



Town of Blue River

Committee & Commission Bylaws

Committee: Citizen Advisory Committee

I. Establishment & Purpose

- a. There is hereby established a Citizen Advisory Committee for the Town of Blue River.
- b. These regulations are effective beginning January 1, 2020.
- c. The purposes of the Citizen Advisory Committee are as follows:
- d. The objectives of the Citizen Advisory Committee shall be as follows:

II. Created; Membership; Terms

- a. Effective October 16, 2018, there is created a Citizen Advisory Committee of the Town of Blue River. The Committee is composed of seven (7) members, to which is delegated the powers and duties as outline in these regulations.
- b. Members of the Committee shall be bona fide residents of the Town of Blue River at the time of their appointment to the Committee.
- c. Of the members initially appointed, one (1) member shall be the Mayor or a member of the Board of Trustees appointed by the Board and the remaining members shall be citizens appointed by the Board. Initially, three (3) members shall serve for terms of three (3) years, and three (3) members shall serve terms of two (2) years and one (1) shall serve a one year term. After the expiration of the initial terms, each member shall serve a term of three (3) years, except the Mayor or member of the Board of Trustees, whose term shall coincide with that member's elected term.

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 reappointment upon term expiration is not continued.
- b. A member of the Committee may be removed by the Board of Trustees for misconduct, including but not limited to repeated absence from meetings, violation of the code of ethics, or by recommendation by the Committee.
- c. In the event a vacancy occurs, the Board of Trustees shall appoint a successor to fill

the vacancy and serve the remainder of the term of the former member. Applications will be received and recommendations of the Committee will be submitted to the Board of Trustees.

IV. Organization

- a. The Committee shall select its own Chair, and Vice Chair from among its members. The Chair or in their absence, the Vice Chair shall be the presiding officer of its meetings. In the absence of both the Chair and Vice Chair from a meeting, the members present shall appoint a member to serve as acting Chair at the meeting.
- b. All meetings shall be held at Blue River Town Hall unless otherwise specified. Four (4) members shall constitute a quorum for the transaction of business, but in the absence of a quorum, a lesser number may adjourn any meeting.

V. Meetings

- a. The Citizen Advisory Committee shall meet the second _____ of each month at 6:00 p.m. and otherwise upon the call of the Chair or, in the absence of the Chair, of the Vice Chair.
- b. In accordance with the requirements of Section 24-6-402(2)(c), C.R.S. the Board of Trustees hereby designates the Blue River Town Hall and the Town website at www.colorado.gov/townofblueriver as the locations where notices of meetings may be posted.

VI. Staff

- a. The Town Manager or their designee shall serve as the staff of the Citizen Advisory Committee and shall act in the capacity of executive secretary to the Citizen Advisory Committee for the purpose of facilitating communications, minutes, recording and coordination of legal matters with the Town.

VII. Duties of the Citizen Advisory Committee

- a. _____
- b. The committee works as a group, not as individuals, and is not a decision making body. Do not present yourself as a “representative of the Town” in any matter, private or public. Do not act independently to “make decisions” or “act on behalf” of the Town.
- c. The committee will work only on the projects approved by the Board of Trustees.
- d. The committee will make recommendations to the Board of Trustees, which may be accepted, altered, or rejected.
- e. The committee process is to take place during the meeting, in public, only. There will be no side meetings with any party, and absolutely no action taken outside of the meeting.
- f. The committee members do not have any authority to direct staff.

VIII. Attendance

- a. Members have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Members be punctual and that meetings start on time.

Be respectful of other people's time. Prepare in advance of meetings and be familiar with issues on the agenda. Stay focused and act efficiently during public meetings. It is equally important that discussions on issues be relative to the topic at hand to allow adequate time to fully discuss scheduled issues.

- b. Attendance of members is required.
- c. Absence for three or more consecutive unexcused absences or fifty percent (50%) of the total scheduled meetings may result in removal from the Citizen Advisory Committee.

IX. Emails

- a. All Citizen Advisory Committee members will receive a Town of Blue River assigned email for the purposes of communication on Citizen Advisory Committee items.
- b. Emails 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 Open Records Act and Open Meetings Laws.
- d. All email communication by the Citizen Advisory Committee Members concerning Citizen Advisory Committee business is considered an open record and subject to public review.