



New Board and Commission Onboarding Presentation



Material to Cover

- Welcome to the Team!
- What is an Advisory Board/Commission?
- Statutes and Laws
- Communication
- Agendas & Document Storage
- Robert's Rules of Order
- What's Next?

Welcome to the Team!



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What is an Advisory Board/Commission

- **Advisory Boards and Commissions** - are a structured way for individual citizens to share their opinions and perspectives, study issues, and develop recommendations in a focused, small group structure.
- **Function and Scope:**
 - Defined in the ordinance, statute, or resolution that establishes the board/commission.

What is an Advisory Board/Commission (Continued)

- As defined by the City of Commerce City Charter: Ch. XI Sec. 11.1 (a & b)
 - The City Council has the ability to create boards and commissions as need.
 - All meetings, other than study sessions, of the boards or commissions **shall be open to the public, provided, however, no formal or binding action by such board or commission shall be taken at any study session.**
 - Copies of records and minutes of meetings of all boards or commissions shall be placed and kept in the office of the city clerk for public inspection.

Colorado Open Meeting Law

- The Colorado Open Meeting Law is the legal statute that governs the transparency of all legislative bodies. (C.R.S 24-6-401 and 24-6-402)
- What constitutes a “body”
- **Local Body** - Any board, **commission**, or other **advisory decision-making body** of a political subdivision of the state; or any entity that has been delegated the governmental decision-making function.

Open Meeting Law (Continued)

- When does the Open Meetings law go into action:
 - **Three or more** members of the body (or two members if two constitutes a quorum) conducting business are subject to this law.
- Notices:
 - A local body may comply by posting notice at least 24 hours prior to the meeting.

Colorado Open Records Act

- The Colorado Open Records Act "CORA" requires that most public records be available to the public.
 - The Colorado Open Records Act, (CORA) C.R.S. § 24-72-201 to 206, provides that all public records shall be open for inspection by any person at reasonable times.
 - A "public record" includes most documents made, maintained, or kept by the City.

Colorado Open Records Act (Continued)

- (1) "Correspondence" means a communication that is sent to or received by one or more specifically identified individuals and that is or can be produced in written form.

Communication

- Most if not all communication between board/commission members and city personnel should be conducted through e-mail.
 - This allows for compliance with CORA requests and keeps business discussion available to the public.
 - **Important:** Communication on official business (outside of meetings) should be kept to one on one conversations. Otherwise there is the risk to run into a conflict with the Open Meetings Law if two or more members start conversing on official business.

Agendas & Document Storage

- Most of the documents (e.g. presentations, posters, flyers, pamphlets, etc.) should be housed in the Legistar system and added to the official agenda.
- If additional document storage for collaboration is needed a SharePoint folder can be created for board/commission use.
 - *any document storage system must be managed by the staff liaison to ensure timely access to documents in the case of a CORA request and future turnover.

Roberts' Rules of Order

- Why We Use Robert's Rules of Order:
 - Justice and Courtesy for all
 - Maintenance of Order
 - Consideration of One Item at a Time
 - All Sides Get Heard
 - Ability for Each Member to Provide Input
 - Majority Rule
 - Protection of the Rights of all Members including the Minority

Robert's Rules of Order (Continued)

- Basic Principles
 - All members have equal rights, privileges and obligations
 - No person can speak until recognized by the chair
 - Only one question at a time may be considered, and one person may have the floor at any one time.
 - Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.

Robert's Rules of Order (Continued)

- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The chair should always remain impartial.

What's Next?

- Have an effective first meeting
 - Establish By-laws (#1)
 - Establish Goals
 - Elect Chair/Vice-Chair Positions
 - Get a feel for Robert's Rules of Order



Questions and Discussion