

ARTICLE III. BOARDS AND COMMISSIONS

Sec. 2-3000. General provisions.

- (a) *Definitions.* For the purpose of this article, the following words shall have the following meanings:
- (1) *Alternate Member* means a person appointed by the City Council to serve as a non-voting member of a body. An alternate member may serve as a voting member in the absence of a regular member.
 - (2) *Body* means the group of appointed members appointed by the City Council to serve on a board or commission.
 - (3) *City Clerk* means the City Clerk or their designee.
 - (4) *City Council Member* means a city council member appointed by the City Council to serve as a non-voting member of a body.
 - (5) *Excused Absence* means an absence of a regular or alternate member that is excused by a vote of the body. Reasons for an excused absence may be, but are not limited to, family emergencies, illness, or other unforeseen circumstances.
 - (6) *Executive Session* shall have the same meaning as found in Colorado Revised Statutes.
 - (7) *Ex-Officio Member* means a member appointed by the City Council to serve as a non-voting member of a body.
 - (8) *Meetings* means the date, time, and location at which two or more members of a body come together to discuss business or take action.
 - (9) *Quasi-Judicial Bodies* means the Derby Review Board, Planning Commission, or Zoning Board of Adjustment.
 - (10) *Quorum* means the minimum number of members of a body required to discuss business or take action at a meeting.
 - (11) *Regular Voting Member* means a person appointed by City Council to serve as a voting member of a body.
 - (12) *Staff Liaison* means an employee of the City that serves as the Secretary of a body.
 - (13) *Unexcused Absence* means an absence of a regular or alternate member that is not excused by a vote of the body.
- (b) *Compensation.* All appointments made pursuant to Charter Sec. 11.1(b)(1) shall be unpaid and on a volunteer basis except for Planning Commission and the Zoning Board of Adjustment. Regular Members of the Planning Commission and the Zoning Board of Adjustment shall be compensated in the amount of fifty dollars (\$50.00) per meeting. Alternate Members shall be compensated in the amount of twenty-five dollars (\$25.00) per meeting when they are present but do not serve as a voting member and fifty dollars (\$50.00) when they are present and do serve as a voting member.
- (b) *Annual Budget.* All boards and commissions that receive funding from the City Council are required to approve an annual budget. The staff liaison for the body shall file the adopted budget with the City Clerk for retention.

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- (c) *Annual Work Plan.* All boards and commissions that adopt an annual budget shall also adopt an annual work plan that sets short-term and long-term goals for the body to accomplish with the funds budgeted. The staff liaison for the body shall file the adopted budget with the City Clerk for retention.
 - (d) *Annual Update.* All boards and commissions except the quasi-judicial bodies shall present annually to the City Council on the previous year's accomplishments and current year's goals.
 - (e) *Attendance.* The staff liaison shall notify the City Clerk when a member has two unexcused absences within the year. The City Clerk will notify the member that they must contact the Chair and the staff liaison of the board or commission within 30 days or be removed from their appointed position by the City Council at the next regular meeting. A member may reapply for future vacancies if they have not been removed for attendance for a period of one year.
 - (f) *Member expectations.* All board and commission members are expected to adhere to federal, state, and local law, the Commerce City Charter, Commerce City Revised Municipal Code, and all applicable City Council Policies.
 - (g) *Meetings.* The following shall apply to meetings of all boards and commissions:
 - (1) *Joint Meetings.* Two or more boards or commissions, or representatives of two or more boards and commissions may hold a joint meeting if the subject of the meeting relates to the powers and responsibilities of each participating board or commission.
 - (2) *Executive Sessions.* A body may enter into executive session pursuant to Colorado Revised Statutes if a staff attorney is present. A two-third (2/3) majority vote is required to enter into executive session. The executive session shall be recorded by the staff liaison and filed with the City Clerk for retention.
 - (3) *Electronic Meetings.* Boards and commissions may conduct meetings, in whole or in part, using remote technology such as telephone, video, or web-based conference services, used by the City after consultation with the staff liaisons. A meeting may be held in whole or in part by remote technology only if any meeting room and remote technology for remote participation provide reasonably available participation, to the extent participation is permitted for the matters under consideration, by members of the board or commission, the public, parties-in-interest, and City staff.
 - (h) *Minutes.* Minutes shall be taken of all meetings of a body at which the adoption of any proposed policy, position, rule, regulations, recommendation, budget, work plan, or future action is anticipated to occur. Each body shall approve its meeting minutes no later than at the next available regular meeting. In the case of joint meetings, the sponsoring body shall maintain the minutes of the meeting. The staff liaison shall sign and file the minutes with the City Clerk upon approval by the body for retention.

(Subsequent sections renumbered accordingly)