

GUIDELINES FOR BOARD AND COMMISSION MEMBERS

WELCOME

Welcome to the Town of Snowmass Village! Staff and the Town Council are excited to have you involved in helping provide the best decisions for our Community. Snowmass Village is a great Town to work for and thank you so much for applying for one of our Board or Commissions. We appreciate your service to the Town Council and the Community. Your selection as an active member of a Board, Commission or Authority provides you with a valuable opportunity for public service and all ideas are welcome. Although the specific duties of each board and commission vary, there are certain responsibilities common to all Board and Commission members. These guidelines will assist you in maximizing your contribution to our community and to further help Town Council achieve their goals.

PURPOSE

All Board and Commission members are appointed by the Town Council to assist them in achieving Town goals. To accomplish this, each Board, Commission and Authority is guided by plans, codes, rules, master plans or some other type of guiding documents in addition to the Town of Snowmass Village Municipal Code. All of these are available through your Board liaison.

The primary duty of each Board and Commission member is to advise and make recommendations to the Town Council. In some circumstances, the Town Council may also choose to assign a specific project to a Board and Commission.

REPRESENTATION OF A BOARD AND COMMISSION

As an individual member of a board or commission, you may have your own view and recommendations, but you have been appointed to represent the views and recommendations of the majority of the Board and the direction of the Town Council. If a Board or Commission member wishes to make recommendations or express views which have not been approved by a majority of the board, they must indicate they are expressing individual opinions and are not speaking on behalf of the board or the Town.

Although Board and Commission members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and goals just of the Town Council not that of an exclusive group or interest.

RELATIONSHIP WITH OTHER MEMBERS

The success or failure of the efforts of a Board or Commission is dependent upon the degree of cooperation evident among the individual members of the body. We encourage you to keep the following points in mind in your interactions with other board members:

- Show respect for another's viewpoint.
- Allow others adequate time to present their views fully before making comments.
- Be open and honest.
- Welcome new members and help them become acquainted with their duties.
- Strive to minimize political action among members.

OPEN MEETING LAWS

The Town of Snowmass Village is committed to transparency, and all Board and Commission meetings are considered open meetings. The public, individual citizens, and the media are allowed to attend. As such, all official Board and Commission business and correspondence should take place in a public meeting. Private conversations and email chains about specific matters are prohibited.

The following provides an overview and specific requirements for open meeting laws.

OPEN MEETING REQUIREMENTS OF THE COLORADO SUNSHINE LAW.

The Open Meetings Law which is part of the Colorado Sunshine Law generally requires any state or local governmental body to discuss public business or to take formal action in meetings that are open to the public. All decisions and actions by every Board and Commission shall be conducted in a public meeting.

- Applies to any Board, Commission, or other advisory decision-making body of a political subdivision.
- Three or more members of the body (or two members if two constitutes a quorum) conducting business are subject to this law.
- The statute requires full and timely notice, posted in its designated place within a reasonable time prior to the meeting. A local body may comply by posting notice at least 24 hours prior to the meeting.

- Minutes of meetings must be taken and promptly recorded and are open to public inspection.
- Requires announcement of topic for discussion, citation to authorizing law, and a majority vote of the members present. Discussions held in an Executive Session must be electronically recorded. No record or electronic recording is required to be kept of the portion of a discussion in Executive Session that constitutes a privileged attorney-client communication.
- All meetings except for Executive Sessions are open to the members of the public including media presence.

ELECTION OF OFFICERS

Per the Town of Snowmass Village Municipal Code Chapter 2, Article III Section 2-52 – Term Limits of Board, Commissions and Authority Chairs.

- (a) The position of chair of the following Boards, Commissions and Authorities shall continue to be elected annually by the members of each of each particular Board, Commission or Authority, but any member shall be limited to a maximum of two (2) consecutive one-year terms as chair:
- 1) Snowmass Arts Advisory Board (SAAB)
 - 2) Environmental Advisory Board (EAB)
 - 3) Board of Appeals and Examiners (BAE)
 - 4) Citizens Grant Review Board (CGRB)
 - 5) Financial Advisory Board (FAB)
 - 6) Planning Commission (PC)
 - 7) Marketing, Group Sales and Special Events Board (MGSSEB)
 - 8) Part Time Residents Advisory Board (PTRAB)
 - 9) Parks, Open Space, Trails and Recreation Board (POSTR)
 - 10) Local Marijuana Licensing Authority (LMLA)
- (b) Should a mid-term vacancy occur on any Board, Commission or Authority, the member appointed to serve out the remainder of such one-year term as chair shall be permitted to serve out the remainder of such term and thereafter serve no more than two (2) consecutive one-year terms as chair.
- (c) After any member of any board, commission or authority has served two (2) consecutive one-year terms as chair of said Board, Commission or Authority, said member may not serve as chair of said Board, Commission or Authority for a period of one (1) year.

- (d) The provisions of this Section shall apply retroactively such that the chair of any Board, Commission or Authority who, on January 1, 2006, has served two (2) or more consecutive terms as chair of any Board, Commission or Authority shall be prohibited from serving as chair of said Board, Commission or Authority for the period provided in Section (c) above.

Town Staff will send an email to you if your term is expiring and applications are available on the Town's web site at www.tosv.com.

STAFF LIAISONS

Staff support service is available through various staff members assigned as liaison. They are responsible for the following duties:

- Upload yearly meeting dates to Web Site
- Prepare agenda and packets and upload to Web site
- Ensure recordings and distribution of meeting minutes post on Web Site
- Handle logistics regarding meeting scheduling, set up and public notification

NOTE: Staff liaisons do not work for the Board or Commissions and do not report to its members. They are simply a resource to assist with meetings and provide information and are happy to help members with requests.

REAPPOINTMENT PROCESS

The Town of Snowmass Village staff will send you a reminder by email in November if your term is expiring with a link to the Town's website to fill out an application if you are interested in re-applying for an additional term.

Thank you so much again for your interest in serving your community, if you have any further questions or need additional information please feel free to contact Megan Harris Boucher, Town Clerk at mboucher@tosv.com