

TOWN OF BLUE RIVER, COLORADO

BOARD POLICY

INTERIM POLICY FOR MEETING EFFICIENCY - 2025

The following policies shall govern meetings of the Board of Trustees in order 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. Materials submitted by citizens or others that are not relevant or specifically pertain to an item on the agenda 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

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. As time permits, the Town Manager shall list on the *regular* meeting agenda an opportunity for citizens to raise concerns or issues with the Board. This opportunity shall not be scheduled for special meetings or workshops, although the Board may permit, at its discretion, citizen comments during a special meeting or workshop.
2. Unless the Mayor or the Board provides otherwise, a citizen shall be limited to no more than three (3) minutes to address the Board. If 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. Comments related to matters that are not 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 business items on the agenda have been addressed.

This Interim Policy is intended to serve the Board of Trustees until repealed, superseded, or a more permanent policy approved by the Board.

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

Mayor

ATTEST:

Town Clerk or Deputy