

PART 5 – BOARDS, COMMISSIONS, AND COMMITTEES

City Council Boards, Commissions, and Committees shall be governed in accordance with City Charter Section 9-10, City Code section 1.2.901, et seq., and any establishing legislation. These Rules and Procedures of City Council govern the conduct of City Council Boards, Commissions, and Committees in the absence of separately adopted Rules and Procedures. (2021)

5-1 TYPES OF BOARDS, COMMISSIONS, AND COMMITTEES (2021)

A. City Council Appointed Boards, Commissions, and Committees - City Council Boards, Commissions, or Committees are generally advisory in nature to assist City Council by preparing recommendations for City Council decisions. City Council appointed Board, Commission, and Committee members shall be selected in accord with the provisions of the ordinance or resolution establishing the Board, Commission, or Committee and shall reside in the City of Colorado Springs in accordance with City Code Section 1.2.901.F and shall serve without compensation. Members of Boards, Commissions, and Committees shall not serve with a member of their household or immediate family or with a member that is an employer/employee on the same Board, Commission, or Committee.

1) At least one (1) Councilmember shall serve as a liaison to every City Council appointed Board, Commission, and Committee. Liaisons shall be assigned equally in number to the best extent possible among Councilmembers and ratified by the entire City Council. Liaisons serve as a conduit between the Chair/Vice-Chair of the Board, Commission, or Committee, and City Council. It is also a duty of the liaison to interview new appointees to the Board, Commission, or Committee. (2000, 2002; 2011)

2) At least one (1) Executive or Council staff shall be assigned to each City Council Board, Commission, or Committee to serve as a Staff Liaison. Staff Liaisons shall be responsible for attending each meeting, ensuring agendas and meeting minutes are published, informing the City Council staff of vacancies, and providing guidance concerning City policies and operations.

B. President's Boards, Commissions, and Committees - The President may appoint special Boards, Commissions, or Committees composed of Councilmembers and/or members of the public to assist in the study of items before the City Council. A working group so appointed shall serve until the matter is disposed of by the City Council unless sooner terminated by the President. (1982; 2000; 2011)

C. City Council Subcommittees – The City Council may form subcommittees on specific subject matters and meet outside of Work Sessions and Regular Meetings. Subcommittees can be formed upon the consensus of five (5) Councilmembers. City

Council may work with the Mayor to assign an Executive staff liaison. When possible, matters related to the subcommittee should be brought before the subcommittee prior to a Work Session or Regular Meeting.

D. Councilmember Appointments on Boards, Committees, and Commissions – Councilmembers shall serve as voting members on City, regional, and intergovernmental Boards, Committees, and Commissions as required by law. Such appointments to these Boards, Commissions, and Committees shall be assigned and ratified by the entire City Council.

5-2 POWERS (2021)

A. No Board, Commission, or Committee shall have the power to employ any person or incur any expense, unless specifically authorized by City Council.

B. Board, Commission, and Committee members may not speak or act for City Council except when formally given such authority for specific purposes.

C. Boards, Commissions, and Committee cannot exercise authority over Executive or Council staff.

D. Board, Commission, and Committee members do not report to individual Councilmembers. Boards, Commissions, and Committees shall take direction from the City Council as a body with the majority of Councilmembers in favor, not individual Councilmembers.

E. Boards, Commissions, and Committees should consider the interest of all citizens of Colorado Springs and make recommendations to City Council accordingly.

5-3 ATTENDANCE (2021, 2025)

A. General

1) Board Members are expected to attend meetings and remain in attendance for the duration of each meeting.

2) No Board Member may be excused from attending a meeting without the permission of the Chair.

3) No Board Member shall be excused from attendance at a meeting except for good and valid reasons.

4) No Board Member should leave a meeting while in session without advising the Chair.

B. Procedure for Excusal. The Chair shall inform the Board during the Call to Order of the excused Board Members and the Board Members shall be considered excused unless a Board Member calls for a vote on excusal. (2025)

C. Board, Commission, and Committee members presence at a meeting may be achieved electronically and/or telephonically with the approval of the Chair.

D. Board, Commission, and Committee members shall vacate the office in accordance with City Code Section 1.2.905.

5-4 TERMS OF CITY COUNCIL APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES MEMBERS (2021)

A. All appointed members of City Council Boards, Commissions, and Committees shall be eligible for re-appointment to a second term at the conclusion of their first term unless there is dissention from a Councilmember or the Chair/Vice-Chair of the Board, Commission, or Committee.

B. Alternate members of City Council Boards, Commissions, or Committees shall be eligible for promotion to full members of a Board, Commission, or Committee without having to re-interview unless there is dissention from a Councilmember or the Chair/Vice-Chair of the Board, Commission, or Committee.

C. Terms of appointed City Council Board, Commission, or Committee members shall be staggered in one year increments, unless otherwise set forth in the establishing legislation. When a vacancy occurs due to a resignation, the new appointee to the City Council Board, Commission, or Committee shall fill the unexpired term.

D. City Council may designate an Alternate Member to a specific Board seat, if applicable (2022).

5-5 INTERVIEW PROCESS FOR CITY COUNCIL APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES (2021)

A. In accordance with City Code Section 1.2.901.E, when a vacancy occurs on a City Council Board, Commission, or Committee due to resignation, removal, or term limits, and no qualified alternate is available, a City Council-led interview process shall commence. Notice of the upcoming or current vacancy shall be made available to members of the public. Applications for the vacancy shall be open for no less than fourteen (14) days after

members of the public are notified. Councilmember liaisons will review the applications of those that applied and determine which applicants to interview. The interview committee will consist of at least one Councilmember liaison, Chair and/or Vice Chair of the Board, Commission, or Committee, and Executive or Council staff liaison, if possible. If the Board seat is designated to a specific Council District, the District Councilmember will be invited to participate in the complete interview process. Upon conclusion of the interviews, the Councilmember liaison(s) will recommend applicants for appointment to a Board, Commission, or Committee. The recommendation shall be placed on the next available Regular Meeting for City Council consideration. (2021; 2022)

B. If the Councilmember liaison does not review the applications and commit to interview schedule within fifteen (15) business days from receipt of the application packet, the President may assign another Councilmember to complete the process. (2022)

5-6 CITY COUNCIL APPOINTED BOARDS, COMMISSIONS, AND COMMITTEES ANNUAL REPORTS AND RECERTIFICATION (2021)

A. In accordance with City Code Section 1.2.907, City Council Appointed Boards, Commissions, and Committees shall provide annual reports of activity to the City Council or shall provide such reports as frequently as required by specific direction of Council. Such report should be submitted no later than a date administratively established by City Council. Such dates shall be based on the operational activities of each Board, Commission, and Committee. City Council may request that annual reports be presented at a Work Session. All annual reports shall be provided to the City Council electronically. Reports should include a summary of Board, Commission, or Committee activities and policy and/or budget recommendations. After reviewing annual reports, City Council may make a recertification determination for each Board, Commission, or Committee. City Council may also modify establishing legislation to better align with advisory needs of City Council. City Council may request specific advisory recommendations from the Board, Commission, or Committee. City Council may request additional or more frequent reporting if necessary.

5-7 ELECTION OF OFFICERS (2025)

A. Each Board, Commission, and Committee shall elect its own Chair and Vice Chair from among its members (City Charter Section 9-10(a)).

B. The Chair of each Council-appointed Board, Commission, or Committee shall be a resident of the City of Colorado Springs (City Code 1.2.903).

C. Unless otherwise stated in the governing Rules and Procedures of a specific Board, Commission or Committee, each Board, Commission, or Committee shall elect a Chair and Vice Chair at their first meeting of the new calendar year. After the election, the

Staff Liaison shall notify Legislative Services with the names of each newly elected Board Member.

D. The election of officers shall be conducted as follows:

- 1) Candidates for the office of Chair and Vice Chair shall be nominated from the floor, separately, before the election for each office.
- 2) No second to a nomination shall be required.
- 3) The nominations shall be closed by a declaration of the Presiding Officer after the Presiding Officer asks for further nominations and receives no reply.
- 4) The election for each office shall be in the form of an election in which each Board Member, declares his or her vote for a candidate.
- 5) Officers shall be elected by a majority vote of the full Board, Commission or Committee. In the event there are more than two (2) candidates for an office and no individual receives a majority vote, the candidate receiving the least number of votes shall withdraw until one (1) candidate receives a majority vote.

RULE 5-8 POWERS AND DUTIES OF CHAIR, VICE CHAIR, AND SECRETARY (2025)

A. The Chair shall be the Presiding Officer at all Board, Commission, or Committee Meetings and shall have the following powers and perform the following duties:

- 1) Set agendas for Meetings with the assistance of the Staff Liaison
- 2) Take the chair, call the Board to order, and upon a quorum being present, proceed to business.
- 3) Seat alternate Board Members to achieve a quorum as provided for in City Code.
- 4) Preserve order and decorum and have general direction of the chambers.
- 5) Decide all questions of order, subject to a Board Member's right to appeal to the Board as a whole.
- 6) Speak to points of order prior to other Board Members.

- 7) Speak on general questions from the Chair or to call some other Board Members to the Chair.
- 8) Announce the results promptly on the completion of every vote.
- 9) Receive all messages and communications from other departments and have them read by the Staff Liaison or placed on file, unless the Board, by vote, shall order a message or communication read.
- 10) Vote upon all questions in the same manner as any other Board Member.
- 11) Summarize the direction given by the Board.
- 12) Represent the Board before the City Council
- 13) Participate in interviews of prospective Board Members
- 14) To serve as the official spokesperson for the Board on decisions.
- 15) To coordinate with the President of City Council and the Staff Liaison regarding administrative matters and to receive correspondence from the City Council or the Mayor on behalf of the Board.
- 16) To assign each Board Member a seat and alter the seating arrangement as needed.
- 17) To call Special Meetings of the Board.

B. The Vice Chair shall have the following powers and perform the following duties:

- 1) The Vice Chair shall be the Presiding Officer at meetings where the Chair is absent or otherwise unable to act. Upon the Chair's inability to act, or upon the request of the Chair, the Vice Chair may exercise the full powers and authority of the Chair
- 2) Set agenda for each Board Meeting in coordination with Staff Liaison and Chair
- 3) Participate in interviews of prospective Board Members

C. The Secretary, who is typically the Staff Liaison, shall perform the following duties:

1) Take summary meeting minutes of all Board Meetings. Meeting minutes shall contain the following information:

- a) Date, time and location of Board Meeting
- b) List of Board Members present
- c) General outline of each agenda item discussed and the outcome if any action is taken
- d) Motions and the vote on each motion
- e) Time of adjournment

D. Other Presiding Officer

1) For brief periods during meetings, the Chair may designate any Board Member to preside when the Chair or Vice Chair is absent or otherwise unable to act.

2) If, at the time of convening the meeting, the Chair and Vice Chair are absent, then the Staff Liaison shall call the Board to order and the first order of business shall be the election of a Board Member as a temporary presiding officer, who, when elected, shall preside at that meeting with all the powers and authority of the Chair. If necessary, the presiding officer shall seat the alternate Board Members after being selected or, if a quorum is not present, the Board shall adjourn.

RULE 5-9 VOTING (2025)

A Voting Required. Every Board Member present when a question is presented, except those that recuse themselves prior to a matter being heard, shall vote on the question.

B. Motion to be Restated. When a motion is made and seconded, it may be restated by the Chair or by the Staff Liaison before debate and again before the final vote. Any Board Member may request that the motion be reduced to writing.

C. Majority Required. Every vote shall require the affirmative vote of the majority of the Board Members present for approval and passage unless a specific number of Board Members is required. In case of a tie vote on any proposal, the proposal shall be considered lost/failed.

D. Record of the Vote. Whenever a vote is taken, each Board Member present must vote "aye" or "nay." After all Board Members have voted, the Chair shall cause the results and the names of any excused Board Members to be announced to the Board and others

present in the Chamber. The Staff Liaison shall then record the vote of each Board Member in the minutes before passing on to the next order of business.

E. Electronic Voting. In the event the electronic voting machine becomes inoperative during any meeting, or the meeting is at a location without an electronic voting machine, the Chair shall call for a roll call vote. The Staff Liaison shall record the oral vote of "aye" and "nay" of each Board Member

F. Vote of Absent Board Member. It shall be improper for any Board Member to state or attempt to state the vote or sentiments of any absent Board Member, to attempt to vote or allow a vote by proxy, or for the Staff Liaison to make any reference in the minutes to such an attempt. Board Member must be present at a meeting (either in person or via an approved remote connection) to vote.