TOWN OF BUENA VISTA

ADVISORY BOARD AND COMMISSIONS MANUAL

Buena Vista's Guide to Informed Citizen Participation

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WELCOME AND INTRODUCTION

Our collective community consists of friendly, well informed people who feel they can make a difference and have an impact in determining their future and the quality of life and enjoy freedom of expression. - Buena Vista "Community Spirit" Collective Vision Statement

Welcome

Welcome to the Town of Buena Vista! Your selection as an active member of a board or commission provides you with a valuable opportunity for genuine public service and we thank you for your contribution. Although the specific duties of each board and commission vary widely, there are certain responsibilities common to all board and commission members. These guidelines will assist you in maximizing your contribution to our community.

Introduction

The Town of Buena Vista relies on the active participation of residents volunteering their time and effort to sustain the quality of community we enjoy. Board and commission members exemplify the spirit of volunteerism by lending their talents and resources to benefit town. Appointment to an advisory board or commission in Buena Vista is an honor that brings both responsibility and opportunity. This manual has been designed to provide information regarding the organization of the Town of Buena Vista and the role played by board and commission members.

Boards and commissions are established by ordinance in the Municipal Code, which sets forth the composition and duties of each body. Qualified candidates fill vacancies, and the Board of Trustees approves appointments. Board and commission member duties include reviewing items and issues of interest to the public. Town advisory boards and committees serve the community by providing input on various projects and topics on behalf of the Town of Buena Vista. Board and commission members provide recommendations to assist the trustees in making decisions, and also serve as ambassadors to the community, informing and educating the public regarding the purpose of the board or commission and activities of the town.

The following materials provide general information on the town organization and its various boards and commissions, including procedures and laws that apply to their activities. Please contact the Town of Buena Vista at 719-395-8643 to speak with a board or commission staff liaison regarding the role of board and commission members.

Types of Boards and Commissions

Advisory to Board of Trustees

Airport Advisory Board

Beautification Advisory Board

Recreation Advisory Board

Trails Advisory Board

Tree Advisory Board

Water Board

Quasi-Judicial

Historic Preservation Commission

Planning and Zoning Commission

SUMMARY & FUNCTIONS

Advisory Board Member Job Description

Advisory Board members attend meetings to contribute to making decisions on projects and plans the advisory board is considering. They offer opinions, advice, and expertise in an advisory capacity. Each advisory board member offers their time in a voluntary capacity at the meetings, as well as in any preparation/follow-up for the meeting, or when working on projects in the community related to their respective advisory board.

It is important to remember that Advisory Boards (with the exception of the Planning & Zoning Commission) are advisory only. They do not make policy decisions, budget decisions, or other planning decisions directly.

Officer positions

Each advisory board and commission will select a Chair, Vice Chair and Secretary from among the board/commission members.

Chair:

Responsible for running meetings in accordance with the agenda (agenda is set by the Chair or the staff liaison, depending on the board or commission), addressing policy questions arising from Town/Board of Trustee decisions, bringing forward for discussion financial stewardship and conflict of interest issues, and overseeing budget/project requests on behalf of the board.

Vice Chair:

In absence of the Chair, responsible for running meetings in accordance with the agenda (agenda is set by the Chair or the staff liaison, depending on the board or commission), addressing policy questions arising from Town/Board of Trustee decisions, bringing forward for discussion financial stewardship and conflict of interest issues, and overseeing budget/project requests on behalf of the board.

Secretary:

Responsible for sending agendas to the Town Clerk, taking minutes during meetings, distributing minutes to members in advance of the subsequent meeting so that they may be approved, and sending approved minutes to the Town Clerk for inclusion in the next Trustee packet.

Election of Officers

The election of officers should take place each year during the regular January or February meeting. Staff liaisons must notify the Town Clerk when new officers are elected.

Roles and Responsibilities of Each Board or Commission

Historic Preservation Commission

- In order to foster civic pride in the beauty and accomplishments of the past, and in order to create eligibility for state or federal grant funds for the restoration, stabilization, and preservation of landmarks within the Town of Buena Vista that reflect outstanding elements of the town's cultural, artistic, social, economic, political, architectural, historic or other heritage, a procedure for designating historic local landmarks within the town is needed.
- There is hereby created a historic preservation commission, which shall have the principal responsibility for matters involving historic local landmarks as set forth in this chapter. The membership of the commission shall consist of seven regular members and two alternates appointed by a majority vote of the Board of Trustee members present at any regular or special meeting. The commission shall be composed of both professional and lay members, and at least two members shall be professionals in preservation-related disciplines, such as architecture, landscape architecture, architectural history, archaeology, history, planning, or related disciplines such as building trades, real estate, law, cultural geography, or cultural anthropology. Commission members shall be residents of Chaffee County. The term of office shall be four-year overlapping terms, with four of the initial regular members being appointed for a four-year term, and three regular members plus two alternates being appointed for a two-year term. Members shall continue to serve after the expiration of their terms until a successor is duly qualified and appointed by the Board of Trustees.
- Historic Preservation guiding documents: Historic Preservation Ordinance/Chapter in Town code, Town of Buena Vista Comprehensive Plan, Town of Buena Vista Unified Development Code and Secretary of the Interior's Standards for Rehabilitation.

Planning and Zoning Commission

- The Planning and Zoning Commission duties include preparing and adopting a master plan for the physical development of the municipality, including any areas outside its boundaries, subject to the approval of the governmental body. The master plan of a municipality shall be an advisory document to guide land development decisions. The planning commission reviews and decides upon variance requests, planned development, and other zoning issues and regulations. Full duties and responsibilities are specified in Parts 2 and 3 of Article 23, of Title 31, C.R.S.

- The Planning and Zoning Commission consist of five (5) regular members appointed by the Board of Trustees. Statutorily (Parts 2 and 3 of Article 23, of Title 31, C.R.S.) all commissioners are required to reside within town limits. Neither the Mayor nor any member of the Board of Trustees can serve on the Planning and Zoning Commission. The Board of Trustees may appoint up to two (2) alternate members of the Planning and Zoning Commission. Alternate members

can attend all P&Z meetings and participate in the discussion, yet they have no voting rights on any matters before the P&Z unless a regular member of the P&Z is absent or unable to vote on the matter. Terms are three (3) years.

- Planning and Zoning Commission guiding documents: Town of Buena Vista Unified Development Code, Town of Buena Vista Comprehensive Plan.

Airport Advisory Board

- The Airport Board was created with the duties and responsibilities to review policy matters relevant to airport operations and development of facilities at the Buena Vista Airport, and to make recommendations to the Board of Trustees. They also serve as ambassadors for the airport and perform other functions and duties as the Board of Trustees may assign.
- The Airport Board has seven (7) voting members and two (2) alternates appointed by the Board of Trustees. The Airport Board also includes the Airport Manager and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.
- Airport Advisory Board guiding documents: Airport Master Plan, Airport Business Plan.

Beautification Advisory Board

- The Beautification Advisory Board makes recommendations to the Board of Trustees regarding beautification matters, projects, or endeavors and, upon receiving direction from the Board of Trustees, shall implement, organize and coordinate any beautification project for the Town.
- The Beautification Advisory Board has seven (7) voting members and two (2) alternates appointed by the Board of Trustees. The Beautification Advisory Board also includes a staff liaison and a designated Board of Trustees member, both of whom serve as non-voting ex officio members. Beautification Advisory Board guiding documents: Town of Buena Vista Comprehensive Plan.

Recreation Advisory Board

- Recreation Advisory Board duties are to make recommendations to the Trustees regarding the operation, improvement, and maintenance of the Town's recreation programs and facilities, and to bring to the attention of the Board of Trustees any matter pertaining to the Town’s recreation programs and facilities.

- The Recreation Advisory Board consists of seven (7) voting members and two (2) alternates, appointed by the Board of Trustees. The Recreation Advisory Board also includes the Recreation Director and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.
- Recreation Advisory Board guiding documents: Recreation Master Plan, River Park Master Plan.

Trails Advisory Board

- The Trails Advisory Board shall study, investigate, develop, and recommend to the Board of Trustees the adoption of a written plan for the care, preservation, maintenance, and improvement of the Buena Vista trails system. Once a written plan for the BV trails system has been adopted by the Board of Trustees, the Trails Advisory Board shall recommend annual updates and modifications to the plan. The Trails Advisory Board is also responsible for bringing to the attention of the Board of Trustees any action or condition which is in apparent violation of any ordinance of the Town pertaining to trails or matters related to trails, or recommend any specific remedial enforcement action desired by the Trails Advisory Board.
- The Trails Advisory Board consists of seven (7) members and two (2) alternates, appointed by the Board of Trustees. The Trails Board also includes the Public Works Director, Recreation Director, and a designated Board of Trustees member, all of whom serve as non-voting ex officio members.
- Trails Advisory Board guiding documents: Town of Buena Vista Comprehensive Plan, Buena Vista Trails Master Plan and Cooperative Management Agreement (CMA) with BLM.

Tree Advisory Board

- The Tree Advisory Board shall study, investigate, develop, and recommend to the Board of Trustees the adoption of a written plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs in parks, along streets, and in other public areas.
- The Tree Advisory Board consists of seven (7) members and two (2) alternates, appointed by the Board of Trustees. The Tree Advisory Board also includes the Public Works Director and a designated Board of Trustees member, both of whom serve as non-voting ex officio members.
- Tree Advisory Board guiding documents: Town of Buena Vista Comprehensive Plan, Planting Guide.

Water Advisory Board

- The Water Advisory Board reviews policy matters relevant to stewardship and development of the Town's water rights portfolio, storage, treatment, and distribution systems and makes recommendations thereon to the Board of Trustees. The Board also plans for the long-term water needs of the Town and makes recommendations to the Board of Trustees regarding water rights acquisitions, intergovernmental agreements regarding development and use of water rights and supplies, water service rates, system development fees, capital development projects, and allocation of resources in the Water Fund.
- The Water Board consists of seven (7) members and two (2) alternates, appointed by the Board of Trustees. The Water Board also includes the Public Works Director and a designated Board of Trustees member, both of whom serve as non-voting ex officio members
- Water Advisory Board guiding documents: Water Master Plan.

While each advisory board has a specific focus and area of concern, each advisory board member should be familiar with the Buena Vista Comprehensive Plan and the Town's code. Familiarity with the Buena Vista Comprehensive Plan is necessary to ensure the larger focus of advisory boards is holistic and maintains a community-wide perspective.

Biannual presentations to the Board of Trustees

Each quarter, two advisory boards will make a presentation to the Board of Trustees. The presentations will be separate from the annual presentation associated with budget requests that occurs in the fall. Therefore, each advisory board will present to the Board of Trustees biannually. The presentation will be a brief 5-10 minutes to update the Mayor and Trustees on the projects, progress, and work being done by the advisory boards.

The presentation will be followed by a 5-minute question and answer period. The intention of the biannual presentations to the Board of Trustees is to improve communication and understanding between the advisory boards and the Board of Trustees.

Representation of a Board or Commission

As an individual member of a board or commission, you must not represent your own views or recommendations as those of the board or commission unless the majority of the body has officially voted to approve such action. Board or commission members making recommendations or expressing views which have not been approved by a majority of the board should indicate they are expressing their individual opinion and are not speaking on behalf of the board or the Town.

SUMMARY & FUNCTIONS

One aspect of serving as an advisory board or commission member is individual representation of your respective board or commission. Advisors and commissioners are free to describe any of the following publicly while identifying themselves as official advisors or commissioners:

- Personal experiences as a member of the board/commission
- Board/commission mission and projects
- Public statements, programs, and events related to the board/commission
- Personal reasons for volunteering with a board or commission

The Town of Buena Vista does not expect that individuals will describe themselves as advisory board members or commissioners in any particular circumstance, although other advisors, commissioners, and Town staff may identify them in relevant contexts as members of a board or commission.

Public statements should not contain promises that may be construed to be binding on a board or commission, Town staff, or the Board of Trustees. When making a public statement, members should remind listeners that board actions are recommendations (unless otherwise provided by law) and that final action will be taken by the Board of Trustees. Remember that your actions and statements as a board or commission member assume special significance. If not approached responsibly, your actions and statements could result in a situation detrimental to the Town's best interests.

Although board and commission members may be selected, in part, because they represent specific interest groups, each member should speak for the overall public good and not that of an exclusive group or interest.

Individual advisors and commissioners should not attempt to resolve major apparent conflict or controversy without consulting their respective board or commission first. Not all conflicts in Town are simple misunderstandings and not all are easily resolved; there might be additional factors about which individual advisors, commissioners, or Town staff members are unaware.

Relationship with other members

The success or failure of a board or commission is dependent upon the degree of cooperation among the individual members of the body. You are encouraged to keep the following points in mind in your interactions with other members:

- Show respect for another's point of view.
- Allow others adequate time to present their view fully before making comments.
- Be open and honest.
- Welcome new members and help them become acquainted with their duties.

Term Limits

The Town of Buena Vista Municipal Code sets forth term lengths for all advisory board and commission members. Term lengths vary between the boards and commissions.

The following term limits apply to members of the ***Airport Advisory Board, Beautification Advisory Board, Recreation Advisory Board, Trails Advisory Board, Tree Advisory Board, and Water Advisory Board***:

- Voting members, including alternates, serve staggered terms of three years unless earlier removed from office. Voting members can be reappointed to serve on the board without limitation.
- All terms commence on January 1st. The Board of Trustees may reappoint members at the end of each term.
- Mid-term vacancies of voting member positions are filled by alternate members, if available. Absent alternate members to fill the seat, the vacancy needs to be advertised and applications accepted over a given timeframe. The board will review submitted applications and can request interviews, with a selection made by a majority vote of all board members. The final selection is recommended to the Board of Trustees for appointment.
    - Appointments made in this fashion serve out the previous, unexpired term.

The following term limits apply to members of the ***Historic Preservation Commission (HPC):***

- To stagger the terms of membership, the initial terms of membership consist of four members to serve four-year terms and the remaining three members and the alternates to serve two year terms (initial term only, after which these positions switch to four-year terms).

The following term limits apply to members of the ***Planning and Zoning Commission:***

- The terms of the regular and alternate members of the Planning and Zoning Commission are three years or until their successors are qualified and take office. The terms of the regular and alternate members currently serving on the Planning and Zoning Commission remain unaltered.

C.H.A.R.G.E - A checklist for effectiveness

It is a great civic duty to take C.H.A.R.G.E. in the community to improve the quality of life for all. Below is a checklist that you need to consider to ensure that your experience as an advisory board member is effective and enjoyable.

C – Code:
The Town of Buena Vista is governed by its municipal code. By passing ordinances and taking action on resolutions and formal motions, the Board of Trustees affects the municipal code, and hence the laws that govern the Town.

Am I familiar with:

- ☐ The Municipal Code of the Town of Buena Vista?
- ☐ The specific function of my board or commission, as outlined in the town code?
- ☐ What my fellow board members and I expect to achieve for the community?
- ☐ The name of the trustee and staff liaisons to my board or commission?

H – Hierarchy
The Town of Buena Vista follows an organizational chart passed by the Board of Trustees every year in December, which takes effect the following January. It is important to be familiar with and understand this chart. The Town of Buena Vista operates within a council-administrator form of government. At the top are the citizens of Buena Vista, and the Mayor and Trustees serve and are accountable to the citizens. Below the staff are the Advisory Boards and Commissions; they are advisory in nature and work with staff to implement Town goals and projects.

Do I understand:

- ☐ How my board or commission's work affects the community?
- ☐ The scope of authority of my board or commission?
- ☐ The role of my board's staff liaison, trustee liaison, and chairperson?
- ☐ My role as a board or commission member?

A – Accountability
Accountability carries with it an obligation to accept responsibility for one's actions. It encompasses the obligation to report, explain, and be answerable for consequences whether foreseen or unforeseen.

Do I understand:

- ☐ My board or commission's liability and my own liability as an individual member?
- ☐ What constitutes a conflict of interest?
- ☐ Exactly how the law requires that a conflict of interest be handled?
- ☐ My board's accountability to the public?

R – Responsibility

The state or fact of being responsible, answerable, or accountable for something within one's power to affect. In this context the term refers to your responsibility to fulfill your commitment to serving as a volunteer advisory board/commission member.

Do I:

- ☐ Attend all board or commission meetings as much as possible?
- ☐ Prepare for the meetings by studying the agenda and supplemental materials ahead of time?
- ☐ Complete the tasks I have volunteered to take on?
- ☐ Know what responsibilities each of us, as individual board members, has to our board/commission colleagues?

G – Goals

A goal is a desired result that a person or organization envisions and attempts to achieve: a personal or organizational desired end-point. Many reach goals within a specified time by setting deadlines. In this context, the advisory board will set goals related to the board's mission and work plan, which will correspond to the annual goals set by the Town and Board of Trustees. Each advisory board member should understand these goals and be familiar with all associated tasks and deadlines, both on an individual level and advisory board level.

Do I know:

- ☐ My board or commission's goals for the next 12 months?
- ☐ What tasks must be completed to reach each of our goals?
- ☐ Deadlines for the tasks for which I am responsible?

E – Evaluation

Evaluation is a systematic determination of a subject's merit and significance, using criteria based upon a set of standards. The primary purpose, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future opportunities for improvement.

Have I:

- ☐ Discussed with other members and staff what our board or commission can do to improve our performance?

Introduction to Town government

Board of Trustees

The Town of Buena Vista operates under the statutory form of government. The Board of Trustees is the legislative, policy-making body for the Town of Buena Vista. It consists of one mayor and six board members elected at large, with the mayor serving a four-year term. Expiration of terms is staggered, and elections for board members are held every two years. After each biennial election (held in April), the Board elects from among themselves a Mayor Pro Tem, and all members of the board must have resided within the town limits for at least 12 months prior to election. The board takes action by enactment of ordinances, resolutions, and formal motions, which provide direction for town staff. The board appoints a Town Administrator, Town Attorney, Town Clerk, Town Treasurer, and Municipal Judge.

Town Administrator

The Town of Buena Vista operates within a council-administrator form of government. The Town Administrator is the chief executive officer of the town and is responsible for the overall management of town operations.

Functions of the Town Administrator include:

- Implement policy decisions and legislative actions taken by the Board of Trustees
- Make recommendations to Board of Trustees
- Oversee the operations of the town
- Prepare the town budget

Council-Administrator form of government

	Board of Trustees	**Town Administrator**
Responsible for:	Policy Decisions	Day-to-day operations
Hires and Supervises:	Town Administrator Town Attorney Town Clerk Town Treasurer Municipal Judge	All other town staff members/employees

General provisions

Details about boards and commissions can be found in Chapter 2, Article XIII to XV of the Municipal Code. The Board of Trustees, by ordinance, establishes and appoints boards and commissions to advise on various issues and perform such functions as the trustees may designate. The ordinance establishing

each board or commission describes the powers, duties, and operating procedures of the board or commission and establishes the terms of office of the board or commission members, including initial overlapping terms.

All board and commission members are subject to removal, with a majority vote of the board members required to remove a board or commission member before their term has expired. Any vacancy arising during the unexpired term of any member is filled by the trustees for the remainder of the term. Each board and commission shall choose its own officers among its members. The trustees may change any or all of the powers, duties, and procedures of any board or commission and may abolish any board or commission not required by the Municipal Code or law.

Membership limitations

The following limitations and requirements are applied to board and commission membership:

Employees of the Town of Buena Vista may not serve on any board or commission appointed by the Board of Trustees.

Planning and Zoning Commission members must reside within Town limits.

Attendance policy

Upon application for and acceptance of appointment, board and commission members demonstrate their intention and ability to attend meetings.

Budget process

Generally, budgets are not established for boards and commissions. However, each year boards and commissions may request funds for projects and initiatives.

Work Plans

A work plan for the coming year will be presented to the Board of Trustees by the second Trustee meeting in October, regardless of whether or not there are budget requests to present. The work plan will set out major projects and issues for discussion for the following year. Timelines and scope of review should be provided when possible. If appropriate, an estimate of action to be taken should be included. Work plans should be concise and easily readable. The Board of Trustees will review the work plan for each advisory board.

Please use the following as a guide for work plans and goals: Short-term goals are outcomes to be accomplished in 1-2 years and long-term goals are to be accomplished in 3-5 years.

The Board of Trustees, along with staff, establishes Strategic Objectives each year. Advisory boards will work with the staff liaison and trustee liaison to ensure that the work plan for that year aligns with the

established Strategic Objectives for that year, as well as the Collective Vision Statements listed below. Objectives and vision statements will be considered when planning for each year's work plan.

Town of Buena Vista Collective Vision Statements:

General Community Character

We envision the town as a clean, safe, quiet and secure community that is a desirable place to live, work, and play – an altogether good place to raise our children.

Community Spirit

Our collective community consists of friendly, well-informed people who feel they can make a difference and have an impact in determining their future and their quality of life and enjoy freedom of expression.

Community Appearance

The town we envision has a defined sense of place as expressed in its history and architecture.

Community Services

The town of our vision has high-quality education and medical and emergency response services, as well as quality, efficient, and well maintained parks and public buildings. The town's public servants exhibit an excellent level of public service, including approachability, honesty and helpfulness. Our town government and community leaders demonstrate accountability, consistency and visibility. We engage in a high level of cooperation with surrounding governmental and nongovernmental entities

Environment

We desire a community where urban, rural and agricultural land uses can coexist in a well-planned pattern. Land use decisions are made with thoughtfulness and an eye toward sustainability. We want a healthy community with clean air and water.

Economy

We envision a community in which all citizens enjoy financial prosperity and can find an affordable place to live. The town has a bustling downtown community core with abundant and diverse retail establishments. We continually strive for economic diversity within the community. Our town government is economically stable and viable.

Timeline of budget process (*please note dates are approximate*):

Deadline	Task	Associated definitions
May 31	Staff liaison requests possible capital improvement projects (CIP) to update the 5-year CIP plan; associated operation costs are not due at this time.	CIP: A **capital improvement** is any addition or alteration to real property $5,000 and over that meets the following conditions: It substantially adds to the value of the real property, or appreciably prolongs the useful life of real property.
June 30	Estimated CIP costs due to staff liaison.	
August 1	Board discusses possible projects and associated costs for upcoming year.	
September 1	Staff liaison requests costs associated with requested budget items for inclusion in the coming year's proposed budget.	
October 1	Board/commission has voted and approved requested budget. Full budget due to staff liaison for inclusion in coming year's proposed budget.	
2nd Trustee meeting in October	Board or commission chair presents budget requests and work plan at Trustee work session.	

Staff Liaison Role

Staff support is available to boards and commissions through the assigned staff liaison to help each group. The boards' and commissions' staff liaisons are responsible for the following:

- Coordinate the board's annual work plan and budget, with input and guidance from the Town Administrator.
    - If necessary or appropriate, the liaison will work with the Town Administrator to seek direction on the appropriateness of the request and may provide direction to the board on whether the project is possible in the coming budget year.
- Ensure new members receive board orientation, including procedures and projects.

    - Staff liaison will be responsible for the process of election and reappointment of members, and tracking terms.
- Answer questions and conduct research for various policy issues.
- At the request of the Board of Trustees, provide information to board or commission regarding policy changes and distribute updated information to all members.
- Reserve a meeting space if necessary/requested by the board/commission.
- Advise the Town Administrator of the following:
    - Attendance problems
    - Resignations
    - Meeting schedule/location changes
    - Name/address/phone number changes for board members
    - Staff/name/title/phone number changes for staff liaisons
- Serve as a communications link between the Town Administrator and/or Board of Trustees and board members.
- From time to time, staff liaisons may prepare memoranda to trustees at the request of the board or commission, or Town Administrator. These communications are sent directly to the Board of Trustees. It is the responsibility of the trustees to respond directly to the board or commission if a trustee chooses. The staff liaison is not responsible to monitor or ensure a response from trustees.
- Oversees the procurement of goods and services necessary to execute projects approved by the Board of Trustees.

Trustee Liaison Role

Every two years after the regular municipal election, the Board of Trustees selects liaisons to the boards and commissions. The role of the Trustee liaison:

- Communicate with the board or commission when needed and serve as the primary two-way communication channel between the Board of Trustees and the advisory board or commission.
- Serve as the primary trustee contact for the advisory board or commission.
- Help resolve questions the board or commission may have about the role of the trustees, municipal government, and the advisory board or commission.
- Establish formal or informal contact with the chairperson of the board or commission and effectively communicate with the staff liaison.
- Provide procedural direction about the trustees' position to the advisory board.
- Serve as trustee contact rather than an advocate for or ex-officio member of the board.
- Identify and help resolve any problems that may exist with respect to the function of the board.
- Facilitate the training of new board and commission members by providing suggestions and relevant information to town staff responsible for providing such training.

- Attendance at monthly board meetings is recommended but not required. Attention should not be focused on the trustee liaison and his or her input. (If Trustee liaison participation is critical to a particular item, a direct invitation should be made to the trustee liaison, explaining why participation is deemed to be critical.)

Orientation and Training

Staff liaisons should provide new board members with pertinent materials which will assist new members in becoming fully functioning members of the board. Established board members are encouraged to share their experience and knowledge with new members.

Meeting Responsibilities

Conduct of Meetings

It is important that boards and commissions conduct their meetings in a manner that is procedurally correct. It is recommended that boards and commissions follow the procedures for the conduct of meetings as established in *Robert's Rules of Order;* however, the chairpersons of town boards and commissions are permitted to decide on the conduct most appropriate to run an efficient meeting.

Public Input

Each board or commission shall, at or near the beginning of its regular meetings, afford members of the public an opportunity to speak to any matter coming within the purview of the board or commission, regardless of whether such matter is scheduled for consideration at that particular meeting. Time limitations may be imposed by the chairperson of the board or commission on such public input as necessary to conduct the business of the board or commission in a timely and efficient manner.

Meetings and meeting minutes are posted publicly and available on the Town's website.

Open Meetings

Colorado State Statute requires that all meetings of a board or commission, and all meetings of any committee of a board or commission, be open to the public at all times, except when the board or commission is meeting in a validly convened executive session.

The term "meeting" is defined as a gathering of a quorum or three or more members, whichever is fewer, of any board or commission, or any committee of such board or commission, at which any public business is discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. They also apply to telephone conference calls, electronic "chat room" conferences, or any other means of communication where

conference-like communication can occur. However, the term "meeting" does not include a chance meeting or social gathering at which the discussion of public business is not the central purpose.

Quorum Requirements

In order for a board or commission to conduct any business or take any formal action, it is necessary that a quorum of the membership be present at the meeting. A quorum consists of the majority of the total number of members specified by the Municipal Code to comprise the board or commission. This quorum requirement does not change even if a position on the board or commission is vacant and the Board of Trustees has not appointed a replacement. In the event that a quorum is not present for a meeting, alternate members can constitute the quorum and may vote. However, if there are not enough regular or alternate members present, those present can adjourn the meeting to a later date and time. Unless otherwise provided in the board or commission bylaws or Municipal Code, members present at the meeting by speaker phone shall be counted toward establishing a quorum, and may participate and vote in a non-quasi-judicial portion of the meeting. Attendance by speaker phone for purposes of establishing a quorum or participating and voting in the meeting is not permissible in quasi-judicial portions of meetings.

Minutes

Minutes must be taken at any meeting of a board or commission (or committee of a board or commission) at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur. Minutes are taken by the appointed secretary, or alternate if the secretary is not present. The minutes must be open to public inspection and a copy must be filed with the Town Clerk upon approval.

Approval of Minutes

Any additions, deletions, or corrections to the minutes should be presented by board and staff members.

A motion should be made and seconded to approve the minutes of the last meeting as amended.

The approved minutes should be signed by the chairperson and secretary of the board or commission. The secretary is responsible for ensuring the approved minutes are sent to the Town Clerk for inclusion in the Board of Trustees packet.

Discussion Items

While the minutes should be as accurate as possible, the secretary is not required to record every remark made at a meeting. The secretary should not make the minutes a verbatim transcript.

The minutes should include a description of each item being discussed. Listing questions and answers during discussion of each item is not necessary; however, comments that summarize board member

positions on each item should be included as support for each board member's vote on each issue. The exact wording of any motion made should be included in the minutes and the maker and second of the motion should be noted. If the motion is approved or defeated unanimously, such should be noted. If the vote on a motion is split, the record should reflect those voting in favor of the motion and those voting against the motion.

Adjournment

Recording adjournment of a meeting in the minutes is advisable, since it indicates whether the meeting was finally adjourned, or adjourned to another time prior to the next regular meeting. If the meeting was adjourned to another time prior to the next regular meeting, this date and time should be recorded in the minutes.

Filing and Distribution of Minutes

Written minutes of board and commission meetings are considered permanent records of the municipality. The Municipal Code requires boards and commissions to file minutes with the Town Clerk for incorporation into the records of the municipality. Minutes are approved via the consent agenda by the Board of Trustees.

FILTERING QUESTIONS

Buena Vista Filtering Questions

These are the questions the Buena Vista Board of Trustees utilizes to filter potential strategies, policies, etc. in their contribution to our Collective Vision for Buena Vista. If they generally pass these questions, they can be approved with a fair degree of certainty, acknowledging that every possible variable cannot be accounted for. These questions can be used in a similar way for advisory boards and commissions that are seeking to filter similar strategies, policies, and decisions.

Cause/Effect

1. Is the proposed action/strategy/policy in reaction to something? If so, what? Does it address the root cause of whatever we are reacting to?
    a. For a policy, what is the problem this policy is addressing/preventing and why does this problem exist? What does the problem prevent the citizens from achieving?

Social Logjam

2. Will this negatively affect the quality of life of others? Will this so offend neighbors, the County, our constituency, etc. that we will stop progress toward our Vision?

Marginal Reaction

3. If you have to choose between various options, which will take you toward the Vision most effectively?

Energy/Money Source/Use

4. What is the *source* and *use* of energy needed for this action, if any? Is it the best fit for our Vision?
5. What is the *source* and *use* of money needed for this action? Is it the best fit for our Vision?

Economic Contribution

6. Will this contribute to our sales tax? (Or: Will this enhance our local economy?)
7. If this is a new enterprise, what is its potential gross profit and how does that compare with other enterprises the Town has?

Financial Weak Link:

8. If we plan to spend money, will we be channeling our resources in the most appropriate way, according to what we presently need most as a town:
    a. 1) Capitalizing on/enhancing staff's capabilities and/or our current resources or 2) Enhancing our current resources.

b. Enhancing our “brand” as a town.

c. Actually marketing ourselves to potential tourists, new residents, and/or businesses.

Sustainability

9. Will this enhance or degrade the overall natural, social, and economic resources that we need in the future to sustain our desired quality of life?

Final check

10. Now that you’ve answered the other questions, will this particular action/strategy/policy bring us closer to our Vision?

PROJECT REQUESTS

The following project request form is designed to be used by Advisory Boards or other groups requesting direction and/or time or funding resources from Town.

Project Title:
Advisory Board or Commission:

Explain the project or request in 50 words or less:

What is the estimated timeline for the project?

Who will be carrying out the project (list the advisory board or commission(s) involved) and how the public is involved (public meetings, surveys, etc.)?

Which staff or department is involved? Explain how much staff time this will require and how you arrived at this estimate?

Explain the project budget, including outside funding/resources (include any grants) and how much money is being requested from the Town, and how you arrived at this estimate.

<u>Answer the following questions:</u>

1. Provide a Problem Statement that includes the problem you are trying to address with this project and the root cause of the problem, in your estimation.

2. Please describe the potential positive and negative effects this project may have on the quality of life of others.

3. Town will have to reallocate time and/or money for any new project. Given your awareness of town and current/proposed projects, from what source should resources be diverted to accomplish this project? What else might you suggest?

4. If Town will be asked to spend money, what should be the source of those funds? Will this use be a one-time expense, regular and ongoing, or be based on borrowing/use of credit?

5. Please explain the extent to which this will contribute to our sales tax revenue and/or enhance the local economy.

6. Circle the intended impact(s) of the proposed project, in general. Choose only one.
    a. Capitalize on/enhance Staff's capabilities and/or Town's current resources.
    b. Enhance our "brand" as a town/community
    c. Market ourselves to potential tourists, new residents, and/or businesses

7. Please explain how this will enhance the overall natural, social, and economic resources that we will need in the future to sustain our desired quality of life.

Conflict of Interest Guidelines

Introduction

The members of town boards and commissions are subject to certain rules of ethical conduct established by the code. The following summary highlights the primary areas of concern addressed by these rules. When in doubt, a board or commission member should ask staff for clarification of any applicable regulations.

Conflicts of Interest

A board or commission member should refrain from voting on or attempting to influence any decision in which he or she has a financial or personal conflict of interest.

Generally, a board or commission member has a financial interest in a decision when the decision entails some foreseeable, measurable financial benefit to the individual member or a relative.

Even if a member does not have a financial interest in a decision or recommendation, a personal interest may also create a conflict of interest. The test for a personal interest is whether, in the judgement of a reasonably prudent person, a decision would cause the board or commission member to experience some direct or substantial benefit or detriment different in kind from that experienced by the general public. In applying this test in a business context, a board or commission member should check with town staff before participating in any decision which directly and substantially benefits a business in which he or she either has a substantial financial interest or is engaged as a consultant or representative. Or, if a decision of the town might directly and substantially affect a particular business to its economic detriment, and a board or commission member has a substantial financial interest in a competing firm, the member should also exercise caution in deciding whether to participate in the decision.

Contracts with the Town

Board and commission members and their relatives are prohibited from having a financial interest in sales to the town, but only if they exercise, directly or indirectly, any decision-making or supervisory authority with regard to the goods and services to be sold to the town.

As to purchases from the town, such purchases are permitted only when the property is offered for sale at an established price and not by bid or auction, and the purchase must be on the same terms and conditions as would be available to all members of the general public.

Disclosure of Confidences

Board and commission members sometimes receive confidential information from town staff. Such information should not be used for the private benefit of the board or commission member or any other

individual. Additionally, disclosure of the information is prohibited if a reasonable person would consider that the disclosure would injure the financial interests of the town.

Gifts and Favors

The acceptance of honoraria (compensation for speech or participation in public events as an official of the town) is prohibited. The acceptance of any other gift or favor from persons doing business with the town or desiring to do business with the town is also prohibited if the gift or favor might reasonably be construed as compensation for an official decision or as something that would tend to impair the board or commission member's independence of judgement in the performance of his or her official duties.

The following specific items are excluded from the definition of prohibited gifts or favors and may be accepted:

- Nonpecuniary awards for public service.
- Reimbursement for expenditure for attending job-related conferences or other meetings.
- Invitations to social functions or meetings which are not extraordinary when viewed in the light of the position held by the board or commission member.
- Perishable or nonpermanent items that are insignificant in value, such as meals, lodging, travel, or tickets to sporting, recreation, educational, or cultural events.
- Salary from outside employment.

Checklist

The following questions are suggested when examining a potential conflict of interest or a question of ethical conduct. If the answer to the question is "yes," the board or commission member should avoid participating in the decision or engaging in the proposed transaction:

- ☐ **Sales to the town**: Will I or my relative receive some foreseeable, measurable financial benefit? Am I involved in the procurement or supervision?

- ☐ **Financial interest in a decision:** Will I or my relative receive some foreseeable, measurable financial benefit?

- ☐ **Personal interests:** Would a reasonably prudent person believe that I or my relative will realize or experience some direct and substantial benefit or detriment from this decision that is different in kind from that experienced by the general public? Will the business that either of us represents directly and substantially benefit? Will a competing firm be directly and substantially harmed?

- ☐ **Gifts or favors:** Is this gift or favor being offered to me because of a decision I have made or am about to make? Would a reasonably prudent person think that this gift or favor would impair my

independence of judgment? (Any gift accepted should fit under one of the exemptions in the code.)

- ☐ **Confidences**: Am I about to use or disclose a confidence which, in the judgment of a reasonably prudent person, would injure the financial interests of the town? Will I be using it for private gain, either for myself or for another person?

Appeals Procedure

The decisions of certain boards, commissions, and other decision makers can be appealed to the Board of Trustees. Questions regarding the appeal process should be directed to the Town Clerk's office by calling 719-395-8643.

Thank you for volunteering your time to serve on a Town of Buena Vista Advisory Board or Commission!