

## **GENERAL GUIDELINES FOR ADVISORY COMMITTEES**

Effective: November 20, 2006

Each advisory committee shall follow the same basic guidelines in order to ensure consistency in the administration of committee affairs. These guidelines are as follows:

1. Terms of all members of all advisory committees shall commence on January 1<sup>st</sup> following every regular municipal election and continue until December 31<sup>st</sup> following the next regular municipal election. Newly elected Mayors shall appoint members to all advisory committees to be ratified by the City Council and members so appointed shall serve at the pleasure of the Mayor.
2. All voting members of advisory committees shall live within one of the following zones: school district, fire district, Fort Lupton zip code or 857 telephone prefix.
3. Unless specifically authorized otherwise by the City Council, all committees created under this resolution shall have a minimum of three (3) members but shall not have a maximum. In addition, each committee may have up to two (2) City Council members who shall serve ex-officio. Regardless of how many members are appointed, a quorum shall consist of fifty-one (51%) of all appointed members. When not appointed by the Mayor, the committee shall elect a chairperson and vice chairperson from their peers by majority vote. City Council members and full-time staff shall not chair any advisory committee unless otherwise specifically authorized by the City Council.
4. In order to have the broadest spectrum of input and participation, it will be the City's goal that members of advisory committees will generally include representation from all wards in the community where possible.
5. Advisory committee members shall generally be appointed under the following guidelines:
  - A. The City shall post a notice of committee vacancies in the Fort Lupton Press, on the City's internet web site, on the City's government cable channel, and other mediums as necessary within thirty (30) days following the vacancy or prior to the last day of December in the year that a new Mayor and City Council has been elected.
  - B. The notice will ask that any individual meeting the residency requirements outlined in Paragraph number 2 above who is interested in being considered for a position on a particular committee should complete an application indicating such interest and which committee the individual is interested in serving on.
  - C. Application forms shall be made available at the Office of the City Clerk and shall include, at a minimum, the following information:
    - 1) Full name.
    - 2) Physical address (a post office box may be added for mailing purposes).
    - 3) Telephone number.
    - 4) Name of Committee(s) for which the candidate is applying.
    - 5) List of previous/existing committees served on and other relevant information.

- 6) Brief description of the reason(s) the applicant wishes to serve on the respective committee.
  - 7) Signature of applicant.
- D. The City Clerk shall compile the applications and submit them to the Mayor for review.
  - E. The Mayor shall select from the list of qualified applicants those individuals he/she wishes to recommend for each vacancy. The Mayor shall then present his/her appointments to the City Council for ratification. If so desired, the Mayor may request that the City Council make the appointment(s).
  - F. The City Council shall consider the appointments of the Mayor and either ratify or disapprove the appointments as presented.
  - G. A majority approval of the City Council is required on all ratifications.
  - H. The Mayor specifically reserves the right to appoint or not appoint an applicant for a vacancy and may deny re-appointment of members without cause.
6. Full-time City employees shall not serve as a voting member on any advisory committee unless specifically authorized by the City Council.
  7. Part-time City employees may not serve as a member of a committee that is affiliated with the department in which they work.
  8. Each advisory committee may be assigned a staff liaison as determined by the Mayor or City Administrator and to the extent that such staff is available. However, advisory committees are not in a position of authority over, do not supervise, nor shall they be dependent upon, any administrative staff to conduct official business of the committee.
  9. All advisory committees shall have the broad authority to study and research issues, problems and solutions thereto relative to the subject matter of each committee and advise and make recommendations to the City Council on action to be taken by the City of Fort Lupton on matters of City interest. In accordance with the Colorado Revised Statutes as amended, it is the sole responsibility of the City Council to make all final decisions on matters within its statutory authority. Advisory committees are established to enhance the knowledge and awareness of the City Council on issues of interest to the City and do not exercise any authority over the City Council.
  10. Each advisory committee may participate in, and make recommendations to, the City Council during the annual budget process to suggest program changes, capital projects or other improvements.
  11. Any advisory committee may appoint specific sub-committees or task force(s), made up of its own members, to study specific issues to report back to the committee as a whole. A written letter to the City Council shall be sent to the City Council indicating the reason that the sub-committee was created, basic information as to what the sub-committee is expected to accomplish, and the length of time the sub-committee is expected to serve.

12. Each advisory committee shall have a stated purpose identifying the extent of its responsibilities.
13. All committees shall be governed in their proceedings by Roberts Rules of Order and their meetings shall be open to the public. The time and place of meetings shall be agreed upon by the committee and shall be posted according to City policy. Meetings must be held at a minimum of once per month, or as often as the Chairperson has business to bring before the committee. In the event of an emergency, the Chairperson or two or more members may call a special meeting upon twenty-four (24) hours notice.
15. All committee members are subject to state law and any ordinances and resolutions adopted by the City Council relative to a code of ethical conduct and conflicts of interest. If any member has a conflict of interest as determined by the individual committee membership, that member should be excused from participation and voting on that matter in which they have a conflict, resign or be subject to expulsion on appeal to the Mayor.
16. The committee shall appoint a secretary. The chairperson or the vice chairperson may also serve as secretary, if necessary. The secretary shall maintain minutes and other records necessary to the conduct of committee business. Copies of minutes shall be forwarded to the City Council.
17. Attendance Requirements.
  - A. All committee members shall be required to regularly attend committee meetings, both regular and special, for the purpose of conducting official committee business. The minimum attendance requirements shall be that no committee member shall be permitted to be absent for more than three (3) consecutive regular or special meetings unless said member is excused by the remaining members of the committee.
  - B. Excused absences. The committee shall have the authority to excuse the absence of any member for any reason the committee may deem reasonable and appropriate, taking into account the family, work and health and any other appropriate circumstances of the member.
  - C. Vacancy declared. The committee may declare vacant any permanent seat, or the seat of an alternate, where a committee member has accrued three (3) consecutive unexcused absences. Advertisement and appointment for the vacancy shall fall under the guidelines of paragraph number 5 in this section to fill the unexpired term.
18. All advisory committees members shall serve without compensation.