. 506 §1, 2004)

Sec. 3-2-20. Purpose.

The purpose of the Committee shall be to conduct reviews and make recommendations to the Board of Trustees in all matters concerning the Town's open space program. (Ord. 506 §1, 2004)

Sec. 3-2-30. Powers and duties.

The Committee shall be advisory only and shall have the following powers and duties, including but not limited to:

- (1) To make recommendations to the Board of Trustees as to all matters that would constitute an open space program, including but not limited to the acquisition, management, control and planning of all Town open space properties;
- (2) To prepare, review, revise and update on a regular basis an open space plan that would address short-term and long-term acquisition, development and maintenance issues of open space;
- (3) To prepare or assist in preparing and recommending to the Board of Trustees an annual budget request for the open space program;
- (4) To coordinate or help coordinate all open space matters with any public or private agencies, including reviews and recommendations on contracts for use of all open space facilities;
- (5) To recommend to the Board of Trustees as to the expenditure of any cash or securities as may be devised, given or paid to the Town for open space purposes, including that given for the care of any property that is devised or given in furtherance of the open space program;

(6) To consider all policy matters pertaining to the Town's open space facilities and to make recommendations on policies to the Board of Trustees;

(7) To take direction from the Board of Trustees and to provide advice to the Board on any open space questions or topics directed to the Board;

(8) To research grant opportunities for open-space-related programs and to report findings to the Board of Trustees; and

(9) To research or make recommendations on other such open-space-related issues and to take on other open space duties as the Board of Trustees may assign from time to time. (Ord. 506 §1, 2004)

Sec. 3-2-40. Appointment; membership.

The Committee shall consist of five (5) members appointed by the Board of Trustees. Members of the Committee shall be initially appointed for the following terms, and shall serve such terms or until their respective successors, in similar manner, have been appointed and qualified: two (2) for one (1) year, two (2) for two (2) years, and one (1) for three (3) years, effective with the effective date of the ordinance codified herein, except that for the initial appointments, the terms shall be truncated such that the established terms of office will begin on January 1 and expire on December 31 of the year of the term in question until a complete uniform cycle for all five (5) members has been established. Successors to each member so appointed shall serve three-year terms, except that vacancies shall be filled for the unexpired term of the membership so vacated. (Ord. 506 §1, 2004)

Sec. 3-2-50. Qualifications of members.

All members of the Committee are required to be bona fide residents and qualified electors of the Town. Prospective Committee members should demonstrate an interest in open space issues and have backgrounds or skills that would support the duties of the Committee. No Town employee or a land developer shall serve as a member of the Committee, or shall have a conflict of interest with the duties of the Committee or the goals and programs of the Town. No more than two (2) members of the Board of Trustees may serve on the Committee, and a member of the Board of Trustees may not be Chair of the Committee. (Ord. 506 §1, 2004)

Sec. 3-2-60. Meetings and quorum.

The Committee shall meet not less than once monthly, unless a meeting is cancelled as provided for in this Chapter, and at such other times as may be necessary to fulfill its duties as defined by this Article. The regularly scheduled meeting date, time and place of the Committee shall be the fourth Tuesday of each month at 7:00 p.m. at the Town Hall. The Chair, in consultation with Town staff, shall have the authority to call additional meetings or to cancel or reschedule meetings depending on the volume of agenda items, member availability or other issues. The presence of three (3) members shall be necessary for a quorum. The roll shall be taken at each meeting. All members have equal voting privileges on all questions. No proxy votes shall be allowed. (Ord. 506 §1, 2004; Ord. 528 §1, 2005; Ord. 533 §1, 2005)

Sec. 3-2-70. Officers.

(a) Chair. One (1) of the members of the Committee shall be designated by the Board of Trustees as Chair of the Committee and shall remain as Chair until a successor is appointed. In the absence of the Chair, the members in attendance at a meeting shall designate an Acting Chair for that meeting. The Chair or, in his or her absence, the Acting Chair, shall preside at all meetings and shall sign all communications of the Committee.

(b) Secretary. At each meeting, the Chair or Acting Chair shall appoint a secretary who shall take and prepare minutes, unless the Town furnishes a secretary or staff to act in that function. (Ord. 506 §1, 2004)

Sec. 3-2-80. Procedural rules.

The Committee shall have the authority to adopt procedural rules for the conduct of its meetings consistent with the provisions of this Chapter and, more specifically, this Article. (Ord. 506 §1, 2004)

ARTICLE III

Parks and Recreation Committee

Sec. 3-3-10. Creation.

There is hereby established the Parks and Recreation Committee ("Committee," for the purposes of this Article). (Ord. 510 §1, 2004)

Sec. 3-3-20. Purpose.

The purpose of the Committee shall be to provide guidance and direction in meeting the parks and recreational needs of the Town by advising the Board of Trustees and staff on matters relating to planning, acquisition, development and operation of park facilities and recreational programs within the Town. (Ord. 510 §1, 2004)

Sec. 3-3-30. Powers and duties.

The Committee shall be advisory to the Board of Trustees only. The Committee shall be responsible for making recommendations to the Board of Trustees in the following areas:

- (1) Comprehensive park planning;
- (2) Acquisition of land and/or facilities;
- (3) Development of parks and recreational facilities;
- (4) Recreation events and programming;
- (5) Use fees and procedures for collecting fees;

- (6) Park, playfield and facility design;
- (7) Capital improvements planning;
- (8) Regulations and restrictions governing the operation and hours of park and facilities use;
- (9) Concessions;
- (10) Contracts, intergovernmental agreements and lease agreements regarding parks and recreation facilities;
- (11) Budget requests for the acquisition, development and operation of parks and recreation facilities and programs;
- (12) To take direction from the Board of Trustees and to provide advice to the Board on any parks and recreation questions or topics directed to the Board by the public;
- (13) Grant opportunities for parks-and-recreation-related programs;
- (14) To make recommendations on other such parks-and-recreation-related issues as may be referred to the Committee by the Board of Trustees. (Ord. 510 §1, 2004)

Sec. 3-3-40. Appointment; membership.

The Committee shall consist of seven (7) members appointed by the Board of Trustees. Members of the Committee shall be initially appointed for the following terms and shall serve such terms or until their respective successors, in similar manner, have been appointed and qualified: one (1) for one (1) year, three (3) for two (2) years and three (3) for three (3) years, effective with the effective date of the ordinance codified herein, except that for the initial appointments, the terms shall be truncated such that the established terms of office will begin on January 1 and expire on December 31 of the year of the term in question until a complete uniform cycle for all seven (7) members has been established. Successors to each member so appointed shall serve three-year terms, except that vacancies shall be filled for the unexpired term of the membership so vacated. (Ord. 510 §1, 2004)

Sec. 3-3-50. Qualifications of members.

All members of the Committee are required to be bona fide residents and qualified electors of the Town. Prospective Committee members should demonstrate an interest in park and recreation issues and have backgrounds or skills that would support the duties of the Committee. No Town employee or a land developer shall serve as a member of the Committee. No member of the Committee shall have a conflict of interest with the duties of the Committee or the goals and programs of the Town. No more than two (2) members of the Board of Trustees may serve on the Committee, and a member of the Board of Trustees may not be Chair of the Committee. (Ord. 510 §1, 2004)

Sec. 3-3-60. Meetings and quorum.

The Committee shall meet not less than once monthly, unless a meeting is cancelled as provided for in this Chapter, and at such other times as may be necessary to fulfill its duties as defined by this Article. The regularly scheduled meeting date, time and place of the Committee shall be the fourth

Wednesday of each month at 7:00 p.m. at the Town Hall. The Chair, in consultation with Town staff, shall have the authority to call additional meetings or to cancel or reschedule meetings depending on the volume of agenda items, member availability or other issues. The presence of four (4) members shall be necessary for a quorum. The roll shall be taken at each meeting. All members have equal voting privileges on all questions. No proxy votes shall be allowed. (Ord. 510 §1, 2004)

Sec. 3-3-70. Officers.

(a) Chair. One (1) of the members of the Committee shall be designated by the Board of Trustees as Chair of the Committee, and shall remain as Chair until a successor is appointed. In the absence of the Chair, the members in attendance at a meeting shall designate an Acting Chair for that meeting. The Chair or, in his or her absence, the Acting Chair, shall preside at all meetings and shall sign all communications of the Committee.

(b) Secretary. At each meeting, the Chair or Acting Chair shall appoint a secretary who shall take and prepare minutes, unless the Town furnishes a secretary or staff to act in that function. (Ord. 510 §1, 2004)

Sec. 3-3-80. Procedural rules.

The Committee shall have the authority to adopt procedural rules for the conduct of its meetings consistent with the provisions of this Chapter and, more specifically, this Article. (Ord. 510 §1, 2004)

ARTICLE IV

Downtown Revitalization Committee

Sec. 3-4-10. Creation.

There is hereby established the Downtown Revitalization Committee ("Committee," for the purposes of this Article). (Ord. 512 §1, 2004)

Sec. 3-4-20. Purpose.

The purpose of the Committee shall be to provide guidance and direction in meeting the downtown revitalization needs of the Town by advising the Board of Trustees and staff on matters relating to the planning and development of the downtown commercial area of the original Town, the management, marketing and maintenance of the same, and the development and funding of downtown revitalization efforts. For the purposes of this Committee, the *Downtown Revitalization Area* shall be defined as the commercial portions of Planning Area I of the *Town of Mead 2004 Comprehensive Plan*. (Ord. 512 §1, 2004)

Sec. 3-4-30. Powers and duties.

The Committee shall be advisory to the Board of Trustees only. The Committee shall be responsible for making recommendations to the Board of Trustees in the following areas:

(1) The organization of the community into a strong team that works together toward a common goal of improving the downtown area;

(2) The creation of an inviting and aesthetically pleasing atmosphere in the downtown area through the following activities:

a. Improving the appearance and function of downtown through appropriate development and streetscape improvements;

b. Through publicity, emphasizing the unique characteristics of the downtown area;

c. Maintaining, renovating and reusing existing downtown buildings and constructing new ones in an appropriate manner; and

d. Recommending the adoption of appropriate design and development standards for the downtown area;

(3) The promotion of the downtown area, promoting and selling the image, products and services of the revitalized downtown area to potential visitors, shoppers, business prospects, investors and members of the community at large;

(4) The economic restructuring of the downtown area in an effort to maintain full occupancy of downtown by:

a. Filling unused space with productive business enterprises;

b. Helping existing businesses to upgrade and expand; and

c. Recruiting new businesses to fill gaps in the local market;

(5) Contracts, intergovernmental agreements and lease agreements regarding Downtown Revitalization facilities;

(6) Budget requests for the acquisition, development and operation of Downtown Revitalization programs and the construction of public infrastructure supporting the Downtown Revitalization efforts;

(7) Events programming;

(8) To take direction from the Board of Trustees and to provide advice to the Board on any Downtown Revitalization questions or topics directed to the Board by the public;

(9) Grant opportunities for Downtown-Revitalization-related programs; and

(10) To make recommendations on other such Downtown-Revitalization-related issues as may be referred to the Committee by the Board of Trustees. (Ord. 512 §1, 2004)

Sec. 3-4-40. Appointment; membership.

The Committee shall consist of seven (7) members appointed by the Board of Trustees. Members of the Committee shall be initially appointed for the following terms and shall serve such terms or until their respective successors, in similar manner, have been appointed and qualified: one (1) for one (1) year, three (3) for two (2) years and three (3) for three (3) years, effective with the effective date of the ordinance codified herein, except that for the initial appointments, the terms shall be truncated such that the established terms of office will begin on January 1 and expire on December 31 of the year of the term in question until a complete uniform cycle for all seven (7) members has been established. Successors to each member so appointed shall serve three-year terms, except that vacancies shall be filled for the unexpired term of the membership so vacated. (Ord. 512 §1, 2004)

Sec. 3-4-50. Qualifications of members.

All members of the Committee are required to be bona fide residents and qualified electors of the Town, or property owners within the Downtown Revitalization Area. Prospective Committee members should demonstrate an interest in Downtown Revitalization or urban redevelopment issues and have backgrounds or skills that would support the duties of the Committee. No Town employee shall serve as a member of the Committee. No member of the Committee shall have a conflict of interest with the duties of the Committee or the goals and programs of the Town. No more than two (2) members of the Board of Trustees may serve on the Committee, and a member of the Board of Trustees may not be Chair of the Committee. (Ord. 512 §1, 2004)

Sec. 3-4-60. Meetings and quorum.

The Committee shall meet not less than once monthly, unless a meeting is cancelled as provided for in this Chapter, and at such other times as may be necessary to fulfill its duties as defined by this Article. The regularly scheduled meeting date, time and place of the Committee shall be the first Monday of each month at 7:00 p.m. at the Town Hall. The Chair, in consultation with Town staff, shall have the authority to call additional meetings or to cancel or reschedule meetings depending on the volume of agenda items, member availability or other issues. The presence of four (4) members shall be necessary for a quorum. The roll shall be taken at each meeting. All members have equal voting privileges on all questions. No proxy votes shall be allowed. (Ord. 512 §1, 2004)

Sec. 3-4-70. Officers.

(a) Chair. One (1) of the members of the Committee shall be designated by the Board of Trustees as Chair of the Committee and shall remain as Chair until a successor is appointed. In the absence of the Chair, the members in attendance at a meeting shall designate an Acting Chair for that meeting. The Chair or, in his or her absence, the Acting Chair, shall preside at all meetings and shall sign all communications of the Committee.

(b) Secretary. At each meeting, the Chair or Acting Chair shall appoint a secretary who shall take and prepare minutes, unless the Town furnishes a secretary or staff to act in that function. (Ord. 512 §1, 2004)

Sec. 3-4-80. Procedural rules.

The Committee shall have the authority to adopt procedural rules for the conduct of its meetings consistent with the provisions of this Chapter and, more specifically, this Article. (Ord. 512 §1, 2004)