

TOWN OF BLUE RIVER, COLORADO

RESOLUTION 2025-03

**A RESOLUTION APPROVING AN INTERIM POLICY FOR MEETING
EFFICIENCY**

WHEREAS, the Town is authorized by law to create policies and procedures to govern the conduct of public meetings of the Board of Trustees; and

WHEREAS, the Board of Trustees desires that the Board conduct its means in an efficient and fair manner, and limit its focus primarily to addressing the business scheduled on a meeting agenda.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BLUE RIVER, THAT,

The following policies shall govern meetings of the Board of Trustees to promote meeting efficiency:

A. Board Meeting Packets

1. Meeting packets prepared for Board members shall typically be limited to documents relevant or pertaining to items on the agenda. The Mayor or Town Manager may add documents to the packet when the materials may prove useful in consideration of an anticipated by unscheduled matter or when the documents were requested by the Board at a prior meeting.
2. Documents submitted to the Town by citizens¹ which pertain to a matter subject to a quasi-judicial hearing shall be included in the meeting packet when found by the Town Manager to be reasonable in volume and format.
3. Documents submitted to the Town by citizens that do not pertain to a matter that is subject to a quasi-judicial hearing shall not be included in the Board meeting packet.

However,

Citizens are encouraged to submit documents directly to the Board members using the email addresses posted on the Town's website; and

¹ For purposes of this policy, a "citizen" does not include a person who is seeking Town approval of an application in a quasi-judicial matter.

Citizens may also submit documents to the Town Manager with a request to distribute the documents to the Board of Trustees. Where the Town Manager deems the documents reasonable in volume and format to be easily delivered or transmitted to the Board, the Town Manager shall make a reasonable effort to distribute or transmit documents as requested (but not within a meeting packet).

B. Citizen's Comment During Meetings

1. The Town Manager shall list on the *regular* meeting agenda an opportunity for citizens to raise general concerns or issues with the Board.² This opportunity shall not be scheduled for special meetings or workshops, although the Mayor or Board may permit, at its discretion, citizen comments during a special meeting or workshop.
2. Unless the Mayor or the Board direct otherwise, a citizen shall be limited to no more than three (3) minutes to address the Board. If, however, a citizen is provided greater time to address the Board, all other citizens seeking to address the Board *on the same matter or issue* shall be afforded the same amount of time.
3. Comments by citizens shall be limited to information that is relevant to an agenda item, or which pertains to a matter for which the Town has authority to act.
4. Issues, questions, or comments raised by citizens concerning matters that are not scheduled on the agenda shall not be opened for discussion at the same meeting. Instead, the Board shall thank the speaker for the information and take the matter under advisement. At the Board's direction, the Town Manager shall schedule such unscheduled matter for future discussion on an agenda. The Board of Trustees may, by majority vote, elect to add the unscheduled matter to the agenda for discussion at the same meeting; but the matter shall customarily be scheduled for consideration after all business items on the agenda have been addressed.

This Policy is deemed interim because the Board anticipates that a more formal and comprehensive meeting policy will be considered and approved at a later date. This Interim Policy shall serve the Board of Trustees until repealed or superseded.

² Citizens will always be permitted to speak on any matter requiring a *public hearing*. For example, for a rezoning application, a public hearing must be held any citizen who wishes to speak will be provided an opportunity to do so during the public hearing.

ADOPTED at a regular meeting of the Board of Trustees the 21st day of January, 2025.

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Mayor

ATTEST:

Town Clerk or Deputy
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