

2021 ADVISORY GROUP GUIDEBOOK



ADVISORY COMMITTEE FOR ENVIRONMENTAL SUSTAINABILITY

CULTURAL ARTS AND PUBLIC SPACES ADVISORY COMMITTEE

HISTORICAL COMMISSION

OPEN SPACE ADVISORY COMMITTEE

PARKS AND RECREATION ADVISORY COMMITTEE

PLANNING COMMISSION

SUPERIOR YOUTH LEADERSHIP COUNCIL

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TOWN OF SUPERIOR ADVISORY GROUP DESCRIPTIONS

Advisory Committee for Environmental Sustainability (ACES)

The Advisory Committee for Environmental Sustainability (ACES) works to support environmental sustainability in the Town of Superior by focusing on water and energy efficiency, waste management, and other activities that support resource conservation, improved air and water quality, and climate change mitigation.

ACES was formerly called the Waste Diversion Advisory Committee and was created by the Board of Trustees at their May 14, 2001 meeting to help meet the goal of minimizing waste generated in Superior through recycling, reuse and pollution prevention. In November of 2005, the committee's name changed to the Recycling and Conservation Advisory Committee, and in December of 2017 the name changed again to the Advisory Committee for Environmental Sustainability with expanded scope beyond waste management.

Trustee Liaison: Tim Howard

Alternate Trustee Liaison: Ken Lish

Staff Liaison: Karen A. Snortland – Recreation Supervisor

Cultural Arts and Public Spaces Advisory Committee (CAPS)

The Cultural Arts and Public Spaces Advisory Committee's focus is to envision and create engaging arts and cultural experiences, inspired public spaces, opportunities to build community and to advise the Board on such. The committee will also work with the Board by advising on the selection of art installations and cultural developments within the Town, cultivate opportunities to gather and create a community and assist in the preparation of applications for grants. The Town Board of Trustees at their regular meeting on December 12, 2016 announced the appointment of the Cultural Arts and Public Spaces Advisory Committee (CAPS).

Trustee Liaison: Laura Skladzinski

Alternate Trustee Liaison: Paige Hennen

Staff Liaison: Deana Miller – Cultural Arts and Events Supervisor

Historical Commission

The Town of Superior partners with the Historical Commission to preserve and protect the historical treasures in our community. The group is comprised of volunteers who live in or once lived in Superior or surrounding communities. Since its inception in 1999, the Commission has continued taking steps to preserve and enhance Superior's past. Significant accomplishments over the years with the cooperation of the Town of Superior include: development of Grasso and Asti Park, historical survey of existing homes in Original Superior, restoration of an Industrial Mine Camp House that is now used for monthly Museum openings, regular hosting of educational programs for the community, installation of an iron fence around the Superior Cemetery and restoration of the Town's historic fire truck.

Trustee Liaison: Paige Hennen

Staff Liaison: Lydia Yecke – Recreation Coordinator, Bryan Meyer – Recreation Supervisor

Open Space Advisory Committee (OSAC)

The purpose of the Open Space Advisory Committee is to investigate options for preserving land for open space purposes in Superior. OSAC's mission is to acquire, conserve, and provide stewardship of natural open space lands and associate resources, to ensure public enjoyment and appropriate recreation, and to conduct relevant educational programs.

Trustee Liaison: Neal Shah

Alternate Trustee Liaison: Mayor Pro Tem Mark Lacis

Staff Liaison: Allison James – Management Analyst II

Parks and Recreation Advisory Committee (PARC)

The Parks and Recreation Advisory Committee's purpose is to consider and provide input to the Town Board on park and recreation programs, services and facilities. PARC is charged with advising the Town Board on the master plan addressing parks and recreation services, goals and objectives for parks, recreation, and trails in the Comprehensive Plan, and work cooperatively with OSAC and other advisory groups on open space and related information.

Trustee Liaison: Paige Hennen

Alternate Trustee Liaison: Neal Shah

Staff Liaison: Leslie Clark – Parks, Recreation and Open Space Director

Planning Commission (PC)

Superior's Planning Commission (PC) evaluates land use and development proposals and makes recommendations to the Town Board. PC schedules meetings twice a month to consider development proposals in relation to Town Code provisions, the Comprehensive Plan, and other governing documents like planned developments. These public meetings provide PC with an opportunity to consider public input regarding land use items and other related projects under the purview of the PC. PC consists of nine members, eight of whom are appointed by the Town Board and serve staggered 4-year terms. The ninth PC member is Superior's Town Clerk. In addition to development review, PC also works on other planning-related efforts, such as subarea studies and policy and code updates, as established via PC's annual Work Plan which is adopted in collaboration with Superior's Town Board.

Staff Liaison: Steven Williams – Planning and Building Manager

Superior Youth Leadership Council (SYLC)

The Superior Youth Leadership Council is an advisory committee of the Town of Superior. SYLC is charged with the following duties: supporting and providing a voice for Superior's youth; contributing to the Superior community through service, focusing on activities, education and communication to and for Superior's youth; representing youth interests within the Town; and providing feedback and information about youth needs and interests. SYLC consists of up to 25 Superior residents in grades 8-12.

Trustee Liaison: Laura Skladzinski

Alternate Trustee Liaison: Tim Howard

Staff Liaison: Kevin Colón – Community Relations Manager

ADVISORY GROUPS MEETINGS AND CONTACT INFORMATION

Advisory groups meet at the following times and places unless a specific change is announced.

<i>Advisory Groups</i>	<i>Meeting Date/Time and Location</i>	<i>Contact Email</i>
Advisory Committee for Environmental Sustainability	2nd Thursday @ 5:30 pm - Virtual	ACES@superiorcolorado.gov
Cultural Arts and Public Spaces Advisory Committee	4th Thursday @ 6:00 pm - Virtual	CAPS@superiorcolorado.gov
Historical Commission	3rd Friday @ 10:00 am - Virtual	HISTORIC@superiorcolorado.gov
Open Space Advisory Committee	2nd Wednesday @ 5:30 pm - Virtual	OSAC@superiorcolorado.gov
Parks and Recreation Advisory Committee	3rd Wednesday @ 7:00 pm - Virtual	PARC@superiorcolorado.gov
Planning Commission	1 st & 3 rd Tuesday @ 7:00 pm - Virtual	PlanningCommissionGroup@superiorcolorado.gov
Superior Youth Leadership Council	1st Wednesday @ 6:30 pm - Virtual	SYLC@superiorcolorado.gov

WELCOME

Welcome to the Town of Superior Advisory Groups! Your selection as an active member of an advisory group provides you with a valuable opportunity for genuine public service. Advisory Groups (committees, commissions and councils) are simply groups of residents who come together to research and discuss pertinent items in their area to provide information and recommendations to the Board of Trustees helping to inform their final decisions on the related matters. Advisory Groups do not have decision-making power. Their specific duties and functions are established by the Town Board. In addition, groups may plan and participate in special projects. Although the specific scope and duties of each advisory group vary widely, there are certain responsibilities common to all advisory members. The following information and guidelines will assist you in maximizing your contribution to the community. Thank you for giving your time and energy to such an important role in the Town of Superior.

INTRODUCTION TO TOWN GOVERNMENT

Board of Trustees

The Town of Superior is a statutory municipality operating under the Town Board/Town Manager form of government. The Board adopts ordinances and resolutions, appropriates funds to conduct Town business, and provides policy direction for Town governance through Town Staff and advisory groups. The Mayor and Trustees are elected by popular vote to four-year terms by the residents of Superior. Each year, the Board creates goals to prioritize the work ahead. These goals serve as a good starting point for advisory members when considering new projects or work plan items.

Each advisory group is responsible to investigate and make thoughtful recommendations on issues coming before the Board of Trustees. Such recommendations are often most useful when they include alternatives considered and an analysis of the alternatives. Matters upon which an advisory group makes recommendations can come from the Town Board, Town staff, the residents of Superior and/or the members themselves, as long as it relates to the current Town Board goals. The Board of Trustees does not wish to impose a rigid structure upon the thoughts and ideas of any advisory group, but instead welcome creative and innovative ideas from many different sources in order to make decisions.

When considering recommendations from advisory groups, the Board of Trustees attempts to balance the many diverse interests in our community. There may be times when advisory group recommendations will not prevail or will be modified by the Trustees. It is important to recognize this is not a rejection of the integrity of the recommendation, but is an inevitable part of the process of municipal decision making where a variety of views, perspectives, and recommendations are considered.

Town Manager

The Town of Superior employs a full-time Town Manager appointed by the Board of Trustees. The Town Manager oversees day-to-day operations of the Town and supervises both staff and contractors, including the following departments:

- Town Clerk
- Finance Department

- Building Department
- Parks, Recreation and Open Space
- Public Works and Utilities
- Planning Department
- Economic Development
- Municipal Court

The Town Manager assists departments with program planning and implementation, and assists staff in following Board of Trustees directives. The Town Manager undertakes research at the direction of the Board and makes recommendations to the Board.

Town Board/Town Manager Form of Government

	Board of Trustees	Town Manager
Responsible for:	Policy decisions	Day-to-day operations
Hires and Supervises:	Town Manager Town Attorney Municipal Judge	All other Town staff members/employees

ADVISORY GROUP GENERAL PROVISIONS

Details about advisory groups can be found in Article XII, Section 2-12-10 of the Superior Municipal Code. The Board of Trustees may, by ordinance, establish appointive groups to advise the Board on various issues and perform functions as the Board may designate. The establishing resolution of each advisory group sets the purpose, duties, and operating procedures and establishes the terms of office of the members, including initial overlapping terms.

In addition to the duties and functions specified in the Municipal Code for any particular advisory group, members are authorized to conduct investigations and make reports and recommendations to the Board of Trustees related to its charge or area of responsibility, upon the request of the Board of Trustees or the Town Manager.

The Board may change any or all of the purposes, duties and procedures of any advisory group and may abolish any advisory group, which is not required by the municipal code or law.

How Do Advisory Groups Represent the Town?

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

Public statements should not contain promises that may be construed to be binding on an advisory group, staff, or the Town Board. When making a public statement, members should remind listeners that advisory group actions are recommendations and that final action will be taken by the Town Board. Remember your actions and statements as an advisory member assume special significance, and if not responsibly discharged, could result in a situation detrimental to the Town's best interests.

Although advisory members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and not that of an exclusive group or interest.

Conflict of Interest Guidelines

The objective of the Town is that appointed advisory members avoid **any** conflicts of interest. A member should carefully consider for himself or herself avoiding even the appearance of impropriety. Where a conflict exists, and even in situations where the member is unsure an actual conflict exists, but there is seeming impropriety present, the Town requires the following procedures to be followed:

Immediately and publicly, disclose the nature and extent of the conflict. Do not participate in any discussion or decision regarding the action before the advisory group. Leave the room.

In addition: do not participate in discussions with other members of the advisory group or Town staff regarding the matter. Do not attempt to influence the matter publicly or privately. These rules apply whether interest is direct or related to the interest of an immediate relation of the member.

What is considered a conflict? Key terms in answering this are whether there is an “interest.” The definition of “interest” is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. Your interest extends to relatives and any business in which you are an officer, director, or employee or own more than 1% of outstanding shares.

Occasionally, gifts are offered to advisory members. Members may not solicit or accept a present or future gift, favor, discount, service, or other thing of value from a party to a Town contract, or from a person seeking to influence your official action. There is an exception for “occasional non-pecuniary gift” of \$15 or less, unless the gift, no matter how small, may be associated with the member’s official action, whether concerning a contract or some other matter.

Additional rules to keep in mind:

- Members may not use non-public information for personal or private gain.
- Members may not use any Town employee’s time for personal or private reasons.
- Members may not use Town vehicles or equipment, except in the same manner as available to any other person.

If you are unsure of your legal responsibilities on any matter regarding your role as an advisory group member, please seek the advice of the staff liaison as soon as possible, particularly before a meeting where you may have a conflict of interest respecting a matter before the advisory group you are serving.

Membership Appointment

The following limitations are applied to advisory group membership:

No person may serve on any one advisory group for more than two complete terms. Partial terms shall not count toward the two-term limit. Once a person has served two consecutive three-year terms, at least one year shall elapse before that person is eligible to serve again on the same advisory committee. Please note: Youth Council members can serve two-year terms from their 8th grade year to their senior year of High School.

No person will be appointed by the Town Board to serve concurrently on more than one advisory group. This limitation does not apply to groups deemed to be temporary in nature. Employees may not serve on any advisory group appointed by the Town Board.

All persons appointed, or reappointed, to any advisory group shall be Town residents. Any member serving on an advisory group who relocates outside of the Town during their term of service on an advisory group, regardless of their date of appointment or reappointment, shall resign their membership. These limitations shall not apply to applicants for or members of the Historical Commission.

Liability

When performing authorized functions, advisory members are considered Town volunteers and are entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects

advisory members from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. To minimize risk of liability to themselves or the Town, advisory members should keep in mind they are members of a collective body and therefore, should avoid acting individually on a matter unless clearly authorized to do so. Also, members should stay within their authorized activities and not act in cases where a conflict of interest exists.

Attendance Policy

Upon application for and acceptance of appointment, advisory group members demonstrate their intention and ability to attend meetings. Regular attendance is essential so that decisions will represent the opinions of the group as a whole. In addition, regular attendance enables advisory members to keep abreast of group interests and helps ensure that issues are examined from a variety of perspectives.

Poor attendance may result in removal from an advisory group. If a member experiences recurring attendance problems, the chair of the advisory group (or if the chair is the person experiencing the attendance problems, then the vice chair) should contact staff so that he/she can work with the staff and Trustee liaison of the affected advisory group to address the issue.

Removal and Resignation

All advisory members are subject to removal by majority vote of the Board of Trustees. Any vacancy during the unexpired term of any member is filled by appointment from the Board of Trustees for the remainder of the term.

(a) An advisory committee member may be removed by majority vote of the Board of Trustees for any one (1) or more of the following reasons as per ARTICLE XII, Section 2-12-50 of the Superior Municipal Code

- (1) Absences from three (3) consecutive regular meetings of an advisory committee;
- (2) A consistent failure to attend regularly scheduled meetings of the advisory committee;
- (3) A pattern of misconduct at meetings; or
- (4) Violation of the ethics code set forth in the Town of Superior municipal code (ARTICLE VIII, Section 2-8-10 through Section 2-8-60).
- (5) Harassment or mistreatment of the public, other advisory committee members or Town staff, whether occurring at a meeting or through other forms of communication, including without limitation telephone and electronic mail.

(b) An advisory committee member subject to removal shall be provided the opportunity to resign prior to the Board of Trustees taking action on any proposed removal. If the member chooses not to resign, the member shall be given no less than five (5) days notice in writing that the Board of Trustees will be considering the member's removal, and said notice shall include the reasons for the proposed removal. The member shall be given an opportunity to respond to the proposed grounds for removal either in writing or in person at a regular Board of Trustees meeting prior to the Board of Trustees taking any action to remove said member.

Vacancies, Interviews and Appointments

Vacancies on an advisory group shall be posted on The Town of Superior advisory group webpages and any other resource deemed necessary, with the purpose of filling any immediate vacancies and also creating a pool of applicants for the purpose of filling interim vacancies.

Interviews and Town Board appointments are typically held quarterly in March, June, September and December of each year, unless otherwise noted. Interviews occur during the first Town Board meeting of the month and appointments during the second meeting of the month. Applicants for advisory groups must be residents of the Town of Superior.

Staff liaisons are responsible for notifying the advisory group staff when a member resigns or a vacancy exists for other reasons. Staff will publish vacancies, through means deemed necessary by the Town Board, with the purpose of filling any immediate vacancies and also creating a pool of applicants for future vacancies.

Town Board will appoint replacements by official resolution as needed. Notification of changes will be communicated to staff and Trustee liaisons.

Election of Officers

Each advisory group shall choose its own officers from among its members. The election of officers shall be held each year on or before the group's second meeting of each calendar year. The chair and vice chair may serve in this capacity for more than one term. The vice chairperson shall not automatically succeed to the position of chairperson the following year. It is suggested that new advisory group members attend at least one meeting prior to election of officers taking place.

Chairperson:

The role of the chairperson, at its most basic, is to preside over meetings; however, the role is much more varied and takes on a wide range of responsibilities.

The responsibilities of the chairperson are to:

- Plan meetings and develop the agenda in conjunction with the staff liaison.
- Chair/conduct meetings.
- Provide leadership and focus to ensure effective progression during each meeting.
- Clarify ideas as they are discussed and repeat recommendations to ensure all members fully understand the item for which they are voting.
- Ensure decisions made at meetings are followed through.
- Act as a spokesperson for the advisory group, including and not limited to presenting to the Town Board during Board Meetings.

An effective chairperson is one who:

- Focuses on listening and allowing room for others to share ideas and opinions.
- Encourages and facilitates each member of the advisory group to participate.
- Is able to direct the meeting in such a way that all views are heard without the meeting becoming bogged down on one item.
- Is impartial in letting all views be heard.

Vice Chairperson:

The main role of the vice chairperson is to preside over meetings when the chairperson is absent.

The responsibilities of the vice chairperson are to:

- Stand in for the chairperson if they are absent; including and not limited to, taking on all the responsibilities of the chairperson listed above.
- Assist the chairperson with matters between meetings.
- Coordinate with members on who will take notes during meetings, selecting a note taker before the meeting is called to order. In the event the vice chairperson is absent, the members in attendance will coordinate this selection in their absence.

The vice chairperson also needs all of the skills that make for an effective chairperson as described above. On occasions, due to personal issues experienced by the chair, the vice chairperson may be asked to fill the role of chairperson on more than a temporary basis.

How Do Advisory Group Members Relate to One Another?

On many occasions, the success or failure of the efforts of an advisory group is dependent upon the degree of cooperation evident among the individual members of the body. We encourage you to keep the following best practices in your interactions with other members:

- Show respect for each other's viewpoints.
- Allow others adequate time to present their views fully before making comments.
- Be open and honest.
- Welcome new members and help them become acquainted with their duties.
- Strive to minimize political action among members.

Staff Liaisons

Staff support is available to all advisory groups through various staff members and the assigned staff liaison. The Town Manager or designee will appoint a staff member as a staff liaison to each advisory group to serve primarily as the **communication link** between the advisory group and Town staff.

The responsibilities of staff and/or the staff liaison are to:

- Handle logistics regarding meeting scheduling, setup and public notification.
- Review and prepare the agenda with the chairperson prior to distribution.
- Post the meeting agendas to the Town's website.
- Distribute the agenda packet to all advisory group members in a timely manner
- Ensure the distribution of meeting notes to the members and on the Town's website.
- Assist the chair in coordinating the annual work plan:
 - Provide electronic access for Chairs to gather input from members
 - Ensure work plan is scheduled and discussed for submission to the Board in January or February of each year.
 - Ensure that the Department Director is familiar with the advisory group work plan and staff resources needed for implementation

- Inform the advisory group when the budget cycle occurs and explain the opportunities to provide input/make recommendations.
- Ensure new members are oriented to the advisory group, including procedures and projects.
- Keep an accurate record of attendance for all meetings of the advisory group.
- In collaboration with the Department Director, coordinate response to miscellaneous service requests raised during the course of an advisory group meeting.
- Ensure the election of officers is held on or before the February meeting each year.
- Provide information to the members regarding policy changes and distribute updated information.
- Advise Town staff of the following:
 - Attendance problems
 - Resignations
 - Meeting schedule/location changes
 - Name/address/phone number changes for advisory members

It should be noted that staff liaisons are **not** authorized to:

- Override a decision of the Board of Trustees (regarding a request by the advisory group).
- Serve as a resource for projects not on the advisory groups work plan without approval from Town Manager or as directed by the Town Board.
- Serve as a communications link between the Board of Trustees and advisory members. (This is the role of the Trustee Liaison.)

In order to initiate and dedicate staff time to significant projects not on the advisory groups work plan:

- The request must be supported by a majority of the advisory group's members.
- If a majority agrees, the members should make a formal recommendation to the Board of Trustees that is captured in the meeting notes.
- The Town Manager will evaluate the appropriateness of the request and will provide direction on whether or not staff should proceed.
- From time to time, staff liaisons may prepare cover memos to The Town Board. These communications are sent to the Town Manager. The Manger will respond to the staff liaison with any further communication.

Trustee Liaisons

The Board of Trustees may appoint one of its members as a liaison to any advisory group to serve as a communications link between the advisory members and the Board of Trustees as per ARTICLE XII, Section 2-12-40 (i) of the Superior Municipal Code. No Trustee shall serve on an advisory group as per Sec. 2-12-40 (e) of the Superior Municipal Code. An alternate Trustee liaison may also be selected.

The role of Trustee Liaison is further defined as follows:

- To communicate with the advisory members when official Board communication is needed.
- To help resolve questions the advisory members may have about the role of the Board of Trustees and or municipal government.
- To provide procedural direction and relay the Board's position to the members.
- To communicate to advisory members if conversations are deviating from the approved work

plans and/or Town Board goals.

- To engage in dialogue with advisory members in a manner that adds value without directing the group’s activities or work, unless the direction comes from the Board as a whole.

Trustee Liaisons shall make every effort to attend monthly advisory group meetings. In the event the designated Trustee Liaison is unavailable, the alternate Trustee Liaison may attend. Attendance by a Trustee Liaison should not affect the normal structure of a meeting. Attention should not be focused on the Trustee Liaison and their input.

Work Plans

The Board of Trustees asks all advisory groups to file Work Plans in January of each year. Work Plans are filed by staff with the Town Clerk. Work plans should set out major projects and issues for discussion for the upcoming year. 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 group. The following table includes the deadlines and action needed to complete the work plan review process:

WORK PLAN DEADLINES	ACTIONS
September 30	Work Plans 1st review discussion
October 31	Work Plans 2 nd review discussion
November 30	Final draft completed and approved
Early January	Staff liaison submits final draft to Committee Coordinator for submission in Town Board Meeting Packet.
January Board Meeting	Work plans reviewed by Board Members – If no revisions are needed, the final draft will be approved. If revisions are needed, the work plan will be sent back to the advisory group and approved at a subsequent Board meeting.

Conducting Meetings

Per the Colorado Sunshine Law and Colorado Open Meetings Laws (COML), all meetings at which any public business is discussed where a quorum is present are considered public meetings and are open to the public at all times.

Virtual Meetings

Meeting accessible only electronically, such as by webinar, online video conference (e.g., Zoom), or telephone conference, complies with the COML so long as the means to access the meeting electronically are made available to the public.

No advisory group shall conduct any closed meetings. All meetings shall occur in public buildings and or public facilities accessible to all members of the public. Meetings will be held only after full and timely notice to the public is provided; no less than twenty-four hours prior.

A “meeting” is further defined as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by any other means of communication.”

(2) (b) All meetings of a quorum or three or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are declared to be public meetings open to the public at all times.

(d) (III) If electronic mail is used to discuss public business, the electronic communication is subject to the above “meeting” requirements. As a rule of thumb, when responding to emails, only reply to the sender, avoid “reply all.” Email correspondence regarding public business is also subject to the Open Records law and should not be deleted.

Agenda and open meeting rules do not apply when advisory members are acting as volunteers carrying out a program or service of an advisory group, such as manning a booth or recycling stations at Town events or helping with set up of an advisory group event. However, members must take care when acting in these types of volunteer roles to ensure that they are not engaging in advisory group discussions to which these rules do apply. Recommendations and decision-making can only occur in a public meeting that is open to the public, proper notice is posted, and the meeting conforms to open meetings laws. Any questions regarding whether a proposed gathering, event or activity requires as an agenda and other meetings procedures should be directed to the staff liaison.

Smaller Group Work

Advisory groups may have the need, from time-to-time, for smaller group work and discussions in order to increase efficiency.

- An ad-hoc committee should be formed as needed when the nature of the work is more long term. The ad-hoc committee should then be formally dissolved once the work is accomplished. Ad-hoc committee meetings should be run under the same rules and guidelines as committee meetings and report to the advisory group as a whole for formal decision.
- A task force should be formed if there is an objective that can be achieved in a relatively short period of time (e.g. planning a specific event or analyzing a proposal). Task groups should be disbanded when the task(s) is complete.
- A working group should be formed complementary to the work of the advisory group, when there is a need to pursue objectives that overlap with several topic areas and the work is predicted for an indefinite period of time.

Quorum Requirements and Virtual Meetings

The majority of all of the members of an advisory group shall constitute a quorum. In order to conduct business at any meeting, a quorum must be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

For virtual meetings, the presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Public Notice, Agendas and Meeting Packets

Meeting packets are prepared by the staff liaison and advisory group chair. It is important for members to review the meeting packets, what is required for meeting preparation and give meeting agendas proper and timely consideration in order to meet Town staff deadlines. The following is required for meeting preparation:

- Agendas must be specific and list all topics on which substantive discussions or formal recommendation is expected.
- Agendas must be posted at least 24 hours in advance. Administratively, the Town requests all agendas be posted the week prior to the meeting to allow anyone who might be interested time to read the materials.
- Meeting notices will be posted via appropriate communication platforms.

During a meeting, substantive discussion is not allowed on any subject not listed on the agenda or not substantially related to a subject listed on the agenda.

Handling of Documents

Information not included in a meeting packet is considered confidential; therefore, all requests for information not publicly provided in a meeting packet must follow the Colorado Public (Open) Records Act C.R.S. 24-72-201 et seq.

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the advisory group. If it would enable the members to better meet its responsibilities, chairs/vice chairs can recommend to members the procedures for the conduct of meetings as established in *Robert's Rules of Order, Newly Revised*. A recommendation and majority vote is necessary to move forward with these procedures.

Public Input

Each advisory group shall, at or near the beginning of each of its regular meetings, afford members of the public an opportunity to speak to any matter coming within the purview of the advisory group, regardless of whether such matter is scheduled for consideration at that particular meeting. The advisory group is not required to address matters brought forth during public comment and time limitations may be imposed by the chair on such public input as necessary to conduct the business of the advisory group in a timely and efficient manner.

Meeting Notes

Notes must be taken at any meeting of an advisory group (or ad-hoc committee) at which a recommendation or any formal action occurs or could occur. The notes must be open to public inspection and a copy must be filed with the Town Clerk upon being finalized. At a minimum, the notes of a meeting should contain the following information:

- Date, time and location of the meeting.

- Listing of members present and a statement that those members constituted a quorum.
- Name and address of public comment participants.
- General outline of each major topic discussed
- Comments of individual members that illustrate the individual's viewpoints and opinions.
- Detailed recital of all recommendations and motions, who made the motion and the second, along with the recording of how each member voted on each recommendation.
- Detailed recital of any formal action taken.
- Time of adjournment.

While meeting notes should be as accurate as possible, the note taker is not required to record every remark made at the meeting - the notes should **not** be a verbatim transcript.

Following the template of the agenda, the notes should include a brief description of each item being discussed. It is not necessary to list questions and answers during discussion of each item; however, comments that summarize member positions can be included as support for each member's vote on issues.

Recording adjournment of a meeting in the notes is advisable, since it indicates whether the meeting was finally adjourned, or adjourned to another time prior to the next regular meeting. The adjournment should specify the time the meeting was adjourned to a later date and hour. The chair may adjourn the meeting by declaration.

Written notes of advisory group meetings are considered permanent records of the municipality. The Town of Superior requires staff liaisons for each advisory group to file notes with the Town Clerk for incorporation into the records of the municipality. After notes have been finalized, the staff liaison will send an e-mail with a PDF of notes to the Town Clerk and the Clerk's Office will distribute to the Board of Trustees. Electronic recordings do not take the place of written notes and should be used only in preparation of notes.

C.H.A.R.G.E.
A CHECKLIST FOR ADVISORY MEMBER EFFECTIVENESS

C – Code

Am I familiar with . . .

- The Town of Superior Municipal Code, in general?
- The establishing resolution and code of ethics for my advisory group, as outlined in the Municipal Code?
- What my fellow advisory members and I expect to achieve for the community?
- Board of Trustees goals for the current year.
- The name of the Trustee liaison and staff liaison to my advisory group?

H – Hierarchy

Do I understand . . .

- How my advisory group work affects the community?
- The scope of authority of my advisory group?
- The role of my advisory group’s staff liaison, Trustee liaison, chair and vice chair?
- My role as an advisory group member?

A – Accountability

Do I understand . . .

- My advisory group’s liability and my own liability as an individual member?
- What constitutes a conflict of interest?
- Exactly how the law requires a conflict of interest be handled?
- My advisory group’s accountability to the public?

R – Responsibility

Do I . . .

- Frequently attend advisory meetings?
- 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 members, has to our advisory group colleagues?

G – Goals

Do I know . . .

- My advisory group’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

Have I . . .

- Included everyone in the process (members, staff, board, residents)?
- Met my responsibilities and deadlines?
- Discussed with other members and staff what my advisory group can do to improve our overall performance?

ADVISORY GROUP CALENDAR

Advisory Groups Yearly Planning	
January	Work Plans finalized and submitted to Town Board
	Election of officers (January or February)
February	Election of officers (January or February)
March	Quarterly advisory group interviews and appointments (if vacancy)
April	Facilitate booth at annual Arbor Day Event
May	Reappointment notices emailed
June	Reappointments on Town Board Agenda
	Quarterly advisory group interviews and appointments (if vacancy)
July	On-Boarding of new members
	Facilitate booth at annual 4th of July Fest
August	
September	Facilitate booth at annual Chili Fest
	Begin creating or modifying Work Plans/budget requests
	Quarterly advisory group interviews and appointments (if vacancy)
October	
November	Annual Volunteer Appreciation Event
December	Advisory group Holiday Dinners
	Quarterly advisory group interviews and appointments (if a vacancy)