

## **TOWN OF PALMER LAKE POLICY TO ASSIGN ELECTED OFFICIALS LIAISON ROLES**

The Town of Palmer Lake Board of Trustees has adopted the following policy regarding reviewing and assigning elected officials in a liaison role.

### **Purpose**

The Board of Trustees works in cooperation with a variety of other governmental agencies and entities, as well as several Town committees, boards, and commissions. To promote and encourage open communication between the Board and those other entities, it desires to establish policies for the Mayor and Trustees to serve as liaison to them. This policy is intended to provide guidance in the appointment of liaison to various entities, identify the role of such liaison, and to allow for annual review of such appointments and the processes involved.

### **Role of Board Appointed Liaison**

The role of the Mayor or a Trustee appointed to act as a liaison between the Board of Trustees and another entity is to act as a communication conduit, attending meetings of the entity, listening to discussion and proceedings, gathering information to communicate to the Board of Trustees and, when requested to do so by the Board of Trustees, communicating information from the Board of Trustees to the entity. The Mayor or Trustee liaison is not to act as a member of the entity to which they have been assigned or to actively participate in the entity's discussions, but rather as a resource to receive and convey information.

The liaison role is not to direct staff, participate in personnel matters or in operational activity. Nor is the role to participate in discussions that are being considered advisory to the Board of Trustees or that involve decisions that could subsequently be appealed to the Board of Trustees. Any concerns about the liaison assignment shall be reported to the Town Administrator, the Town Attorney, and/or the Board of Trustees.

### **Annual Review**

Annually, at a Board retreat scheduled between the last meeting of December and first meeting of January, or at such other times as the Board deems it appropriate, the Board will review and modify the liaison assignments as the Board deems appropriate.

### **Liaison Positions**

Currently, the Board identified the following liaison assignments:

- Liaison assignment to the Planning Commission
- Liaison assignment to the Parks and Trails Commission
- Liaison assignment to the Water Department
- Liaison assignment to the Public Works Department
- Liaison assignment to Economic Development