

2023

Advisory Committee 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 COMMITTEE 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: Mayor Pro Tem Neal Shah

Alternate Trustee Liaison: Jason Serbu

Staff Liaison: Alexis Bullen – Sustainability Analyst

Cultural Arts and Public Spaces Advisory Committee (CAPS)

The Town of Superior's arts program is supported by the Cultural Arts and Public Spaces Advisory Committee (CAPS). The advisory committee was officially established in 2016 by the Board of Trustees for the sole purpose of envisioning and creating engaging arts and cultural experiences, inspired public spaces, and engaging the community with artistic opportunities that promote community building. CAPS is comprised of volunteer residents and are assisted by a staff liaison as they continuously embark on improving creative opportunities. Since its inception, CAPS has been dedicated to the selection of public art, hosting community art events, and establishing the ARTery art path program. All of these efforts have been collectively guided by a master plan that serves as a roadmap to the committee in addition to annual Work Plans that are approved by the Board each year. From there, CAPS regularly seeks community input and/or makes recommendations to the Board for all of their creative endeavors.

Trustee Liaison: Sandie Hammerly

Alternate Trustee Liaison: Jason Serbu

Staff Liaison: Jennifer "JG" Garner – Arts & Historical Programs Supervisor

Historical Commission (SHC)

The Town of Superior partners with the Superior Historical Commission (SHC) to preserve and protect the historical treasures in our community. The committee is comprised of volunteers who are current residents or who 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 was used as the town's Historical Museum, 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: Bob McCool
Alternate Trustee Liaison: Sandie Hammerly
Staff Liaison: Jennifer “JG” Garner – Arts & Historical Programs 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: Stephanie Miller
Alternate Trustee Liaison: Mayor Pro Tem Neal Shah
Liaison: Tom Keras – Open Space Ranger

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 Committees on open space and related information.

Trustee Liaison: Jen Kaaoush
Alternate Trustee Liaison: Stephanie Miller
Staff Liaison: Bryan Meyer – Recreation Manager

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 Director

Superior Youth Leadership Council (SYLC)

The Superior Youth Leadership Council 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: Jen Kaaoush
Alternate Trustee Liaison: Mayor Mark Lacis
Staff Liaisons: Mikaela Gregg – Events & Volunteer Supervisor, Jeremy Hoffman – Recreation Coordinator

ADVISORY COMMITTEE MEETINGS AND CONTACT INFORMATION

Advisory Committees meet at the following times and location unless a specific change is announced.

<i>Advisory Committee</i>	<i>Meeting Date/Time and Location</i>	<i>Contact Email</i>
Advisory Committee for Environmental Sustainability	2nd Thursday @ 5:30 pm Superior Community Center	ACES@superiorcolorado.gov
Cultural Arts and Public Spaces Advisory Committee	4th Thursday @ 6:00 pm Superior Community Center	CAPS@superiorcolorado.gov
Historical Commission	3rd Friday @ 10:00 am Town Hall	HISTORIC@superiorcolorado.gov
Open Space Advisory Committee	2nd Wednesday @ 6:00 pm Superior Community Center	OSAC@superiorcolorado.gov
Parks and Recreation Advisory Committee	3rd Wednesday @ 7:00 pm Superior Community Center	PARC@superiorcolorado.gov
Planning Commission	1 st & 3 rd Tuesday @ 7:00 pm Town Hall	PlanningCommission@superiorcolorado.gov
Superior Youth Leadership Council	1st Wednesday @ 6:30 pm Superior Community Center	SYLC2@superiorcolorado.gov

WELCOME

Welcome to the Town of Superior Advisory Committees. Your selection as an active member of an advisory committee provides you with a valuable opportunity for direct public service. Advisory Committees (committees, commissions and councils) are groups of residents who come together to research and discuss pertinent items pertaining to the advisory committee's area of responsibility, in order to provide information and recommendations to the Board of Trustees. The purpose is to inform the Board's decisions on related matters. Advisory Committees do not have decision-making power. Their specific duties and functions are established by the Town Board. In addition, advisory committees may plan and participate in special projects as approved by the Town Board through the advisory committee's annual Work Plan. Although the specific scope and duties of each advisory committee vary broadly, there are certain responsibilities common to all advisory committee members. The following information and guidelines are intended to 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 through utilizing recommendations from advisory committees. The Mayor and Trustees are elected by popular vote to four-year terms by the residents of Superior. Each year, the Board creates goals and approves a *Budget and Capital Improvement Plan* (published on the Town website) to prioritize the work ahead. These goals, along with funding information, serve as a good starting point for advisory members when considering new projects or Work Plan items.

Each advisory committee is tasked with investigating and making 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 each of the alternatives. Matters upon which an advisory committee 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 committee, but instead welcomes creative and innovative ideas from many different sources in order to make decisions.

When considering recommendations from advisory committees, the Board of Trustees attempts to balance the many diverse interests in our community. There may be times when advisory committee 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.

ADVISORY COMMITTEE GENERAL PROVISIONS

Details about advisory committees 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 committee 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 committee, 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 committee and may abolish any advisory committee, which is not required by the municipal code or law.

How Do Advisory Committee Members Represent the Town?

As an individual member of an advisory committee, you must not represent your own views or recommendations as those of the entire advisory committee, 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 committee or Town.

Public statements should not contain promises that may be construed to be binding on an advisory committee, staff, or the Town Board. When making a public statement, members should remind listeners that advisory committee actions are recommendations and that final action may only 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 committee. Leave the room.

In addition: do not participate in discussions with other members of the advisory committee 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 committee 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 committee you are serving.

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.

Membership Appointments

All persons appointed, or reappointed, to any advisory committee shall be Town residents – with the exception of SHC. Any member serving on an advisory committee who relocates outside of the Town during their term of service on an advisory committee, regardless of their date of appointment or reappointment, shall resign their membership. Please note: in 2022, following the Marshall Fire, the Town Board made an exception allowing advisory committee members to serve if they temporary relocated outside of Superior due to significant tragedy or hardship.

Each advisory committee (with the exception of SYLC) has staggered-term seats. These staggers were set when each advisory committee was established. The purpose of these staggered terms was to create staggered term-limit dates so as to avoid multiple members’ terms ending at the

same time and potentially hindering the committee's ability to meet quorum. A partial term occurs when a seat is vacated prior to the term-limit date.

A person may serve up to two consecutive three-year terms (with the exception of SHC, PC and SYLC which have specialized limits). A partial-term shall not count toward the two-term limit. Once a person has served two consecutive full terms, at least one year shall elapse before that person is eligible to serve again on the same advisory committee. *If an advisory committee member is term-limited under and the Board of Trustees is unable to appoint any other person to fill the vacancy on the affected committee, the Board of Trustees may reappoint the term-limited member despite the term limits set forth.*

Please note: Youth Council members can serve multiple two-year terms from their 8th grade year to their senior year of High School. Historical Commission members serve three-year terms with no limit. Planning Commission members serve four-year terms with no limit.

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

Vacancies, Interviews and Appointments

Vacancies on an advisory committee shall be posted on The Town of Superior advisory committee 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 committees must be residents of the Town of Superior. Please note: in 2022, following the Marshall Fire, the Town Board made an exception allowing advisory committee members to serve if they temporary relocated outside of Superior due to significant tragedy or hardship.

Staff liaisons are responsible for notifying the advisory committee 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.

Attendance Policy

Upon application for and acceptance of appointment, advisory committee 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 committee. If a member experiences recurring attendance problems, the chair of the advisory committee (or if the chair is the person experiencing the attendance problems, then the vice chair) should contact staff so that they can work with the staff and Trustee liaison of the affected advisory committee to address the issue.

Remote Participation Policy. Remote Participation shall be allowed at all meetings for members of the public. Members of the Board of Trustees, advisory boards, commissions, and committees are expected to attend meetings in-person unless the entire meeting is being held remotely. However, Remote Participation shall be permitted for members of the Board of Trustees, advisory boards, commissions, and committees only if a member is out of town or for health reasons. These instances should be occasional in nature and not a regular occurrence. Should a member require Remote Participation, the member shall notify their applicable board, commission, or committee prior to the meeting and will keep their camera on during the meeting.

How Do Advisory Committee Members Relate to One Another?

On many occasions, the success or failure of the efforts of an advisory committee 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.

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.

ADVISORY COMMITTEE MEETING POLICIES AND LOGISTICS

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.

No advisory committee 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 committee, such as volunteering at a booth or zero-waste stations at Town events or helping with set up of an advisory committee event. However, members must take care when acting in these types of volunteer roles to ensure that they are not engaging in advisory committee 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.

Virtual Meetings

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

Smaller Group Meetings

Advisory committees may have the need from time-to-time for smaller group work and discussion. All small group meetings of 3 or more advisory committee members where there will be discussion

of public business and/or formal actions and/or recommendations established, must follow public-notice guidelines.

- A **subcommittee** should be formed as needed when the nature of the work is more long term. The subcommittee should then be formally dissolved once the work is accomplished. Subcommittee meetings should be run under the same rules and guidelines as committee meetings: public notice of the meetings is required; meetings must be open to the public and public record documentation (agenda and notes) must be provided. Subcommittees do not have decision-making authority; the subcommittee must report to the advisory committee as a whole for formal voting and any decision making.
- 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 task force does not have decision-making authority; the task force must report to the advisory committee as a whole for formal voting and any decision making.
- A **working group** should be formed complementary to the work of the advisory committee, when there is a need to pursue objectives that overlap with topic areas and the work is predicted for an indefinite period of time. A work group does not have decision-making authority; the work group must report to the advisory committee as a whole for formal voting and any decision making.

Quorum Requirements

The majority of all of the members of an advisory committee shall constitute a quorum. Per advisory committee-specific Town Resolutions, “a quorum of (the advisory committee) for the purposes of conducting business shall be five (5) members.” In order to conduct business at any meeting, a quorum must be present. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date. An informal meeting may take place if it is void of any and all formal decision making and meeting procedures.

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 agendas and information are prepared by the staff liaison and advisory committee chair. It is important for members to review the meeting information, 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 committee. 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 (see appendix for Town procedure summary)*. A recommendation with a motion to vote and then a majority vote are necessary to move forward with these procedures.

Public Comment

Each advisory committee 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 committee, regardless of whether such matter is scheduled for consideration at that particular meeting. The advisory committee 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 committee in a timely and efficient manner.

Up to 30 minutes will be allowed for public comment during the "Citizen Participation" segment of each meeting. A maximum of five minutes will be allowed per speaker. In order to determine the actual amount of time to be allotted to each speaker, the Chair may ask for a show of hands by all persons intending to speak. If the number of persons intending to speak is more than six, the Chair will shorten the allotted time in order to allow as many people as possible to address the Committee within 30 minutes.

Meeting Notes

Notes must be taken at any meeting of an advisory committee (or subcommittee) 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. Town policy requests meeting notes be submitted no later than one week after a meeting. 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 town of residence 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 committee meetings are considered permanent records of the municipality. The Town of Superior requires staff liaisons for each advisory committee 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.

Work Plans

The Board of Trustees asks all advisory committees 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 committee. 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 for approval by the Board. 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 committee and approval will be considered at a subsequent Board meeting.

ADVISORY COMMITTEE ROLES

Trustee Liaisons

The Board of Trustees may appoint one of its members as a liaison to any advisory committee 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 committee 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 committee 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.

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 with the staff liaison in conjunction with the advisory committee's Work Plan.
- 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 committee, 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 committee 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.

Election of Officers

Each advisory committee 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 the 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 committee members attend at least one meeting prior to election of officers taking place.

Staff Liaisons

Staff support is available to all advisory committees 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 committee to serve primarily as the **communication link** between the advisory committee 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 committee 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 committee Work Plan and potential need for staff resources for implementation
- Inform the advisory committee when the Town's annual budget review occurs and explain the opportunities to provide input/make recommendations.

- Ensure new members are oriented to the advisory committee, including procedures and projects.
- Keep an accurate record of attendance for all meetings of the advisory committee.
- In collaboration with the Department Director, coordinate response to miscellaneous service requests raised during the course of an advisory committee meeting.
- Ensure the election of officers is held on or before the second 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

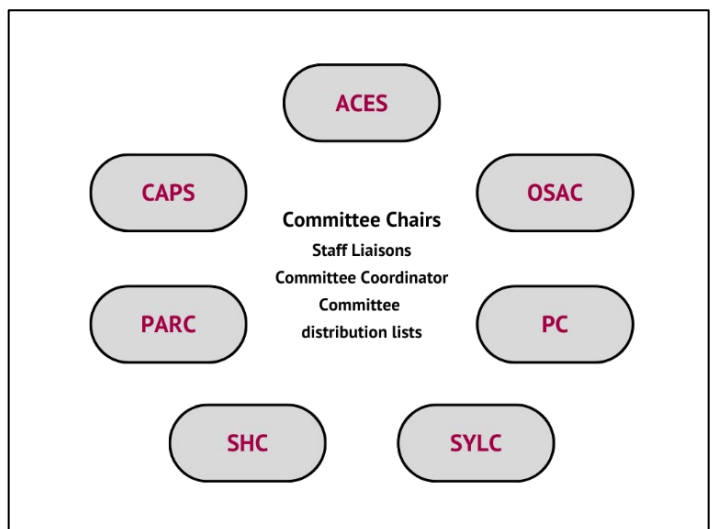
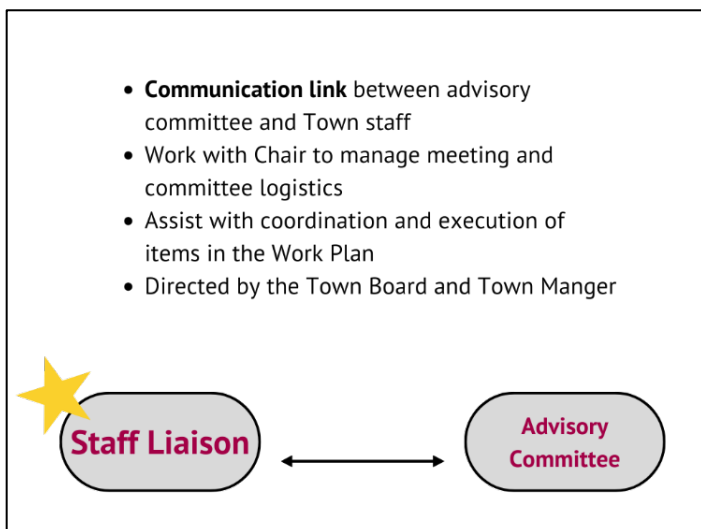
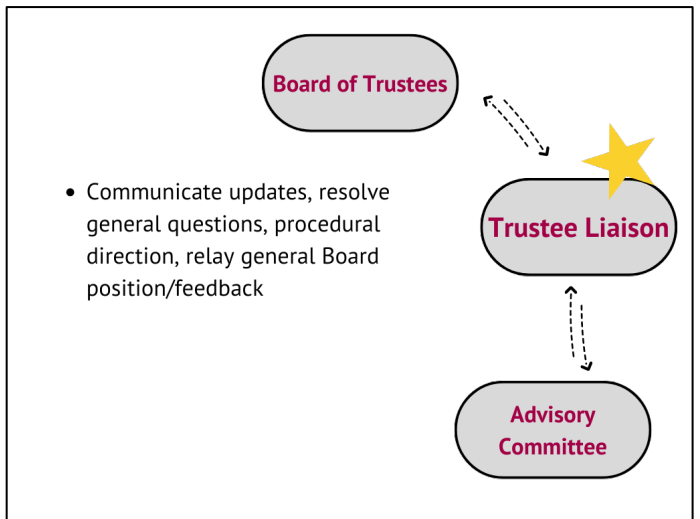
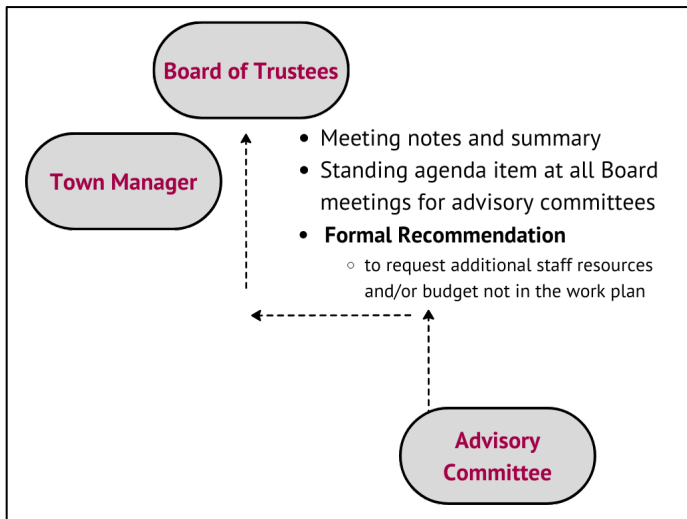
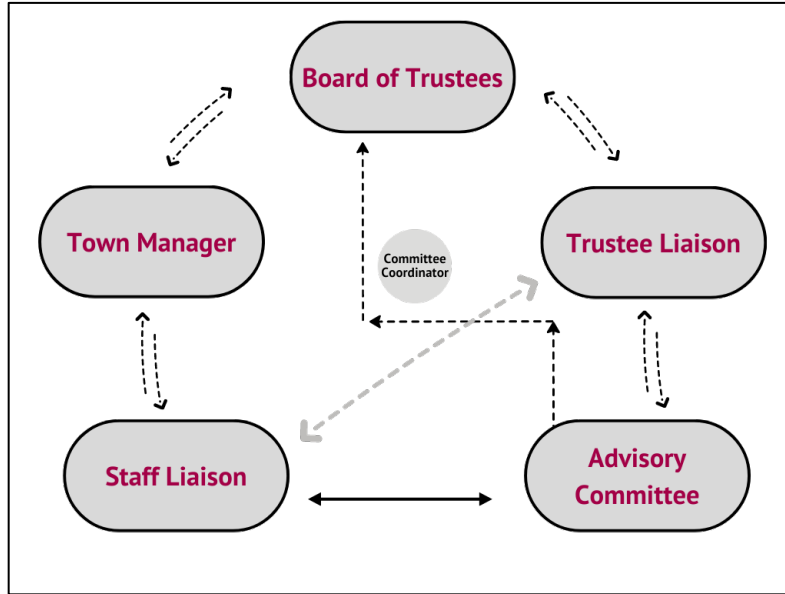
It should be noted that staff liaisons are **not** authorized to:

- Override a decision of the Board of Trustees or the Town Manager (regarding a request by the advisory committee).
- Serve as a resource for projects not on the advisory committees 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 committees' Work Plan:

- The request must be supported by a majority of the advisory committee'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 or direction.

COLLABORATION PATHWAYS



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 committee, 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 committee?

H – Hierarchy

Do I understand . . .

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

A – Accountability

Do I understand . . .

- My advisory committee'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 committee'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 committee colleagues?

G – Goals

Do I know . . .

- My advisory committee'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 committee can do to improve our overall performance?

ADVISORY COMMITTEE CALENDAR

Advisory committees 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 committee 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 committee 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 annual Work Plans/Town Budget requests
	Quarterly advisory committee interviews and appointments (if vacancy)
October	
November	Annual Volunteer Appreciation Event
December	Advisory committee Holiday Dinners
	Quarterly advisory committee interviews and appointments (if a vacancy)

RULES OF PROCEDURE

Section 1. Order of Business. The business of the _____ (the "Committee") shall be conducted in the following order:

Call Meeting to Order
Roll Call
Public Comment
Action Items
Presentations
Work Session Items
Discussion Items
Committee Reports
Other Business
Adjournment

Section 2. Time of Meetings.

- a. Committee meetings will begin precisely at ____ p.m.
- b. No more than two ten-minute breaks will be planned per meeting. All Committee members and staff will return to their seats at the conclusion of each break. The Chair will resume the meeting at the prescribed time.
- c. Every Committee meeting will end no later than 10:30 p.m., except that: (1) any item of business commenced before 10:30 p.m. may be concluded before the meeting is adjourned and (2) the Committee may, by majority vote, extend a meeting until no later than 12:00 a.m. for the purpose of considering additional items of business. Any matter which has been commenced and is still pending at the conclusion of the Committee meeting, and all matters scheduled for consideration at the meeting which have not yet been considered by the Committee, will be continued to the next regular Committee meeting.

Section 3. Public Comment. Up to 30 minutes will be allowed for public comment during the "Citizen Participation" segment of each meeting. A maximum of five minutes will be allowed per speaker. In order to determine the actual amount of time to be allotted to each speaker, the Chair may ask for a show of hands by all persons intending to speak. If the number of persons intending to speak is more than six, the Chair will shorten the allotted time in order to allow as many people as possible to address the Committee within 30 minutes.

Section 4. Committee Questions and Debate. Committee questions and debate regarding an agenda item will occur immediately following citizen input and prior to entertaining any main motion related to the item. Except when raising a point of order, Committee members seeking to ask questions or participate in debate will do so only when called upon by the Chair. The Chair may limit or curtail questions or debate as he or she deems necessary for the orderly conduct of business, except as overridden by a majority of Committee members present and voting, pursuant to a point of order. No Committee member will speak to an item more than once until all other Committee members have had an opportunity to be heard.

Section 5. Basic Rules of Order. The following commonly used rules of order will govern the conduct of Committee business. Except as specifically noted, all motions require a second. If there is a question of procedure not addressed by these rules, reference shall be made to Robert's Rules of Order, Newly

Revised Edition, for any needed clarification or direction. However, in the event of any conflict between these rules and Robert's Rules of Order, these rules of order shall prevail.

MAIN MOTIONS

Main motions are used to bring business before the Committee for consideration and action. A main motion can be introduced only if no other business is pending. Main motions require a second and may be adopted by majority vote of those Committee members present and voting, except that a motion to go into executive session requires a two-thirds vote of those present. A main motion may be made by any Committee member, including the Chair. It is debatable and may be amended.

SUBSIDIARY MOTIONS

These are motions that may be applied to another motion for the purpose of modifying it, delaying action on it, or disposing of it.

1. Motion to Amend. A motion to amend, once seconded, is debatable and may itself be amended once. However, a "secondary amendment," which is a change to a pending "primary amendment," cannot be amended. The point of a motion to amend is to modify the wording – and, within certain limits, the meaning – of a pending motion before the pending motion itself is acted upon. Once a motion to amend has been seconded and debated, it is decided before the main motion is decided. Certain motions to amend are improper. For example, an amendment must be "germane." To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. Another example of an improper motion to amend would be a motion that would merely make the adoption of the amended question equivalent to a rejection of the original motion, or one that would make the question as amended identical with, or contrary to, one previously decided by the Committee during the same session. "Friendly" amendments acceptable to the maker and the seconder of the main motion do not require a second and are permissible at any time before a vote is taken on the main motion. Only one amendment to a main motion is allowed – after that, any modifications to a main motion must be made by defeating the original main motion and introducing a new main motion.

2. Withdrawal or Modification of a Motion. In the brief interval between the making of a motion and the time when the Chair places the Motion before the Committee by stating it, the maker can withdraw or modify the motion. After a motion has been seconded and stated by the Chair, it belongs to the Committee as a whole and the maker must request the Committee's permission to withdraw or modify his or her motion.

3. Motion to Lay on the Table. A motion to table allows the Committee lay the pending question aside temporarily, but only when something else of immediate urgency has arisen. By adopting a motion to lay on the table, a majority has the power to immediately halt the consideration of a question, since a motion to table is neither debatable nor amendable.

4. Motion to Postpone Indefinitely. A motion to postpone indefinitely is, in effect, a motion that the Committee decline to take a position on an agenda item or main motion. Its adoption kills the agenda item or main motion for the duration of the meeting and avoids a direct vote on the item or motion. It is useful in disposing of an item or motion that cannot either be adopted or expressly rejected without undesirable consequences. It is debatable, but not amendable.

5. Motion to Postpone to a Certain Time (or Definitely). This is the motion by which action on an agenda item or a pending motion can be put off to a definite day, meeting or hour, or until after a certain event has occurred. This motion can be debated only to the extent necessary to enable the Committee to determine whether the main question should be postponed and, if so, to what date or time. Similarly, it is amendable only as to the date or time to which the main question should be postponed.

6. Calling the Question. "Calling the question" may sometimes motivate unanimous consent to end debate. If it does not, however, then debate does not automatically end. Instead, if any member objects to ending the debate, the Chair should ask if there is a second to the motion and, if so, he or she must immediately take a vote on whether to end debate. The motion is not debatable or amendable.

INCIDENTAL MOTIONS

These are motions which usually apply to the method of conducting business rather than to the business itself.

1. Point of Order. A Committee member who thinks that the rules of order are being violated can make a point of order, thereby calling upon the Chair for a ruling and an enforcement of the regular rules. Such a motion takes precedence over any pending question out of which it may arise. *This motion does not require a second*. It is not amendable and not debatable. However, with the Chair's consent, the member raising the point of order may be permitted to explain his or her point. In response to a point of order, the Chair can either immediately rule, subject to appeal to the Committee, or the Chair can refer the point of order to the Committee, in which case the point becomes debatable. In ruling, the Chair can also consult the parliamentarian, if there is one, or can request the advice of experienced members of the Committee. However, no member has the right to express an opinion unless requested to do so by the Chair. When the Chair has made a ruling, any two Committee members can appeal the ruling (one making the appeal and the other seconding it). When an appeal is taken, the matter is decided by majority vote of the Committee. A tie vote sustains the decision of the Chair. A point of order must be raised promptly at the time the perceived violation of the rules occurs.

2. Motion to Divide a Question. If a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition by itself, the parts of the motion can be separated for consideration and voted on as if they were distinct questions by the adoption of a motion for division of the question. This motion, if seconded, takes precedence over the main motion and is not debatable. However, the motion to divide must clearly state the manner in which the question is to be divided, and while the motion to divide is pending, another member can propose a different division by moving an amendment, in which case the amended form of the motion, if seconded, would be decided first. Often, little formality is involved in dividing a question, and it is arranged by unanimous consent.

3. Motion to Suspend the Rules. When the Committee wishes to do something that it cannot do without violating one or more of its regular rules, it can adopt a motion to suspend the rules that interfere with the proposed action. This motion can be made at any time that no question is pending and can be applied to any rule except those that are fundamental principles of the Committee or other applicable laws. This motion is neither debatable nor amendable.

RESTORATIVE MOTIONS

These are motions that bring a question again before the Committee for its consideration.

1. Motion to Take from the Table. The object of this motion is to take from the table and make pending again before the Committee a motion or series of adhering motions that previously had been laid on the table. This motion is neither debatable nor amendable. When a question is taken from the table, it is before the Committee with everything adhering to it, exactly as it was when laid on the table.

2. Motion to Reconsider. This motion enables a majority of the Committee to bring back for further consideration a motion which has already been voted on. This motion is in order only if made on the same date that the vote to be reconsidered was taken. The purpose of reconsidering a vote is to permit the correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote. This motion can be made only by a Committee member who voted with the prevailing side. When a member who cannot make a motion for reconsideration believes that there are valid reasons for one, he or she may try to persuade someone who voted with the prevailing side to make such a motion. This motion is debatable whenever the motion proposed to be reconsidered was debatable. And, when debatable, opens to debate the merits of the question to be reconsidered. It is not amendable. The effect of the adoption of a motion to reconsider is that the question on which the vote was reconsidered is immediately placed before the Committee in the exact position it occupied the moment before the question was voted on originally.

3. Motion to Rescind or Amend Something Previously Adopted. By a motion to rescind or to amend something previously adopted, the Committee can change an action previously taken. This motion is debatable and amendable. In contrast to a motion to reconsider, there is no time limit on making a motion to rescind or a motion to amend something previously adopted (provided that no action has been taken by anyone in the interim that cannot be undone), and these motions can be moved by any member of the Committee, regardless of how he or she voted on the original question. The effect of passage of this motion is not to place the matter back before the assembly as it was just prior to a vote being taken. Instead, it either entirely nullifies the previous action or modifies it, depending upon which motion is used. For that reason, this motion should not be made if third parties have relied to their detriment on the previous action.

PRIVILEGED MOTIONS

These motions are of such urgency or importance that they are entitled to immediate consideration, even when another motion is pending, because these motions do not relate to the pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.

1. Motion to Adjourn. A motion to adjourn is always a privileged motion except when the motion is conditioned in some way, as in the case of a motion to adjourn at, or to, a future time. Such a conditional motion is not privileged and is treated just as any other main motion. A conditional motion to adjourn at or to a future time is always out of order while business is pending. However, an unconditioned, privileged motion to adjourn takes precedence over most other motions. The privileged motion to adjourn is neither debatable nor amendable, while a conditioned motion to adjourn is debatable and may be amended.

2. Motion to Recess. A motion to recess that is made when no question is pending is a main motion and should be treated as any other main motion. A motion to recess is said to be privileged if it is made when another question is pending, in which case it takes precedence over all subsidiary and incidental motions and most other privileged motions. It is not debatable and is amendable only as to the length of the recess.