

**CITY COUNCIL ADOPTED POLICY
CITY OF LONE TREE**

SUBJECT: City Commissions, Boards and Committees Appointment and Procedure Policy

CAP#: 09-06

ISSUE DATE
December 15, 2009

EFFECTIVE DATE
December 2, 2014

INTENT:

The purpose of this policy is to standardize procedures for the selection, appointment, membership, and dismissal process for City Council appointed Commissions, Boards and Committees.

POLICY:

Members of the City Council have sought to standardize procedures among the various City Commissions, Boards and Committees (CBC). Several CBCs, including the Planning Commission, the Board of Adjustment, and the Board of Appeals were established by the City Charter, which sets forth many of their organizational procedures. However, these groups – and those others that do not appear in the Charter – have also created supplemental operational procedures.

City Council has been concerned that advertising and recruitment for each CBC has varied, and interested residents are not given proper notice about upcoming vacancies. The City Council desires standardization with procedures for membership, appointments, dismissal and code of conduct.

PROCEDURES:

- I. Committees, Boards and Commissions
 1. The guidelines contained in this policy shall apply to the following Commissions, Boards and Committees (CBC) created by the City Charter or formed by resolution of the Lone Tree City Council:
 - a. Planning Commission
 - b. Arts Commission
 - c. Board of Adjustment & Appeals
 - d. Citizens' Recreation Advisory Committee
 - e. Audit Committee
 - f. Youth Commission
 2. All applicants must be residents of the City of Lone Tree.

3. A person serving on one CBC is not eligible to serve on another CBC simultaneously.

II. Appointments

1. No person shall serve more than two (2) consecutive full terms on the same CBC. There are two exceptions to this:
 - a. Members of the Youth Commission who shall not serve for more than one (1) full term, unless there is an insufficient pool of applicants.
 - b. Members of the Board of Adjustment & Appeals, who because of the infrequency of meetings and the specialization of the applicants, will not be subject to term limitations.

2. Current CBC members that wish to be reappointed and are in good standing, under unanimous consent of the City Council, may be reappointed for a second full term. Current CBC members who do not receive a unanimous consent for reappointment must complete an interview process for a second full term.

Good Standing - A member in good standing must maintain a good attendance record, be present throughout the entire meeting, contribute to the goals of the CBC, and represent the City of Lone Tree in a positive manner.

3. The terms of office of CBC members shall be three (3) years, unless the member is appointed to fill a vacancy for an unexpired term. An exception to this is the Youth Commission whose terms are for two years. Terms will be from January 1 – December 31, except for the Youth Commission which will be September 1 – August 31.
4. In the event that a CBC member in good standing is unable to complete a term, the member may reapply in the next appointment process.
5. A person appointed to fill a vacancy on a CBC that occurs prior to the scheduled expiration of the incumbent member's term (by reason of, for example but without limitation, resignation or illness) shall serve for the remainder of the incumbent member's term. For the purpose of reappointments, the term is not considered a full term.
6. Term limited members wishing to apply to a different CBC may apply during the next appointment process.
7. Term limited members shall wait a full term before seeking reappointment to the CBC he/she previously served on.

8. All CBC terms shall be staggered, with the terms of approximately one-third (1/3), and in the case of the Youth Commission approximately one-half (1/2), of the membership expiring each year, to ensure that, as much as possible, there shall be one (1) or more members with experience on each CBC.

III. Application, Interview Process and Terms – Youth Commission

1. Prior to advertising, all Youth Commission members whose term is expiring will be contacted in May on their intention to seek reappointment.
2. Vacancies without unanimous consent to reappoint, whether they result from a member resigning or term expiration, shall be advertised. Vacancies will be advertised to the community via news media, the City website and the City newsletter when possible. Advertising for vacancies will begin in May of each year after current CBC members have been contacted or on an as-needed basis.
3. Anyone interested in a CBC vacancy must submit a written application on a form prescribed by the City Manager to the City Manager's Office. Applications will be due to the City by June 30 of each year.
4. A subcommittee of two Council Members shall be appointed by a majority vote of City Council by May 31 to interview any applicants. Youth Commission Chair may request a meeting with the Council subcommittee prior to the interview process to share their vision and needs.
5. The subcommittee will interview the applicants and bring its recommendations to City Council for appointment by resolution of the City Council. Any City Council Member may independently interview any applicant. All interviews must be completed by July 31 of each year.
6. In the event of a vacancy within six (6) months of appointments being made, the City Council may utilize the list of applicants from the previous advertisement and interview process for the vacancy.
7. City Council will make appointments no later than the 2nd council meeting in August.

IV. Application, Interview Process and Terms – All Other Commissions, Boards and Committees

1. Prior to advertising, all CBC members (except Youth Commission) whose term is expiring will be contacted in August on their intention to seek reappointment.

2. Vacancies without unanimous consent to reappoint, whether they result from a member resigning or term expiration, shall be advertised. Vacancies will be advertised to the community via news media, the City website and the City newsletter when possible. Advertising for vacancies will begin no later than September 1 of each year after current CBC members (except Youth Commission) have been contacted or on an as-needed basis.
3. Anyone interested in a CBC (except Youth Commission) vacancy must submit a written application on a form prescribed by the City Manager to the City Manager's Office. Applications will be due to the City by September 30 of each year.
4. A subcommittee of two Council Members shall be appointed by a majority vote of City Council by August 31 to interview any applicants. CBC Chairs (except Youth Commission) may request a meeting with the Council subcommittee prior to the interview process to share their CBC vision and needs.
5. The subcommittee will interview the applicants and bring its recommendations to City Council for appointment by resolution of the City Council. Any City Council Member may independently interview any applicant. All interviews must be completed by October 31 of each year.
6. In the event of a vacancy within six (6) months of appointments being made, the City Council may utilize the list of applicants from the previous advertisement and interview process for the vacancy.
7. City Council will make appointments no later than the 1st council meeting in December (except Youth Commission).

V. Member Conduct and Removal

1. CBC members are expected to conduct themselves at CBC meetings in a fair, courteous and understanding manner. Members of all CBCs serve at the pleasure of the City Council and are subject to removal by a majority vote and at the discretion of the City Council. Reasons for removal may include, but are not limited to:
 - a. Excessive absences from CBC meetings. It is expected that CBC members do not incur absences of more than 20% of regularly scheduled meetings in a 12 month period. Member absences in excess of 20% must be reported to the City Council by the Chair at the time it occurs.
 - b. Non-performance or other misconduct.

- c. Conviction of any felony will result in the member's immediate dismissal.
2. The City staff shall maintain an attendance matrix of all CBCs, which will be made available for Council's review in August of each year.
3. Members are required to contact the CBC Chair 24 hours prior to any meeting at which they expect to be absent or late. At the discretion of the Chair and Vice Chair/Secretary, a member can be considered absent if not present for the entire meeting.
4. A CBC member who has a personal or private interest in any matter proposed or pending before the CBC shall disclose such interest to the CBC, shall not vote on the matter, and shall refrain from attempting to influence the decisions of the other members of the CBC in voting on the matter.

A CBC member having a personal interest in the outcome of the business of CBC, whether or not disclosed, can give the appearance of impropriety, hamper the objectivity of all members of CBC, and, if a member needed to recuse himself or herself from a vote due to a conflict, lessens the value of the member to the CBC. Consequently, CBC members must agree that neither they, nor members of their family, will personally profit, or otherwise reap a financial benefit, from the activities of the CBC to which they have been appointed. A member who has ongoing, reoccurring recusals may be asked to step down from a CBC.

A CBC member shall notify the staff liaison of any conflict of interest related to his or her service as an appointee as soon as practicable.

VI. Election of Chair and Vice Chair/Secretary

1. The election of a Chair and Vice Chair/Secretary (excluding the Board of Adjustment and Appeals) shall be held at the first regular meeting after the new appointments are made each year. Nominations are made from the floor during the regular meeting and the election shall be held thereafter. The CBC member receiving a majority of the votes of those members present shall be declared elected and shall have a term of one year. Vacancies in the Chair or Vice Chair/Secretary position shall be filled immediately by regular election procedures. No member of a CBC shall hold the same office for more than two consecutive years.
2. The election of a Chair and Vice Chair/Secretary for the Board of Adjustment and Appeals shall be held at the first regular meeting after the new appointments are made. Nominations are made from the floor during the regular meeting and the election shall be held thereafter. The CBC member receiving a majority of the votes of those members present shall be declared

elected. Vacancies in the Chair or Vice Chair/Secretary position shall be filled immediately by regular election procedures.

VII. Chair and Vice Chair/Secretary Duties and Expectations

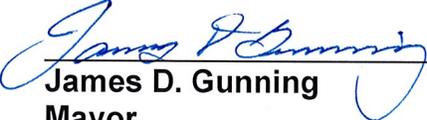
1. The Chair shall preside at all meetings and will have the duties normally conferred by parliamentary procedure on the Chair.
2. The Vice Chair/Secretary shall act for the Chair in the Chair's absence.
3. The Chair and Vice Chair/Secretary shall attend an annual orientation meeting with the City Council.
4. The Chair and Vice Chair/Secretary shall attend an annual Robert's Rules of Order training meeting.
5. The Chair and Vice Chair/Secretary shall utilize the Robert's Rules of Order principles at all meetings.
6. The Chair shall be prepared at meetings and have general knowledge of each item on the agenda.
7. The Chair shall facilitate open and fair discussions at all meetings.
8. The Chair shall work with the Staff Liaison in developing the meeting agenda.
9. The Chair shall report member absences in excess of 20% to the City Council at the time it occurs.
10. The Chair shall annually present a budget priorities report to the City Council.
11. The Chair shall serve as official representative of the CBC.

VIII. Operations of Commissions, Boards and Committees

1. Each CBC (excluding the Audit Committee and the Board of Adjustment & Appeals) shall present a semi-annual report to the City Council. The report may be in the form of a written report.
2. A quorum shall consist of a majority of the members.
3. All CBC meetings shall be open to the public in accordance with the State of Colorado Open Meetings Act, C.R.S. § 24-6-401, *et seq.* CBCs must comply with the open meetings statutes and may not make decisions via e-mail or other private means. Notices of CBC meetings are publicly posted.

4. Parliamentary procedure in CBC meetings shall be governed by Robert's Rules of Order, as amended from time-to-time.
5. Minutes are required for all regular and special meetings of the CBCs. The CBC shall maintain minutes which adequately and appropriately reflect the CBC's consideration and actions. Minutes shall be taken at each CBC meeting and approved at the following meeting. The Chair will review the minutes prior to distribution to the members. The approved minutes shall be available at the City Offices for public review during normal business hours. All CBC minutes shall be posted on the City's website.
6. The CBC operating and fiscal year shall correspond to the calendar year.
7. The City Manager will assign staff members to act as liaisons to each CBC. The staff liaison will assist with preparation of agenda packets, meeting minutes, and advise on matters of City policy and procedures.




James D. Gunning
Mayor


Attest: Jennifer Pettinger
City Clerk