



# Town of Blue River

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## Bylaws

### Citizen Advisory Committee

#### I. Establishment & General Purpose

- a. There is established by the Board of Trustees an Citizen Advisory Committee (“Committee”) for the Town of Blue River.
- b. The general purpose of the Committee is to serve as an advisory committee of the Town and to provide advice and recommendations to the Board of Trustees.
- c. The Committee shall always act as a committee of members during properly posted open meetings in accordance with the Colorado Open Meetings Law.
- d. The Committee shall have no authority to bind the Town or to enter into contracts or agreements.
- e. Committee members shall not *individually* consult with or engage residents concerning community projects or events without the express direction of the Mayor or a majority of the Board of Trustees.

#### II. Membership and Terms

- a. The Committee shall be composed of seven (7) members each appointed by the Board of Trustees. Membership may be increased by the Board of Trustees up to nine (9) members.
- b. Members of the Committee shall be residents of the Town of Blue River at the time of their appointment to the Committee. Part-time residents may be appointed at the discretion of the Board of Trustees contingent on full participation in Committee meetings either virtually or in person.
- c. Of the members initially appointed and to maintain staggered terms and continuity of experience for the Committee, three (3) members shall be appointed to serve a term of three (3) years, three (3) members shall be appointed to serve a term of two (2) years, and one (1) member shall be appointed to serve a one-year term. After the expiration of such initial terms, each member appointed shall serve a term of three (3) years. Any person appointed to replace a member before the expiration of a term shall serve only the replaced member’s remaining term.
- d. A member of the Board of Trustees may be appointed by the Board to the Committee as a Board Liaison to serve as be a representative of the Board and to provide input and direction concerning Board direction and Town policies and regulations. The absence of an appointed Board Liaison shall not foreclose or restrict the Committee’s authority to serve as a body and to exercise the authority granted to the Committee. The Board Liaison shall be a full participating member of the Committee in all respects and may

engage in the discussion and consideration of all matters pending before the Commission in the same manner and fashion as a resident member except that such Liaison shall not vote. The term of such Board Liaison appointment and the removal of the liaison shall be subject to the discretion of the Board of Trustees provided that an appointment shall automatically expire upon the expiration of the Board office of the appointed trustee. The Board of Trustees may remove an appointed liaison, appoint a new or an additional liaison, or otherwise direct liaison(s) in the performance of the liaison's duties at the Board's discretion.

### **III. Vacancies**

- a. A vacancy on the Committee shall occur whenever a member of the Committee is removed by the Board of Trustees, dies, becomes incapacitated and unable to perform their duties for a period of ninety (90) days, resigns, ceases to reside within the Town of Blue River, is convicted of a felony, or if not reappointed upon the expiration of a term.
- b. Although the Board of Trustees reserves the right to remove any member at any time for no reason or cause, a member of the Committee may also be removed by the Board of Trustees for misconduct, including but not limited to repeated absence from meetings, argumentative or belligerent behavior, violation of the code of ethics, or by recommendation by a majority of the Committee.
- c. During any term of appointment, a Committee member may not serve on board, commission, committee, or body of another municipality within Summit County or Summit County unless otherwise approved by the Board of Trustees..
- d. In the event a vacancy occurs, the Board of Trustees may appoint a successor to fill the vacancy and serve the remainder of the term of the former member. The manner or process of filling a vacancy shall be at the discretion and direction of the Board of Trustees.

### **IV. Organization**

- a. The Committee shall recommend to the Board of Trustees a Committee member to serve as the Committee's Chair and a Committee member to serve as Vice Chair. Alternatively, the Committee may nominate two or more Committee members to serve a position and request that the Board select from such nominations the person to serve in the position. The Board shall appoint the Chair and Vice Chair.
- b. The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer of all meetings. In the absence of both the Chair and Vice Chair from a meeting, the Committee members present shall appoint a member to serve as acting or temporary chair for the meeting.
- c. A Committee member shall be eligible for appointment and to hold a position as Chair or Vice Chair only during the member's term of office. The appointed Chair and Vice Chair will serve for a period of two (2) years unless a shorter period of appointment is set by the Board of Trustees. A member is limited to two (2) consecutive two-year terms as Chair or as Vice Chair.
- d. The Chair and Vice Chair will be required to attend one or more training sessions hosted by the Town of Blue River.

### **V. Meetings, Posting, and Quorum**

- a. The Citizen Advisory Committee shall customarily meet the \_\_\_\_\_ of each month at 6:00 p.m. A special meeting may be held upon the call of the Chair or, in the absence of the Chair, the Vice Chair, provided that the Town Manager confirms the ability to provide meeting space and to staff the meeting, as may be necessary.
- b. In accordance with the requirements of Section 24-6-402(2)©, C.R.S. the Board of Trustees hereby designates the Blue River Town Hall and the Town website at <https://townofblueriver.colorado.gov> as the locations where notices of meetings may be posted.
- c. All meetings shall customarily be held at Blue River Town Hall. A majority of the total number of members of the Committee (including vacancies) shall constitute a quorum for the transaction of business, but in the absence of a quorum, a lesser number may adjourn any meeting. Meetings may be held virtually or as a hybrid meeting as directed by the Chair or Vice Chair with the concurrence of the Town Manager who is responsible for the administrative setting of meetings.

## **VI. Staff**

- a. The Town Manager or the Manager's designee shall serve as the administrative staff of the Committee and shall act in the capacity of executive secretary to the Committee for the purpose of facilitating communications, minutes, recording and coordination of legal notices and other matters.
- b. Depending on available resources and Committee funding, Staff is responsible for providing public communications, website, marketing, and facilitating events.
- c. Staff will draft letters, with input from the Committee.
- d. Staff will work with the Committee to develop and review the Community Funding, programs and Town Scholarship subject to the appropriation of funding and the approval of the Board of Trustees.

## **VII. Duties of the Committee**

The Committee shall act primarily as an advisory committee to the Board of Trustees and in accordance with the Board's directives. More specifically, the Committee shall:

- a. Research, communicate and make recommendations to the Board of Trustees regarding the Community Fund; High School Scholarship and events or programs..
- b. Review and recommend to the Board of Trustees desirable or necessary modifications to the Citizen Advisory Policies and Plans.
- c. Provide a formal written or verbal report to the Board of Trustees through the Committee Chair/Vice Chair at a minimum of once a quarter to the Board of Trustees. The reports will include a report for upcoming goals and achievements.
- d. Pursue projects assigned to the Committee by the Board of Trustees.

Regarding the performance of Committee's duties:

- a. The Committee shall perform its duties during properly scheduled and noticed public meetings of the Committee.
- b. The Committee shall work as a body and not as individuals with the understanding that the Committee and its members have no independent decision-making authority.
- c. Unless specifically authorized by the Board of Trustees, Committee members shall not present themselves as a representative of the Town or that they are acting on

- behalf of the Town in any matter.
- d. The Committee and its members are not authorized to direct or mandate the performance of administrative staff.

**VIII. Attendance**

- a. Members shall attend meetings and participate in discussions. Members shall be punctual in order that meetings start on time and to be respectful of other people's time.
- b. Members shall prepare in advance of meetings and be familiar with issues on the agenda.
- c. Absence for three or more consecutive unexcused absences or fifty percent (50%) of the total scheduled meetings may result in the Board of Trustee's removal of the member from the Committee.

**IX. Emails**

- a. All Committee members will receive a Town of Blue River assigned email for the purposes of communication on Committee matters.
- b. Email access will be discontinued upon expiration or termination of a member's term.
- c. All members must follow the Code of Conduct and all laws regulating communication by the State of Colorado through the Colorado Open Records Act and Colorado Open Meetings Laws.
- d. All email communication by the Committee members concerning Committee business may be considered an open record and subject to public review.

**X. Dissolution**

The Citizen Advisory Committee may be dissolved at any time by the Board of Trustees.

**INITIALLY APPROVED BY THE BOARD OF TRUSTEES ON OCTOBER 16, 2018, AND  
AMENDED AND APPROVED BY MOTION AT A REGULAR MEETING HELD ON  
NOVEMBER 30, 2021.**