



Boards & Commissions Handbook



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Letter of Welcome

Dear Board or Commissioner Member:

We want to extend a warm welcome on behalf of the City Council, the City Manager and the residents of Greeley. Whether you're new to this role or continuing your dedicated service, we are fortunate to have volunteers like you who generously share their wisdom and expertise through their involvement with our city's boards and commissions.

As a board or commission member, you're stepping into an essential role that allows you to make a real difference in our community. We are grateful for your willingness to contribute. Your unique ideas and advice on a range of city matters will assist the City Council in fulfilling its responsibilities to our community. Your service will also increase your knowledge about how municipal government operates. You'll see the outcomes of your collaborative efforts with fellow members as they are put into action.

While the specific duties of each board or commission may differ, common responsibilities apply to all members. To ensure your contribution to our community is as impactful as possible, please follow the guidance provided in this handbook. Accepting this role also means acknowledging your responsibilities and committing to actively participating and attending meetings.

Thank you for accepting this responsibility. We hope you will find your service as a board or commission member enjoyable and rewarding.

Sincerely,

A handwritten signature in black ink, appearing to read "Heidi Leatherwood", with a long horizontal flourish extending to the right.

Heidi Leatherwood
City Clerk

Board and Commission Checklist for Effectiveness

The following 'CHARGE' checklist provides members guidance to support their effectiveness.

CHARGE: A CHECKLIST FOR EFFECTIVENESS

C – Charter

Am I familiar with . . .

- The charter of the City of Greeley?
- The specific function of my board, as outlined in the code?
- What my fellow board members and I expect to achieve for the community?
- The staff liaison to my board or commission?

H – HIERARCHY

Do I understand . . .

- How my board or commission's work affect the community?
- The scope of authority of my board or commission?
- The role of my board or commission staff liaison and chair?
- My role as a board or commission member?

A – ACCOUNTABILITY

Do I understand . . .

- My board or commission's liability and my responsibility as an individual member?
- What constitutes a conflict of interest and how the law handles a conflict of interest?
- The importance of treating staff, citizens, and fellow board or commission members professionally and with respect?
- My board or commission's accountability to the public?

R – RESPONSIBILITY

Do I . . .

- Attend all board or commission meetings?
- Prepare for the meetings by studying the agenda and supplemental materials ahead of time?
- Complete the tasks I have volunteered to take on?
- Know what responsibilities each of us has to our board and commission colleagues?

G – GOALS

Do I know . . .

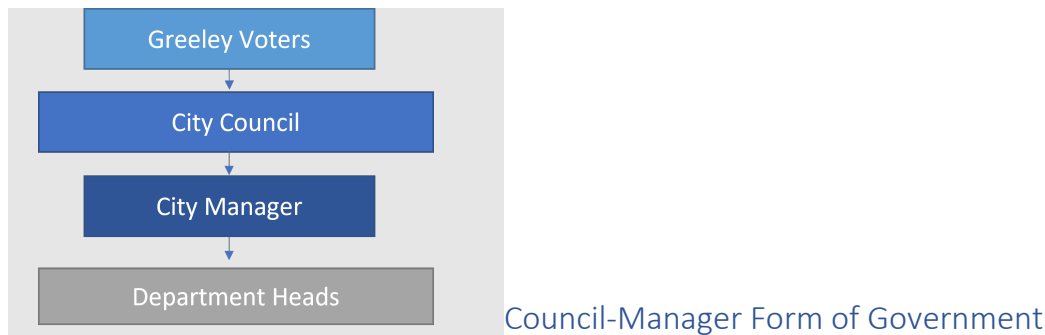
- My board or commission goals for the next year/12 months?
- What tasks must be completed to reach these goals?
- Deadlines for tasks that fall under my responsibility?

E – EVALUATION

- Have I discussed with a staff liaison and members (in noticed meetings) possible actions our board or commission can take to improve our performance?

Introduction to the City of Greeley Government

Figure 1: Council Manager Form of Government



The City of Greeley (City) utilizes a Council-Manager form of government, which means Greeley residents elect representatives to govern the city through the adoption of legislation and by setting policy direction (see Figure 1). The City Council (Council) hires, supervises and removes the city manager. The City charter provides the City Manager with authority over the administrative services of the city. The City Manager has broad executive authority to carry out the policy direction of the City Council. The City Manager also oversees the city’s day-to-day operations. Table 2 summarizes these distinctions.

Table 2: Responsibilities of the City Council and the City Manager

	City Council	City Manager
Responsibilities	<ul style="list-style-type: none"> • Establish vision and priorities for the city • Policy making • Policy decisions 	<ul style="list-style-type: none"> • Carry out council decisions and policy direction • Administrator of day-to-day operations • Manage service delivery to the community through departments
Recruitment & Oversight of:	<ul style="list-style-type: none"> • City Manager • City Attorney • Municipal Judge 	<ul style="list-style-type: none"> • All other city employees

Greeley City Council

Within the Council-Manager form of government, the council acts as the legislative body for the city, adopting laws and policies and setting priorities to guide and provide policy direction. The council is composed of seven (7) elected officials, of which four (4) represent Wards I, II, III, and IV. Two (2) councilmembers are elected at large and the mayor is elected at large. Councilmembers are elected on a nonpartisan basis for a term of four (4) years. The mayor serves a two (2) year term. The mayor pro tem is chosen from the entire council and serves a term of two (2) years.

Councilmembers are residents of Greeley who care deeply about their city and choose to serve their community as elected officials to maintain and create a robust and thriving place to work, play and grow. There are three (3) council-appointed positions- the City Attorney, the Municipal Judge and the City Manager. Through the



authority granted in the city's charter and municipal code, the Council appoints community members to serve on the city's boards and commissions.

City Manager

The city manager is the city's chief administrative officer and is responsible to the council for properly administrating all of the city's affairs. The city manager has the following powers and functions:

- Implement policy decisions and legislative actions taken by the council.
- Oversee the operations of the city.
- Enforce the laws and ordinances of the city.
- Exercise oversight and control over all administrative departments and agencies.
- Make recommendations to council.
- Prepare the city budget.
- Inform the public about city government functions and activities.

City Organization Structure

The City of Greeley organization consists of the three (3) council-appointed positions, the city management team and city employees.

The city's current organization chart is available on the City Managers' page of the city's website at <https://greeleygov.com/government/cmo>.

The City of Greeley employs approximately 1,080 full-time employees. Throughout the year, the city regularly employs as many as 500 part-time and contract employees to support their service delivery needs for the community.

City employees deliver services in the following departments under the authority of the city manager:

- Police
- Fire
- Finance
- Budget
- City Clerk's Office
- Human Resources
- Information Technology
- Communications and Engagement
- Public Works
- Community Development
- Culture, Parks and Recreation
- Economic Development and Urban Revitalization
- Water and Sewer
- Homeless Solutions
- Housing Solutions



City Clerk's Office

The City Clerk's Office (CCO) manages the city's boards and commissions program, among other responsibilities. The team in the CCO are the point of contact to connect residents and stakeholders to local government. Some of the responsibilities of the CCO include:

- Share opportunities and benefits of citizen volunteering for boards and commissions.
- Advertise board and commission vacancies, lead recruitment efforts and ensure application access.
- Monitor and support board and commission activities.
- Serve as record keepers for agendas and minutes.
- Address questions board and commission members may have about their roles, responsibilities and service.
- Providing guidance, training and resources to staff liaisons, members, department heads and residents.

City Attorney's Office and Support

The City Attorney's Office (CAO) works to provide quality legal representation to the City of Greeley. The CAO represent provides legal advice to the council, other city officials, city departments, and boards and commissions. More specifically, they:

- Provide legal advice to City Council and city management.
- Prepare and review ordinances, contracts, resolutions and other legal documents and transactions.
- Protect the city's legal interests by litigating civil cases in state and federal courts.
- Prosecute traffic and criminal violations in municipal court.
- Represent the city before the administrative hearing officer in cases related to public nuisances, zoning violations, and licensing matters.

The CAO also provides legal support to the boards and commissions by:

- Attending board or commission meetings when needed.
- Providing legal advice to the boards and commissions on topics such as conflicts of interest, the Colorado Open Meetings Act, and the Colorado Open Records Act.

Staff Liaisons

Staff liaisons are city employees that support the operations of boards or commissions for their department or service area. Staff liaisons provide a critical coordinating role in that they help to support the smooth functioning of each board or commission meeting. They also ensure that board and commission members follow rules and procedures, and that requisite information and materials are delivered to the CCO to comply with all laws and regulations. Members should refrain from attempting to direct the work of staff liaisons or attempting to prioritize staff work efforts for their corresponding department. Staff liaisons may only commit people and resources for work that has been budgeted and approved by the city's management team or council.

Overall, the staff liaison for each board or commission is responsible for the following tasks:

- Serve as a representative of their department or service area.

- Ensure new members are oriented to the board and understand department operations and their connection to the board or commission they serve.
- Ensure the election of officers is held each year.
- Serve as a contact and resource for board or commission member questions.
- Advise the chair and members on rules and procedures to support effective meetings and compliance with Colorado’s Open Meeting Law (OML), C.R.S. §24-6-401, *et seq*, and the Colorado Open Records Act (CORA), C.R.S. §24-72-201, *et seq*.
- Guide boards and commissions to stay in the scope of their mission/charge.
- Prepare meeting agendas and review it with the chair before distribution.
- Ensure the agenda and minutes are posted as the sunshine laws require.
- Ensure the recording and distribution of meeting minutes.
- Handle logistics regarding meeting scheduling, room setup (including hybrid options) and public notification.
- Monitor board or commission attendance and provide monthly reports to the CCO.
- Notify the CCO of any resignations.

Staff liaisons also coordinate with the CCO to share information regarding:

- Board or commission member resignations
- Meeting schedule and location changes
- Name, address and phone number changes of members
- Changes in staff liaisons
- Concerns regarding members
- Triennial review coordination

Purpose, Authority and Types of Boards and Commissions

Creation of Boards or Commissions - Greeley City Charter and Municipal Code

Boards and commissions are created under the authority of the City of Greeley Charter and Chapter 10 of the City of Greeley Municipal Code. The charter authorizes council to delegate any functions, powers, or authority to boards and commissions as council deems proper and advisable.

Purpose

Generally, boards or commissions review information and ideas relative to their area of focus and hold open forums for community-wide participation. They may also provide options and recommendations to council.

Types

The City of Greeley has several types of boards and commissions:

- Boards, Commissions and Advisory Committees
- Quasi-Judicial Commissions and Committees
- Authorities

Each board or commission is unique in its purpose, bylaws, and role. Members must be familiar with their board or commission enabling laws and other authorizing documents to clearly understand the framework within which the board or commission must operate. Contact your board or commission staff liaison for more information.

Boards, Commissions and Advisory Committees

Council has the authority to create advisory bodies to provide policy and operational input. These advisory bodies are referred to by several terms, including board, commission, and committee (hereafter called “board or commission”). Council can delegate to boards or commissions such functions, powers, or authority deemed proper and appropriate within its discretion by ordinance. Boards or commissions may study existing policy and operational procedures for changes or implementation issues, either upon their initiative or at the request of council.

Boards or commissions do not have the authority to enforce policy or create rules. Still, their analysis and recommendations can be essential in furthering effective operations and community engagement. Appointed board or commission members are expected to:

- Study programs and services and analyze issues and needs.
- Offer proposals and recommend changes in programs, policies and standards.
- Be an ambassador of their board or commission.

Examples are the Parks and Recreation Advisory Board and the Citizen Transportation Advisory Board.

Quasi-Judicial Boards, Committees and Commissions

Boards or commissions with quasi-judicial powers are vested with the legal authority to apply a set of regulations or laws to a specific case or set of facts to decide the rights of an individual or particular property like a court. A few of Greeley’s boards and commissions have quasi-judicial decision-making authority, and their decisions are subject to appeal to council or the courts.

For quasi-judicial matters, the rules of engagement have a basis in constitutional due process requirements and the right to a fair hearing before a neutral decision maker when individual property rights are at stake. The rules of engagement include:

- Follow the applicable legal criteria associated with an item or case and apply specific criteria to the evidence expressed at the hearing to arrive at a decision.
- Refrain from “ex parte” or “outside the hearing” contacts with decision-makers regarding a pending quasi-judicial matter.
- Do not attend neighborhood or related meetings on an item, issue or case that may come to a board or commission, specifically if it involves a land use matter.

- Recusal from discussion and voting on quasi-judicial matters with a specific conflict of interest. Please refer to this handbook’s Conflict of Interest section, contact a staff liaison or the CCO to determine if the association with a particular matter, item or case requires recusal.

Examples are the Planning Commission/Zoning Board of Appeals, the Water and Sewer Board, and the Civil Service Commission.

Authorities

An authority is a regulatory body created by statute or ordinance to perform rule-making or administrative hearing functions. The state legally mandates these bodies to meet standards with which locally created bodies are not required to conform. These decisions are often not subject to review by council. An example is the Greeley Downtown Development Authority (DDA).

General Information About Becoming a Board or Commission Member

Board & Commission Member Representation Encompassing the Diversity of Our Community

The City of Greeley is committed to having a wide range of members on our twenty-three (23) boards and commissions, coming from different geographic, social, economic, cultural, and demographic backgrounds. We're looking for volunteers from the community who have diverse experiences and perspectives. Our goal is to make sure we include ideas, insights, and viewpoints from all the different groups in our community. We're constantly improving our recruitment processes to ensure that opportunities to be part of city government through board and commission roles are well-publicized and available to anyone interested.

Characteristics of a Model Board or Commission Member

While board and commission members are volunteers, they also serve the city in an official advisory capacity and need to maintain a high level of professionalism and objectivity in their role. Board and commission members must recognize that items should be evaluated from multiple perspectives, and maintaining openness is critical. Characteristics that embody a model board or commission member include, but are not limited to:

- Be an active and informed person in the community.
- Have a good rapport within the community.
- Have a genuine concern for residents and the community as a whole.
- Be accepting of decisions that are the will of the majority.
- Show respect for viewpoints other than your own.
- Allow others adequate time to present their views before making comments.
- Welcome new members and help them become acquainted with their duties.
- Strive to minimize strife and polarization among members.

When making a public statement, members should remember that board or commission actions are recommendations (unless otherwise provided by law), and the council will take that final action. Although board or commission members may be selected, in part, based on representing a specific community population, segment or group, each member should represent the overall public good and not that of an exclusive group or interest.

Appointment and Triennial Review Process

Appointments

The city's Code and the City Council policies set forth the board and commission appointment and removal provisions. Council appoints board or commission members by written ballot during a council meeting. Board and commission members may be appointed based on a variety of criteria and may include the following:

- Councilmember(s) recommendations resulting from interviews with each board or commission applicant
- Recommendation from a chair of a board or commission

Existing board or commission members may continue to serve in their positions until their successors are appointed. Council will fill a vacant position for the unexpired term of a member whose position becomes vacant.

Council can remove board or commission members by a majority vote.

Triennial Review Process

Every three (3) years, the City Council reviews a portion of the city's boards or commissions, except those specifically created by the City Charter, to determine the relevance and ongoing need for the reviewed board or commission. The selection of which board or commission to review is based on a schedule adopted by the council.

Part of the triennial review includes a board or commission assessment questionnaire completed by the board or commission members. The staff liaison and the board or commission chair then review the questionnaire. The CCO provides the assessment questionnaire to the staff liaison of the relevant boards and commissions, along with a schedule indicating the submission deadline. After review and by majority vote, the council can either authorize continuance of the board or commission or allow the board to lapse. The questions in the board or commission's assessment review generally focus on the following areas:

- Current duties as defined by the City Code and alignment with city priorities.
- Suggestions to add or delete specific duties.
- Existence of a board or commission work plan.
- Alignment of the board or commission work plan to the city's strategic plan
- Board or commission progress and completion of work plan.
- Communication effectiveness between a board or commission and council.

Attendance, Time Commitment and Term Limits

Attendance

The effective operation of a board or commission depends upon the regular attendance of the members at meetings. Members are encouraged to attend all board or commission meetings held each calendar year. If a member cannot participate in a meeting, the member should contact the staff liaison not less than twenty-four (24) hours before the meeting, when possible. If needed, a board or commission member may participate in a meeting by video or phone if that option is a part of regular board or commission meeting protocol.

Staff liaisons monitor the attendance of board or commission members and forward attendance information to the CCO after each meeting. If a member has several unexcused absences, council may re-evaluate their board or commission membership to determine if they can continue to serve in their appointed role. For this rule, “unexcused absences” are all absences other than for illness, family emergency or participation in other City of Greeley business.

Time Commitment

Board or commission meeting frequency varies across the city. Most meetings occur on either a monthly or bi-weekly basis. The staff liaison will review the meeting calendar with members upon appointment to a board or commission. Similarly, the duration of board or commission meetings varies widely and depends on the number and type of items to be addressed on the meeting agenda. Board or commission meetings typically meet for at least one (1) hour, but in some cases, can last longer. Appointed board or commission members are expected to attend the entire meeting.

Term Limits

Unless the charter or code states differently, board or commission members are appointed to serve a three (3)-year term. The terms are staggered so that each year there will be either a new appointment or a reappointment. New members appointed to vacant seats due to resignation or lack of applicants to fill an open seat, may serve partial terms that amount to less than three (3) years in total. When initially selecting members, we strive to ensure that as few members as possible have one (1)-year terms.

The City Code and charter have exceptions to term lengths for members of the following boards and commissions:

- Civil Service Commission, six (6)-year term
- Water/Sewer Board, five (5)-year term
- Greeley Urban Renewal Authority (GURA), five (5)-year term
- Downtown Development Authority, four (4)- year terms, up to 2 consecutive terms, or a total of eight (8)-years
- Youth Commission, two (2)-year term

Unless otherwise listed in the code, there are no limits to the number of terms you can serve. The City Code provides additional guidance concerning term limits, and includes:

- Members may continue to serve until their successors are appointed.
- Individuals appointed to fill a vacancy with an unexpired term will serve the remainder of the term. If an appointed board or commission member desires to continue to serve with a new term, the member will need to reapply for the position.

Boards and Commissions Overview

Onboarding and Orientation

The CCO regularly offers training to help new board and commission members understand their legal and ethical duties and the responsibilities. All members of city boards and commissions are required to attend this training,

either in person or through methods determined by the city manager and city attorney, such as viewing an orientation and training video.

Additionally, department staff liaisons provide new members with an introduction to the specific functions of their department. Staff liaison can also share background information on various topics and issues. Experienced members are encouraged to share their insights and knowledge with newcomers.

Purpose, Functions and Bylaws

The city charter and Chapter 10 of the City Code identify the city's boards and commissions' purpose, function and bylaws. Appendix A of this handbook provides a detailed list of the purpose of each city board and commission.

Occasionally, the scope and function of a city board or commission may need to change to support a designated purpose. Boards and commissions may adjust their enabling bylaws, provided they are not inconsistent with the city charter, code, or other policies established by the council. Changes to bylaws must be filed with the CCO for review and may be subject to the approval of council before formal adoption by the board or commission. Additionally, as part of the city's triennial review, council may determine that the focus of a board or commission may need to be adjusted to meet the current needs of the city better and may provide direction or guidance that requires an adjustment to a board or commission purpose and by-laws.

Election of Officers

Annually, each board or commission will select a chair and vice chair from its members. These positions are to be elected by a majority vote of a **quorum of** members. The chair and vice chair serve a one (1) year term, unless otherwise dictated by organizational bylaws. For example, the Downtown Development Authority officers serve for two (2)-year terms, at no more than two consecutive terms (or a combined four 4-years).

The chair will preside over all meetings, sign all official documentation including, but not limited to, resolutions, minutes, and contracts, and appoint membership of any sub-committees created by the board or commission.

The vice chair will perform the duties of the chair in the chair's absence or when otherwise designated to do so by the chair. If the chair vacates their seat, the vice chair will fulfill that role of chair for the remainder of the term.

Subcommittees

Occasionally, a board or commission may desire or be asked to address and provide recommendations on a complex issue that requires a focused work effort. Chapter 10 of the code provides that a board or commission may establish subcommittees or invite any number of nonvoting, ex officio members to participate in meetings or assist in carrying out its responsibilities. A board or commission may form a subcommittee to support the advancement of their annual work plan, support recommendations needed by their relevant department or because of council direction. Sunshine laws apply to subcommittees.

Work Plans

Each board and commission are encouraged to develop and submit a work plan each year. Work plans should set out major projects and issues for discussion for the year and align and be consistent with the council's strategic plan and priorities. Work plan development is facilitated by the board or commission chair, with guidance from the board or commission staff liaison. Work plans should be concise and readable and should contain the following format:

- Items or issues to be addressed
- Projects, tasks or activities to be considered
- Estimated timing for action
- Identification of which council strategic priorities the item aligns with
- Anticipated outcome

Upon approval of the work plan by the board or commission, the staff liaison and the corresponding department director will review the work plan to determine if any work plan items conflict with department planning, create a staff workload issue or result in any financial impacts. Proposed final work plans are submitted to the CCO.

City Council Interface

Board or commission members are appointed by and responsible to the City Council. Board or commission members may advise and make recommendations to council through the actions of their respective board or commission. Still, the council has the final responsibility for all policy decisions.

Council members may attend board or commission meetings or set up occasional meetings with board or commission members to receive updates on board or commission activities. These meetings are the prerogative of the elected council member and are highly dependent on their schedule and availability.

Individual boards or commissions should only directly present proposals or set up meetings with council members if requested or initiated by council members themselves.

City Social Media Content and Personal/Individual Social Media Do's and Don'ts

Social media is a popular tool for direct communications with the community and for creating informal opportunities to reach out beyond official publications. Certain types of social media engagement could be subject to Colorado Open Records Act (CORA). The city's social media policy establishes guidelines for city use of social media.

City Created Social Media Content

The city's social media policy sets rules for submitting content and using city-sponsored social media sites to engage residents, understand their needs and concerns, and share information. City-sponsored social media sites are used to communicate the city's mission, meetings, activities and current issues to members of the public. The city has an overriding interest and expectation to protect the integrity of the information posted on its social media sites and the content attributed to the city and its officials. *Proposed social media content should be reviewed with the staff liaison and submitted for approval to social@greeleygov.com.*

Social media sites are online platforms where individuals can create and share content using accessible, flexible, and upgradable publishing technologies. Examples of social media include, but are not limited to, Facebook, X (formerly Twitter), Instagram, YouTube, Nextdoor and LinkedIn. “Post” or “posting” includes information, articles, pictures, videos or any other form of communication posted on a city social media site.

City-sponsored social media sites supplement and do not replace the city’s standard methods of communication. City-sponsored social media sites are subject to approval by the Communication and Engagement Department.

The city does not establish specific social media sites for the City Council, boards, commissions, or committees.

Use of Personal/Individual Social Media

Members are advised to avoid posting an opinion or personal point of view about business before them on their personal or individual social media accounts, especially if it recommends a certain board or commission action. Postings of facts about an upcoming meeting, city event, or other public engagement opportunity are acceptable. Some other precautions (DOs and DON’Ts) to prevent a personal/individual account from becoming subject to public disclosure under the Colorado Open Records Act (CORA) include:

DO’s:

- Do post a disclaimer on a personal/individual account that identifies the account’s purpose and that the opinions expressed are personal and not the views of the city.
- Do limit the account content to personal use only.
- Do understand and use privacy settings to manage the account.
- Do have a plan for responding to or forwarding city-related comments to the staff liaison and retaining the comments as a record.

DON’TS:

- Don’t write posts on personal/individual accounts about a member’s work for a board or commission.
- Don’t discuss personal accounts or posts to personal accounts in public meetings or documents.
- Don’t use city devices to maintain a personal account.

Compensation and Expenses

Chapter 10 of the City Code provides that members of boards or commissions serve without compensation except for such amounts determined appropriate by council to offset expenses incurred in performing their duties.

Gifts and Favors

A board or commission member may not accept any gift or favor that could be seen as an attempt to influence the member’s independent judgment in performing their official duties. However, the following items are not prohibited and may be accepted:

- Admission and cost of food at an event where you are scheduled to speak or answer questions as part of a scheduled program.
- Travel and expenses where you are part of the program paid by a non-profit
- Gifts from personal friends or relatives on a special occasion
- Employment Compensation
- Unsolicited items of trivial value (pen, desk set, notepad, calendar, etc.)
- Unsolicited tokens of appreciation (plaque, trophy, etc.)

Meeting Responsibilities and Formats

Open Meetings

The city's boards and commissions are local public bodies subject to Colorado's sunshine laws. The OML requires that all meetings in which state or local governmental bodies discuss public business or action plans be open to the public.

What constitutes a meeting?

A meeting is any gathering, in person or by other means of communication, that involves the participation of three or more members of a board or commission during which any public business is discussed or action taken. Please note that a meeting includes telephone calls, emails, texts, or chats on a virtual meeting platform by and among three or more members.

Meetings do not include chance encounters or social gatherings where discussion of public business is not the central purpose, such as holiday celebrations, ceremonies, trainings, or conferences.

Subcommittee Meetings

If three or more members of a board or commission subcommittee attend a subcommittee meeting, and the subcommittee meets to discuss public business, the open meetings law applies.

Virtual and Teleconference Meetings

Open meetings law allows for meetings or participation in meetings via the Internet, virtual meeting platforms, and by phone or teleconference, as long as the public is not excluded. If a board or commission decides to allow for any form of electronic meeting, such meetings need to comply with any electronic meeting policy adopted by council, as well as all other applicable laws.

Meeting Formats

Some city board or commission meetings operate in a hybrid format, meaning anyone can attend the meeting in person or virtually to watch or participate. The city is committed to increasing the accessibility and transparency of board and commission meetings and is constantly evaluating citizen interest in hybrid meeting formats for various board or commission meetings.

Please work with your staff liaison for assistance with using zoom to conduct hybrid meetings.

Notice Requirements

The city strives to ensure openness and accessibility in its public meetings. The City is required to provide meeting notices in compliance with the Colorado Open Meetings Act. As such, any planned public meeting must include a publicly posted meeting agenda made available at least twenty-four (24) hours before the meeting begins. To comply with this requirement, agendas must be received by the CCO no later than forty-eight (48 hours) before a scheduled meeting is to begin so it may be posted on the city's website.

Quorum Requirements

The city's code requires Board and Commission meetings be conducted in accordance with Robert's Rules of Order. A "quorum" of members must be present at a meeting in order to conduct official business. Usually, a quorum is comprised of a majority of members of the Board or Commission. A majority is defined as more than half of the board or commission members. Unless otherwise required, all board and commission decisions will be by a majority vote of the members present at the meeting. Each member will have one (1) vote. Ex officio members and staff liaisons may participate but not vote.

Agendas, Meeting Minutes, and Approval of Minutes

Agendas

The board or commission should develop an agenda for each meeting to be submitted to the CCO at least forty-eight (48) hours before the meeting is scheduled to begin. The coordinated agenda should include input from the chair, the corresponding department director and the staff liaison. Development of agendas should consider any council direction and department activities that need review by the subject board or commission.

All agendas, at a minimum, should include the following items, in addition to any items that require board or commission member consideration or action:

- Call to Order
- Roll Call of Members
- Approval of Agenda for Current Meeting
- Approval of Any Past Meeting Minutes
- Public Comment
- Meeting Adjournment

Additional agenda items could include:

- Department Report
- Board or Commission Work Plan Update
- Proposed Agenda Items for An Upcoming Meeting
- New Business

Meeting Minutes

Documentation of what is done at a meeting, in the form of minutes, is required. Staff liaisons are responsible for taking minutes. Minutes are not to be verbatim records of meetings. Minutes are a record of what was done at a meeting, not what was said. Minutes of any meeting of a board or commission are public and open to inspection. Approved minutes should be signed by the chair, if required. The staff liaison will forward approved minutes to the CCO to be retained as permanent public records for the board or commission.

Public Comment

Boards and commission meetings typically reserve a place on their agenda for a public comment period. Some board or commission meetings, like the Planning Commission, conduct quasi-judicial public hearings to review an application, take testimony and inform decision-making. In these cases, a public hearing is required by law, so there are often two public comment periods. The first addresses public comments for the public hearing, and the second allows additional public comment to address other items of interest or concern by the public. Some of the general rules of practice for public comment include:

- Individuals who wish to speak during the public comment portion of the agenda must print their name on a sign-up sheet provided at the meeting. If attending a meeting virtually, individuals can raise their hand during the public comment period. The staff liaison will note their interest in speaking.
- The chair will announce the opening of the public comment period on the agenda. The staff liaison will provide the chair with a list of those signed up to speak. The chair will then call individuals to speak.
- After being called on to speak, individuals will provide their first name, last name and address for the meeting record.
- Each individual is allowed three (3) minutes to speak.
- Public comments are documented as part of the meeting minutes.
- Board or commission members cannot directly address the speaker but can respond to the speaker's concerns as part of the board or commission members' discussion.

Colorado Open Records Act (CORA)

All boards and commissions are subject to the Colorado Open Records Act (CORA). CORA states that all records that are made, maintained or kept by the city are subject to CORA mandates. The term records includes all documents and writings, including email and social media. The city must retain or retrieve such communications per guidelines and policies prescribed by law. To this end, the city encourages board or commission members to exercise the highest level of responsibility and discretion using their email and social media to discuss any public business associated with their board or commission.

Ethics/Conflict of Interest

Board or commission members should refrain from voting on or attempting to influence any decision in which they have a financial or personal conflict of interest.

The tests for both of these types of conflicts are whether the member would gain some direct benefit from a board or commission action different from that experienced by the general public. If a member believes they have a conflict of interest concerning a matter pending before the board or commission, the member should consult the staff liaison.

When a board or commission member has a conflict of interest, they must disqualify themselves from any board or commission discussion or decision related to that item. If necessary, the board or commission member may be asked to temporarily leave the meeting until the discussion or action on the item is complete. Failure of a board or commission member to disclose that they have a conflict of interest on a matter under consideration by the specific board or commission may be grounds for removal from the Board.

Code of Conduct

Members of boards and commissions are expected to treat others professionally. Courtesy, honesty and respect for others are essential attributes for all public servants, whether appointed, elected or employed.

All City volunteers shall adhere to the City's standards of conduct, and shall not engage in any conduct, on or off duty, which, if brought to the attention of the public, which could result in justified unfavorable criticism of that volunteer or the City of Greeley.

Any volunteer who fails to comply with any of the provisions of this code of conduct will be subject to appropriate disciplinary action, up to and including removal from the board or commission by the City Council.

Conducting Effective Meetings

Title 2, [Chapter 10 of the Greeley City Code](#) requires that the City's Board and Commission meetings be conducted according to Robert's Rules of Order .

Hybrid Meeting Video Tips

To ensure a successful virtual meeting, it is important for participants, as well as board and commission members, to follow some key tips.

- Test your audio, camera and internet connection before the meeting.
- Pay attention to your surroundings and how it appears on camera.
- Turn on your camera to enhance engagement and connect better with others.
- When not speaking, mute your microphone to cut down on background noise and distractions. Board and commission members should remember that the microphone is always on during virtual meetings.
- Pick a well-lit, quiet space with minimal distractions.
- Speak clearly and at a moderate pace so everyone can understand.
- Follow established meeting etiquette guidelines, such as waiting for your turn to speak and use the "raise hand" feature if available.
- Start and end the meeting on time to be respectful of everyone's schedules.

- Contribute to the discussion by asking questions, providing input and sharing experiences.

These tips help create a professional and productive meeting, making communication and collaboration smoother for everyone involved.

Board and Commission Meeting Schedule

The City of Greeley website lists the meeting time and day for each board and commission. To check the board and commission meeting schedule, please reference the Board and Commission web page at [greeleygov.com Boards and Commissions](http://greeleygov.com/Boards%20and%20Commissions). Click the 'Learn about Boards and Commissions' button and select the specific board or commission you are interested in.

Appendix A: Board & Commission Purpose Statements

Citizen Budget Advisory Board

Purpose and Objectives

This group was formed to increase citizen involvement in the annual budget process. Members will become familiar with city operations and review preliminary budget proposals developed by staff, preparing to comment on how well the proposed budget meets the community's needs. The advisory board reviews Greeley's bi-annual budget to ensure it meets the city's needs.

Citizen Transportation Advisory Board

Purpose and Objectives

The purpose of the Citizen Transportation Advisory Board is to provide direct citizen involvement in all matters affecting the city's transportation services, traffic, and transportation-related activities, such as the transit system, inter-city transit, transportation demand activities, traffic safety, planning and improvements.

Civil Service Commission

Purpose and Objectives

This group administers the Civil Service Rules of the city and investigates personnel issues involving the hiring, promotion and discipline of police officers and firefighters.

Commission on Disabilities / Disabilities Commission

Purpose and Objectives

This group promotes the full inclusion and integration of people with disabilities into all parts of society and within the city. Its objectives include serving as an advisor to the city on the accessibility and usability of city facilities, programs and services for citizens with disabilities and developing educational programs to acquaint citizens with issues affecting individuals with disabilities.

Construction Trades Advisory and Appeals Board

Purpose and Objectives

This group provides review, interpretation and appeal of and to the Building, Electrical, Plumbing, Mechanical and Fuel Gas Codes, including concerns related to unsafe buildings, use of alternate materials, and property maintenance and existing building matters.

Downtown Development Authority (DDA)

Purpose and Objectives

The DDA is a special purpose district that is established by voters who live, own or lease property in a defined area. It is governed by a Board of Directors and is intended to foster economic development and revitalization within a downtown area.

Golf Course Advisory Board / Golf Courses

Purpose and Objectives

The Golf Course Advisory Board considers and makes recommendations for operations and maintenance, including a review of the annual budget, capital improvement plan, user fees, and concession operations for the city's two golf courses. It provides recommendations for golf facilities and programs, promotes golf activities for all age and ability groups and conducts studies to determine needs.

Greeley Art Commission

Purpose and Objectives

The Greeley Art Commission manages the 1% for Art program, which includes the selection of public art for display in the city and overall city art acquisitions. The commission reviews each museum's programs, approves specific policies, and assists with fundraising and long-range museum planning. It also establishes rules and operating standards to define "work of art," artwork selection criteria, site selection criteria and any dollar amount or in-kind assistance required as a condition of acceptance to provide for installation and maintenance of any work of art.

Greeley Housing Authority

Purpose and Objectives

This group works to provide safe, decent housing to individuals with lower income within the city.

Greeley Urban Renewal Authority

Purpose and Objectives

The Greeley Urban Renewal Authority manages the low-income housing and neighborhood assistance programs. It also manages commercial rehabilitation and development within urban renewal boundaries.

Greeley-Weld Airport Authority / Weld County Municipal Airport Authority

Purpose & Objectives

The Greeley-Weld Airport Authority / Weld County Municipal Airport Authority is comprised of members from Weld County and the City of Greeley, including one member of Council. The authority provides policy guidance concerning daily and long-range operations and property management at the airport.

Historic Preservation Commission / Committee

Purpose and Objectives

The Historic Preservation Commission / Committee works to designate, preserve, protect, enhance and perpetuate those sites, structures, objects and districts that reflect outstanding elements of the city's cultural, artistic, social, ethnic, economic, political, architectural, historical, technological, institutional, or other heritage, and to create a method to draw a balance among private property.

Human Relations Commission

Purpose and Objectives

The Human Relations Commission fosters mutual respect and understanding and creates an atmosphere conducive to the promotion of amicable relations amongst all members of the Greeley community; serves as a vehicle through which the public can convey their suggestions on the city's policies concerning social problems; and advises and assists the city government with human relations and social service programs.

Island Grove Park Advisory Board

Purpose and Objectives

This board guides operations and planning on matters relating to Island Grove Regional Park, including the development, maintenance and operation of the park, open space, recreation and service facilities for the benefit of all the citizens of the city and the county, both rural and urban.

Judicial Review Board (JRB)

Purpose and Objectives

The Judicial Review Board develops and recommends to council a performance evaluation system for the municipal judge and participates in the annual evaluation event by gathering information and summarizing the data for the council's use.

Museum Board

Purpose and Objectives

The Museum Board reviews each of the city's museum programs, approves specific policies, accepts donations, and assists with fundraising and long-range museum planning. The Museum Board reviews and supports implementing programs that preserve and interpret the history of human occupation and contemporary characteristics of the state's high plains region, especially Greeley and Weld County.

Parks and Recreation Advisory Board

Purpose and Objectives

The Parks and Recreation Advisory Board considers all leisure time activities for various age groups, recommends best use of recreational facilities and conducts studies relating to new leisure time needs and programs.

Planning Commission

Purpose and Objectives

The Planning Commission makes, amends and adds to the city's master plan for property development; exercises control over platting or subdivision of land; drafts the city's official zoning map and recommends amendments; makes and recommends plans for areas in need of redevelopment; and submits annual capital improvements plan to City Council.

Rodarte Community Center Advisory Board / Jesus Rodarte Cultural Center Advisory Board

Purpose and Objectives

The Rodarte Community Center Advisory Board / Jesus Rodarte Cultural Center Advisory Board reviews the operations, annual budget, and capital improvement plan for the center.

Stormwater Advisory Board

Purpose and Objectives

The Stormwater Advisory Board makes recommendations to Council on all matters concerning stormwater management, priorities, policies, funding, and procedures. The board plans, recommends and prioritizes the facilities needed to provide an adequate stormwater system.

Union Colony Civic Center Advisory Board

Purpose and Objectives

This group advises and supports the Union Colony Civic Center in ensuring the programs, events and policies meet community needs. It reviews the rate structure, conducts marketing to increase usage, assists staff with developing the performing arts program, reviews artist proposals, evaluates artwork given to the city, determines a calendar for the next year and supports volunteer recruitment, training and recognition.

Water and Sewer Board

Purpose and Objectives

The Water and Sewer Board sets the direction to acquire, develop, and protect the water supplies decreed, adjudicated or contracted for the city. It manages water supplies, develops policies, and establishes minimum rates and plant investment fees for water and sewer.

Youth Commission

Purpose and Objectives

The Youth Commission works to foster a greater understanding of youth concerns and contributions, as well as encourage greater youth participation in the city's success. The commission makes recommendations for youth programs and activities; provides opportunities to enhance the range and quality of recreational, employment, civic, and social opportunities for youth in the city; and serves as a forum for the expression of ideas, needs, concerns, and goals relating to city issues, particularly as they affect youth; and enlists community-wide participation in assuming responsibility for resolving youth concerns in a coordinated manner.

Appendix B: Board and Commission Application Process

Application and Review Process

Individuals interested in volunteering for board or commission service are encouraged to attend a meeting before completing an application for consideration. The city also recommends interested candidates conduct their due diligence to confirm their interest in the board or commission opportunity, their ability to make the time commitment necessary to attend meetings and their ability to perform the duties of a board or commission member successfully.

Requirements for Applicants/Service

- **Application:** All applicants for appointment or re-appointment must submit their application to the City Clerk's Office by the deadline.
- **Service:** Members may serve on more than one board or commission at a time at the discretion of the City Clerk's Office and Council.
- **Conflicts:** The city strives to avoid issues of bias or preferential treatment when hiring people or companies to work for them. Anyone applying for a job or already having a contract to provide services or goods to the city cannot also be a part of a city board or commission that deals with the same kind of work or involves contact with the department that manages the contract.

Application and Vacancies

The CCO staff publicizes board and commission vacancies monthly. Notice is posted on the city's website at greeleygov.com/board announcing the type of vacancy, where to obtain an application, and the closing date for accepting applications.

The city continually strives to advertise board or commission opportunities to broaden its reach and ensure a diverse representation of the entire city on boards or commissions. The CCO coordinates with the Communications and Engagement Department and staff liaisons to help advertise and share vacancy opportunities for boards or commissions in different formats and across multiple venues, including social media, civic, community, and cultural organizations, and by advertising vacancy opportunities in relevant publications and as part of other public events. Council members and existing board or commission members are encouraged to share vacancy opportunities with their networks and encourage interested individuals to apply.

Incumbent Reapplication

Current board or commission members whose term is expiring are eligible to reapply for their board or commission seat, provided they have yet to reach the term limit identified for their specific board or commission. Failure to reapply within the period provided for submission of applications constitutes a decision not to be considered for service after their term expiration.

Application Review Process

Applications for membership submitted by interested parties are reviewed by the CCO monthly. Applications may be accepted between application periods and held until the next vacancy/application review process occurs.

Application Interview Process

The CCO first reviews all applicants to ensure completeness. The application is then reviewed by the City Attorney's Office. Two members of council complete interviews for board and commission vacancies. The full council membership may consider some applications. Incumbents reapplying to a board or commission may or may not be asked to interview again before council.

Appendix C: Glossary of Terms

This list is intended to provide a brief description of terms, it is not intended to be all-inclusive. Please review Roberts Rules of Order for a complete, detailed list of terms.

Adjourn: To close a meeting.

Agenda: A list of items of business to come before a meeting

Amend (v) To change. **(n)** Name of subsidiary motion that proposes to change a main motion before it's finally adopted.

Appoint: To designate and authorize a person to serve in a particular role.

Bylaws: An organization rules about itself and of such importance that no change should be possible without previous notice and a two-thirds vote. In Robert's Rules, the term refers collectively to the constitution and bylaws if a society has both documents.

Call (or notice) of a meeting: Written notice of the time and location of a meeting, which is sent to all the members entitled to vote. Must include the specific items to be considered if the meeting is a special meeting.

Call the roll: A secretary's formal oral inquiry of each member, by name, to establish for the record the members presence at a meeting or the members vote on a specific question before the assembly

Chair: The presiding officer or the station of the presiding officer in a meeting as in the reference "the chair rules the motion out of order".

Chairman: A gender-neutral term that refers to a presiding officer of a committee.

Charter: A group's articles of incorporation. Also, a document issued by a superior organization authorizing or establishing subordinate of constituent unit or society.

Committee: A group of persons (or one person) assigned to a particular task by or under authority of a deliberative assembly.

Ex officio: Latin for "by virtue of office".

Ex officio members: Non-voting members who hold membership by virtue of an office they hold.

General order: An item of business that, in the prior meeting, was pending when the meeting adjourned or otherwise was postponed to the current meeting without being made a special order.

Item of business: A specific report or motion within a particular class of business. Chair says, "The next item of business is the report of the membership committee."

Majority: More than half.

Old business: An improper term sometimes used in place of the term unfinished business.

Order of business: The sequences in which business comes before an assembly as established by rule. An order of business in which times are assigned to the items or classes of business in commonly referred to as a program or agenda.

Order of the day: A rescheduled item of business.

Pro Tem: Latin abbreviation for pro tempore meaning for the time being – temporary.

Quorum: The minimum number of members who must be present at a properly called meeting for business to be legally conducted

Robert's Rules of Order: The most widely used manual of parliamentary procedure in the United States. It governs the meetings of a diverse range of organizations. Please ensure you refer to the most current version when using Robert's Rules of Order.

Roll Call Vote: This method is used mostly in representative assemblies in which the members represent constituencies and it's important for constituents to know how their representatives vote on particular issues. The record of how each member votes is recorded in the minutes. If your group is a representative assembly, your bylaws should provide details for how and when roll-call votes are ordered.

Second: Is required for the motion to go to the floor for discussion, or consideration. An acknowledgment by a second member that a motion should come before the assembly. A second doesn't imply agreement with the object of the motion- it indicates only that a seconder wants the motion to be decided. If discussion or debate ensues without a second having been obtained, the fact there was no second is of no consequence.

Sessions: A meeting or series of meetings devoted to one order of business.

Special meeting: A meeting other than a regular meeting at which only business specified in the notice for the meeting may be considered. Special meetings are usually reserved for urgent matters that can't wait until the next regular meeting. Must be authorized in the bylaws.

Two Thirds Vote: A voting threshold of two thirds of the members present and voting. This threshold is required to adopt certain motions as a means of protecting the interests of a minority greater than one-third.

Unfinished business: Questions carried over from the immediately preceding meeting that didn't complete its order of business before adjournment. Unfinished business includes motions pending.

Vacant in office: Member's term is up, resigns or steps down. There is a seat available within the board or commission.

Yeas and Nays: A vote in which each voting member (or delegation) is called by name and a record is made of the vote.