BOARDS & COMMISSIONS

Rules and Procedures Manual

CITY of DURANGO
DURANGO CITY COUNCIL

Dick White, Mayor
Sweetie Marbury, Mayor Pro Tem
Chris Bettin, Councilor
Dean Brookie, Councilor
Melissa Youssef, Councilor

CITY MANAGER

Ron LeBlanc

Adopted August 2004
Revised July 2006
Re-adopted August 2016
Re-adopted March 2018
Re-adopted April 2019
CITY OF DURANGO

BOARDS AND COMMISSIONS
(and the establishing document)

REGULATORY

Design Review Board (LUDC Section 6-2-3-4)
Durango Local Licensing Authority (O-2010-15)
Durango Planning Commission (O-1956-890)
Historic Preservation Board (O-1990-10)
Land Use & Development Code Board of Adjustment (LUDC Section 12-1)

ADVISORY

Board of Ethics (O-2014-39)
Community Relations Commission (R-2012-26)
Creative Economy Commission (R-2019-15)
Durango Utilities Commission (R-2002-21)
Durango-La Plata County Airport Commission (R-2013-10 and County R-2013-12)
Finance Committee (R-2019-14)
Library Advisory Board (Code of Ordinances Section 5-111 and R-2002-23)
Mayor’s Youth Advisory Commission (R-2010-22)
Multi-Modal Advisory Board (R-2009-63)
Natural Lands Preservation Advisory Board (R-2009-6)
Parks and Recreation Advisory Board (R-2009-7)

OTHER

Board of Directors for the Firefighters’ Old Hire Pension Plan (O-1998-1)
Board of Directors for the Police Officers’ Old Hire Pension Plan (O-1998-2)
Business Improvement District Board of Directors (O-1997-22)
Community Corrections Board (R-2002-20)
Durango Election Commission (Charter, page 15)
Retirement Plan Board (R-1989-3)
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**WELCOME**
Welcome to the City of Durango! Your involvement with a Board or Commission in Durango provides you with a valuable opportunity to participate in local change and genuine public service in this unique community. Enjoy your time serving, and use this packet as a resource to assist you in maximizing your contribution to the City.

**Definitions**
The following definitions shall apply to terms used in these Rules and Procedures:

<table>
<thead>
<tr>
<th><strong>Ad Hoc Board or Commission</strong></th>
<th>A Board or Commission established by the City Council, the functions of which are limited to a specific task or program, and which has a termination point.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advisory Board or Commission</strong></td>
<td>A Board or Commission established by resolution or ordinance, the recommendations of which are advisory in nature. Decisions of advisory boards are guided by the Comprehensive plan, Council Goals, and other planning documents.</td>
</tr>
<tr>
<td><strong>Alternate Member</strong></td>
<td>A member of a Board or Commission appointed to serve in the absence of a regular member in order to provide continuity and a quorum. When serving in the absence of a regular member, an alternate member shall be considered as a regular member for all purposes, including, but not limited to, the establishment of a quorum and the right to vote.</td>
</tr>
<tr>
<td><strong>Committee</strong></td>
<td>A group, which may be established by the City Council, that has a specific charge. Normally a Committee is an administrative device appointed through the City's administrative system. Except as otherwise provided herein, a Committee is not subject to these rules and procedures.</td>
</tr>
<tr>
<td><strong>Conflict of Interest</strong></td>
<td>Members of City Boards and Commissions have a duty to use their positions to contribute to the public good and they must refrain from using their positions for personal gain. All Members are required to avoid actual or perceived conflicts of interests between their personal, business or family interests and the interests of the City. The City’s Code of Ethics, which applies to Board and Commission members, should be consulted for a full explanation of what constitutes a conflict of interest and for other mandatory standards of conduct. The instructions and commensurate form for disclosure is provided at the end of this manual.</td>
</tr>
<tr>
<td><strong>Council Liaison</strong></td>
<td>A City Councilor who maintains communication and mutual understanding between a Board or Commission and the City Council.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Emeritus Member</td>
<td>A Board or Commission member who has served the maximum number of terms, but continues to serve as a non-voting member.</td>
</tr>
<tr>
<td>Ex Officio Member</td>
<td>A non-voting member of a Board or Commission by virtue of office.</td>
</tr>
<tr>
<td>Joint Board or Commission</td>
<td>A Board or Commission composed of members of both City and County governments.</td>
</tr>
<tr>
<td>Quorum</td>
<td>A simple majority of board or commission members. Please refer to your establishing document for specific requirements.</td>
</tr>
<tr>
<td>Regulatory Board or Commission</td>
<td>A Board or Commission established by ordinance or Charter or resolution that has decision making authority in accordance with State statutes or City Code.</td>
</tr>
<tr>
<td>Youth Liaison</td>
<td>A non-voting member of a Board or Commission appointed from the Youth Engagement Program.</td>
</tr>
</tbody>
</table>
OVERVIEW OF THE CITY OF DURANGO

City Council Goals and Objectives for 2017-2018

<table>
<thead>
<tr>
<th>Goal 1: Promote Community Sustainability through Economic, Organizational, and Environmental Resiliency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1.1: Maintain a fiscal position resilient to future economic fluctuations</td>
</tr>
<tr>
<td>Objective 1.2: Support an effective organization with a high-performance workforce</td>
</tr>
<tr>
<td>Objective 1.3: Improve environmental resiliency and encourage responsible stewardship of natural and cultural resources</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Goal 2: Foster Civic Engagement and Democracy by encouraging citizen and youth participation, open and transparent government, and regional leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 2.1: Promote civic education and encourage citizen, City employee, and youth participation</td>
</tr>
<tr>
<td>Objective 2.2: Foster community trust by demonstrating open and transparent governance</td>
</tr>
<tr>
<td>Objective 2.3: Strive to be a leader both regionally and statewide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal 3: Demonstrate Government Performance through efficient, effective and innovative City operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 3.1: Provide City services with efficiency and effectiveness</td>
</tr>
<tr>
<td>Objective 3.2: Maintain and Invest in City infrastructure</td>
</tr>
<tr>
<td>Objective 3.3: Improve City facilities to meet the needs of a growing community</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal 4: Envision Durango’s Sense of Place by creating character districts, promoting responsible land use planning, and maintaining the community’s unique character and sense of identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 4.1: Create districts in the community that embrace the unique character of that area and provide housing opportunities</td>
</tr>
<tr>
<td>Objective 4.2: Promote responsible land use planning</td>
</tr>
<tr>
<td>Objective 4.3: Maintain Durango’s unique character and sense of identity</td>
</tr>
</tbody>
</table>
City of Durango Departments and Structure:
OVERVIEW OF BOARDS AND COMMISSIONS

Procedures for Establishment of Boards or Commissions

Section 1. General Authority: The framework for City Boards or Commissions is established by City Charter, Article X, Section 7, and Council Resolution No. 2004-47, which adopted the "City of Durango Rules and Procedures for Boards and Commissions."

Boards and Commissions may develop bylaws, in addition to these rules and procedures, provided that they do not conflict with these rules and procedures or any other law.

Boards and Commissions serve the City Council in one of two manners:

Advisory- A Board or Commission whose work, actions, and recommendations are advisory to the City Council; and

Regulatory- A Board or Commission in which the City Council has vested regulatory powers or administrative decision-making powers.

Section 2. Establishment of Boards and Commissions: The creation of a Board or Commission requires formal action by the City Council, either by ordinance or resolution.

Section 3. Conflicts with Enabling Ordinance or Resolution: The purpose of these rules is to govern all Boards and Commissions, and any conflicts with enabling ordinances or resolutions should be resolved by amending the Rules and Procedures for Boards and Commissions.

Section 4. Certain Boards and Commissions Exempt: The Durango-La Plata County Airport Commission, the Business Improvement District, the Durango Election Commission, the Durango Local Licensing Authority, the Retirement Plan Board, the Firefighter’s Old Hire Pension Board of Directors, and the Police Officers’ Old Hire Pension Board of Directors are exempt from these Rules and Procedures.
Name, Purpose, Duties and Responsibilities

Section 1. Name: Each Board or Commission shall have a name and it shall be stated in the enabling ordinance or resolution for that Board or Commission.

Section 2. Purpose: Each Board or Commission shall have a purpose and it shall be stated in the enabling ordinance or resolution for that Board or Commission.

Section 3. Duties and Responsibilities: Each Board or Commission shall have its duties and responsibilities stated in the enabling ordinance or resolution. Duties and responsibilities shall include, at a minimum, the following:

A. Duties
1. To initiate, review, and make recommendations to the City Council and City staff regarding matters related to its area of responsibility.

2. To assist administrative departments of the City in defining programs that meet the needs of the residents of the city of Durango.

3. To provide public information for groups interested in its area of responsibility.

4. If it is a regulatory Board or Commission, to follow all laws and procedures governing its area of concern.

5. To perform other duties such as the City Council may require.

B. Responsibilities
1. To submit reports, as required, to the City Council.

2. To meet as necessary to accomplish its duties and responsibilities.

3. To hold public meetings and hearings as may be required.

4. To set and review goals and objectives in accordance with the management system authorized by the City Council.

5. To make recommendations to the City Council relative to needed policies, ordinances, and programs to achieve the purposes of the Board or Commission.
Section 4. Summary of Existing Boards and Commissions

**Board of Ethics** advises City Council on matters related to ethical issues arising under the Code of Conduct and the Code of Ethics.

**Business Improvement District** represents its electorate (property owners within the boundaries of the BID). Duties set forth in C.R.S. § 31-25-1209.

**Community Relations Commission** advises City Council on matters related to community relations, and promotes social harmony.

**Creative Economy Commission** advises City Council on matters related to City-owned public art projects and artworks, as well as matters pertaining to arts, culture, and the creative economy.

**Design Review Board** hears and decides applications and appeals for design compliance review, and advises City Council on matters related to design.

**Durango-La Plata County Airport Commission** advises the Board of County Commissioners and City Council in matters related to Airport operations.

**Durango Local Licensing Authority** regulates and approves matters pertaining to the issuance, renewal, or violations of liquor licenses or marijuana licenses.

**Durango Planning Commission** reviews land use and development applications and implements policies set forth in Land Use Development Code (LUDC) and advises City Council on matters related to land use, growth, and development.

**Durango Utilities Commission** advises City Council on matters related to water and wastewater issues and policies.

**Finance Committee** advises City Council on matters pertaining to the budget and fiscal health of the City of Durango, and well as serves as an Audit Committee.

**Historic Preservation Board** reviews applications for historic landmarks and projects within historic districts and advises City Council on matters related to preserving the historic character of Durango.

**Library Advisory Board** advises City Council on matters related to the operation of the Durango Public Library.

**Land Use and Development Code Board of Adjustment** hears and decides variances from the LUDC and appeals from administrative decisions.

**Mayor’s Youth Advisory Commission** advises City Council on matters related to the city’s youth.
**Multi-Modal Advisory Board** advises City Council on matters related to improving multiple modes of transportation.

**Natural Lands Preservation Advisory Board** advises City Council on matters related to developing and implementing an open space program.

**Parks and Recreation Advisory Board** advises City Council on matters related to the maintenance, expansion, use and protection of the City’s parks and recreational facilities.

### Meeting Times

Check [www.DurangoGov.org](http://www.DurangoGov.org) for the most up to date information on specific meeting times and locations.

<table>
<thead>
<tr>
<th>Board/Commission</th>
<th>Meeting Date/Time/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Ethics</td>
<td>Held Quarterly, Second Wednesday of the month - 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>City Hall, City Manager’s Conference Room</td>
</tr>
<tr>
<td>Business Improvement District Board</td>
<td>Second Wednesday of each month – 12:00-2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>BID Office, 850 1/2 Main Ave – Suite #2</td>
</tr>
<tr>
<td>Community Corrections Board</td>
<td>Third Wednesday of each month – 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Hilltop House, 1050 Avenida del Sol</td>
</tr>
<tr>
<td>Community Relations Commission</td>
<td>Fourth Wednesday of each month – 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>City Hall, City Manager’s Conference Room</td>
</tr>
<tr>
<td>Public Art Commission</td>
<td>Last Tuesday of each month – 9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>River City Hall</td>
</tr>
<tr>
<td>Design Review Board</td>
<td>Second Wednesday of each month – 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>City Hall, Smith Chambers</td>
</tr>
<tr>
<td>Durango Election Commission</td>
<td>(As Needed)</td>
</tr>
<tr>
<td></td>
<td>City Hall</td>
</tr>
<tr>
<td>Durango-La Plata City Airport Commission</td>
<td>Third Thursday of each month – 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Airport Conference Room, upstairs</td>
</tr>
<tr>
<td>Durango Local Licensing Authority</td>
<td>Third Tuesday of each month – 2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>City Hall, Council Chambers</td>
</tr>
<tr>
<td>Durango Planning Commission</td>
<td>Fourth Monday of each month – 6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>City Hall, Council Chambers</td>
</tr>
<tr>
<td>Durango Utilities Commission</td>
<td>First Monday of each month – 4:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Public Library, Program Room 3 upstairs</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>(As Needed)</td>
</tr>
<tr>
<td>Board or Commission</td>
<td>Meeting Date &amp; Time</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td>Historic Preservation Board</td>
<td>Third Wednesday of each month – 5:30 p.m.</td>
</tr>
<tr>
<td>Land Use &amp; Development Code Board of Adjustment</td>
<td>Fourth Wednesday of each month – 4:00 p.m.</td>
</tr>
<tr>
<td>Library Advisory Board</td>
<td>Second Monday of the month, as needed– 4:30 p.m.</td>
</tr>
<tr>
<td>Mayor’s Youth Advisory Commission</td>
<td>First and Third Mondays of each month – 7:00 a.m.</td>
</tr>
<tr>
<td>Multi-Modal Advisory Board</td>
<td>Third Wednesday of each month – 4:00 p.m.</td>
</tr>
<tr>
<td>Natural Land Preservation Advisory Board</td>
<td>Second Monday of each month 6:00 p.m.</td>
</tr>
<tr>
<td>Parks and Recreation Advisory Board</td>
<td>Second Wednesday of each month – 5:00 p.m.</td>
</tr>
<tr>
<td>Retirement Plan Board</td>
<td>Annual meeting in May, as needed – n/a TBD</td>
</tr>
</tbody>
</table>

**Board or Commission Business Outside of Meetings**

**Section 1. Attendance at City Meetings:** Board or Commission members shall attend scheduled City meetings when required to carry out the work of the Board or Commission.

**Section 2. Special Assignments:** At the discretion of the Board or Commission chairperson, Board or Commission members may undertake special assignments outside of committee meetings that are required for the efficient dispatch of Board or Commission business.

**Section 3. Review of Background Material:** Board or Commission members shall review all background information provided in preparation for regular or special meetings or work sessions.

**Relationship with Other Entities**

**Section 1. Overall Coordination:** As advisory representatives of the City Council, Boards or Commissions may need to facilitate agreements among governmental units and individuals, when requested to do so, for specific projects or other related matters. Boards or Commissions shall do so by:
A. providing a forum for discussion and study of matters that are of mutual interest to
governmental units and members of the City Council;

B. discovering, clarifying, and comprehensively planning for the solution of problems within
the area of responsibility of the Board or Commission that come to the attention of the
Board or Commission.

Section 2. Relationship with the City Council: The Board or Commission is to review,
recommend, and advise the City Council on policy matters regarding its area of responsibility. All
actions of a Board or Commission, except decisions of regulatory Boards or Commissions
governed by ordinance or statute, shall be subject to the approval and confirmation of the City
Council. Board or Commission appointees serve at the pleasure of the City Council. No action of
a Board or Commission shall relieve the City Council of its responsibilities or usurp the authority
granted to the City Council, excepting those regulatory Boards or Commissions that have direct
review by the court system. Advisory Board or Commission conflicts associated with this
relationship shall be expeditiously referred in writing to the City Council through the City
Manager.

Section 3. Relationship with Administrative Staff: Boards or Commissions shall work
closely with assigned City staff. A Board or Commission may call upon specific administrative
departments to provide information upon which the Board or Commission can make informed
decisions. The City Council may establish close working relationships with specific departments
through the designation of a member of such a department as an ex officio member of the Board
or Commission. Department members designated as ex officio Board or Commission members
shall attend all Board or Commission meetings and participate in Board or Commission
discussions, provide background information, and advocate positions on potential Board or
Commission actions. A Board or Commission may call upon other City administrative
departments for information or assistance by directing a request through the ex officio member to
the City Manager. The department representative shall not vote on Board or Commission actions.
City departments may provide staff reports to the City Council through the City Manager. Such
reports may supplement, agree with, or take positions opposed to the recommendations of the
Board or Commission. If a staff report is prepared relating to a decision by a Board or
Commission, a copy of the report shall be provided to the chairperson of the Board or
Commission. Conflicts associated with the relationship between a Board or a Commission and
City staff shall be directly and expeditiously referred in writing to the City Manager.

Section 4. Relationships with other Private and Public Agencies: Boards or
Commissions may call upon private and public agencies in order to have adequate information to
make decisions and prepare recommendations. A Board or Commission shall provide guidance,
advice, and appropriate actions as requested by such bodies. However, prudence should be
practiced so that no action of a full Board or Commission or its individual members can be
interpreted as an official position or action of the City Council. Conflicts associated with this
relationship shall be expeditiously referred in writing to the City Council through the City
Manager.
Section 5. Relationships with Joint Boards or Commissions: Joint Boards or Commissions, unless otherwise agreed upon by the City Council and the County Commissioners, shall follow the rules and procedures adopted by the City Council when considering City business. Members of the Joint Boards or Commissions shall work to expedite the work of the joint Board or Commission in all cases.
Membership

The City Council shall consider the following in determining the composition and membership of each Board or Commission:

Section 1.  Regular Members

A. There shall be a minimum of three members on a Board or Commission. The exact number of members shall be specified in the enabling ordinance or resolution. All regular members shall be appointed by the City Council unless otherwise stated in the enabling Ordinance or Resolution.

B. Applicants for Board or Commission positions will be screened by the City Council. At the time of Council consideration, Council members may consider additional persons for membership recommended by the Council members. Members of Boards or Commissions shall be appointed by a majority vote of the City Council at a regularly scheduled City Council meeting. When screening applicants, the following should be considered:

- Review of written applications.
- Comments and/or recommendations from the chairperson of the Board or Commission regarding incumbents.
- Comments and/or recommendations from ex-officio members of the Board or Commission.
- Consideration of an applicant’s interest in the board, experience, or knowledge of a particular board’s purpose.

C. When screening applicants, Council will give strong preference to city residents.

D. Council will give consideration to specific goals and guidelines of skill sets recommended for each Board or Commission, as outlined in its authorizing document.

E. The length of term of each Board or Commission member shall be 3 years, except in the case of the Mayor’s Youth Advisory Commission and the Election Commission.

F. The term for each Board or Commission member shall be structured in a manner to provide continuity of programs by staggering the length of terms of its members. Term expiration dates shall be such that no more than 60 percent of the terms will terminate annually and such that all terms for any one Board or Commission shall terminate in the same month of the given year. Any appointment that fills a vacancy that falls outside of the normal appointment schedule shall serve the remaining term of the vacated position. For example, if a commission member resigns after 1 year into a 3 year term, the replacement commission member would be appointed to a 2 year term.

Section 2.  Appointment Process

A. Notification of upcoming term expirations shall be given to the City Council by the City
Clerk’s office.

B. Advertising for membership to Boards and Commissions and acceptance of applications for openings will be completed on a continual basis. All applications will be kept on file for 1 year. In the event of an impending term expiration, all applicants on file will be contacted to determine current interest.

C. Prior to the expiration of a term, City staff will alert the current member of the upcoming appointment process. The incumbent’s application (either new or original), all new applications, and any pertinent information (including comments and/or recommendations from the chairperson) will be sent to Council for consideration and screening.

D. City staff will be responsible for organizing requested interviews with City Council and any other administrative responsibilities related to the process.

Section 3. Expiration of Term: A member of a Board or Commission whose term has expired will continue to serve until a replacement is appointed or reappointment is made.

Section 4. Emeritus Members: In recognition of service and experience, any member who has served the maximum number of terms can individually apply for, be nominated by the majority of the Board or Commission, or be nominated by any member of the City Council, for consideration by the City Council as an Emeritus member. Emeritus members are non-voting members that can serve an unlimited number of 3 year terms.

Section 5. Associate Members: A Board or Commission may invite other persons to be associate members of the full Board or Commission. However, such members shall not have the right to vote. Associate members shall be designated as persons who have certain expertise in matters relevant to the functions of a Board or Commission and who may be requested to become Associate member of a Board or Commission on a short term or continuous basis. Such requests for services of an associate member shall have the approval of the City Council or that of the City Manager.

Section 6. Professional Services: A Board or Commission may from time to time request consultation from persons not classified as members, but possessing expertise relevant to a matter. Such requests shall have approval of the City Council or the City Manager. If a consultant requires compensation, prior approval must be obtained from the City Council.

Section 7. Ex Officio Members: Each Board or Commission may have at least one ex officio member who shall represent the City administration. Said ex officio member shall be designated by title in the enabling ordinance or resolution. In addition, a youth liaison from the Youth Engagement Program may serve as an ex-officio member when appointed to a Board or Commission. Ex-officio members shall not be voting members.
Section 8. **Liability Insurance:** All members of Boards or Commissions are covered under the City's liability insurance program while acting within the scope of their assigned duties.

Section 9. **Compensation:** Board and Commission members shall serve without compensation.

**Voting**

Section 1. **Voting Privileges:** Only regular members of a Board or Commission, or alternate members when acting in the absence of a regular member, shall have the privilege of voting on matters or questions before the Board or Commission.

Section 2. **Manner of Voting:** Voting shall be conducted in the following manner:

A. A majority of the regular members shall constitute a quorum unless otherwise specified in the enabling ordinance or resolution.

B. Each regular member, including the chairperson, shall have one vote.

C. When a quorum is present at any meeting, the vote of a majority of members present shall decide any question brought before such a meeting.

D. Article II, Section 9 of the City Charter entitled Voting states: “Any member of the Council who has a personal or private interest in any matter proposed or pending before the Council shall disclose such interest to the Council and shall not vote thereon, and shall refrain from attempting to influence the decisions of other members of the Council in voting on the matter; provided, however, a member of the Council may vote notwithstanding the personal or private interest if his participation is necessary to obtain a quorum or otherwise enable the Council to act and if he complies with the voluntary disclosure provisions under applicable state law.”

“The restrictions on voting shall apply to members of City Boards and Commissions as well as members of the City Council.”

**Officers**

Section 1. **Method of Selection:** Officers shall be chosen from among the regular membership of a Board or Commission by a majority of the members present at an organizational meeting called for that purpose.

Section 2. **Number of Officers:** Officers shall consist of a chairperson and a vice-chairperson with each Board or Commission reserving the right to select additional officers as it deems necessary.
Section 3. Duties of Officers: The following duties shall be undertaken by the respective officers with a right to delegate duties to other Board or Commission members being reserved to the chairperson.

A. Chairperson's Duties

1. To preside at Board or Commission meetings.

2. To call special meetings.

3. To make appointments to committees, subcommittees, or task force groups.

4. To represent the Board or Commission in public and to speak and act on behalf of the Board or Commission.

5. To execute reports on behalf of the Board or Commission.

6. To take initial action on directives from the City Council.

7. To establish the agenda for Board or Commission meetings.

8. To authorize special assignments for Board or Commission members.

9. To inform the Board or Commission of results of all Board or Commission reports or recommendations to the City Council.

B. Vice-Chairperson's Duties

1. In the absence of the Board or Commission chairperson, shall assume all duties and responsibilities of the chairperson.

2. To assure adequate staff support is provided the Board or Commission in the conduct of its business.

3. To oversee all matters of attendance by regular members at Board or Commission meetings.

C. Other Officer's Duties

1. Additional officers selected by the Board or Commission shall have their duties delineated by the chairperson before or upon their taking office.

Section 4. Terms of Office: Board or Commission officers shall serve for a period of one year unless removed from office or no longer in office due to resignation. Each Board or Commission shall choose and set a date by motion, to consider selection of officers.

Section 5. Executive Committee: Boards or Commissions may appoint an executive committee made up of the chairperson, vice-chairperson, and any other persons deemed appropriate by the Board or Commission. The duties of the executive committee shall be determined by the membership of the Board or Commission.
RULES OF PROCEDURE

Rules and Procedures

Section 1. Procedures: All Board or Commission meetings shall be conducted in accordance with Robert’s Rules of Order except that the presiding officer may, at his or her discretion, dispense with such rules to facilitate the orderly and timely conduct of Board or Commission business.

All Boards, Commissions and Committees are subject to and must comply with the provisions of the Colorado Open Meetings Law (C.R.S. 24-6-401, et seq.). The records and documents associated with Boards and Commissions and their members are generally subject to the Colorado Open Records Act. Electronic communication, including email and discussion on social media platforms, is subject to the Colorado Open Meetings Law (C.R.S. 24-6-401, et seq.). All communications of public business by a quorum, or three or more members of a Board or Commission, whichever is less, shall be held within the confines of a properly noticed public meeting.

Telephonic participation in open meetings must be in accordance with Resolution-2016-0025, A resolution approving and adopting a policy for telephonic participation in open meetings for the City of Durango.

Section 2. Agenda: A typed agenda shall be prepared for each Board or Commission meeting and electronic copies shall be posted on the City’s website, and a physical copy shall be posted at City Hall. The agenda shall include at a minimum the following:

A. Roll Call
B. Approval of Minutes
C. Reports of officers, sub-committees and task force groups
D. Unfinished Business
E. New Business
F. Adjournment

Section 3. Post Meeting Actions: All actions and recommendations to the City Council, City administrative units, or any other governmental unit by Boards or Commissions shall be communicated to the City Council through the City Manager by memorandum, formal report, or through summary minutes signed by the Board or Commission chairperson or designated representative.
Sample Agenda

Name of Board or Commission
Location of Meeting
Date of Meeting
Time of Meeting

I. PROCEDURES
   A. Roll Call
   B. Approval of Minutes of Previous Meetings (dates)

II. REPORTS
   A. Officers of Board or Commission
      1. List
      2.
      3.
   B. Subcommittees and/or task force groups
      1. List
      2.
      3.

III. OLD BUSINESS
    1. List topics
    2.

IV. NEW BUSINESS
    1. List topics
    2.
    3.

V. ADJOURNMENT
“Leading Effective Board Meetings”, by Jim Slaughter, Parliamentarian

Before Meeting:

- Why have a meeting?
  - Decision-making, problem-solving, planning, evaluation
- What are desired outcomes?
- Who is responsible for each item?
- Confirm environment and equipment
- Room arrangement
  - To give information- auditorium style
  - To get participation- Circle
  - Combination- Horseshoe
- Prepare agenda
  - Considerations:
    - All items relate to mandate?
    - Are items for action?
    - Agenda clear?
    - Location on agenda?
  - Specifics:
    - Start and end time for meeting
    - Start and end time for each item?
    - Require business items (motions) be submitted in advance
    - Assign tasks
- Distribute meeting packet
- Distribute agenda in advance
- Ensure everyone on agenda knows role

During Meeting:

- Call to order on time
- Stay focused on agenda
- Focus on substance, not form
- End meeting/ each item on time
- Use unanimous consent, when possible
- Use consent on agenda, if possible
- Encourage participation/ equalize participation
  - Prompt comments, if necessary
- Control interruptions and digressions
  - “Park” digressions
  - “Deflate windbags”
  - Clarify and rephrase
• Manage conflict
• Ensure decisions/ assignments clear
• More formal procedure if larger group (12+)
• More formal procedure depending on controversy/ importance
• Close the meeting on time
• Close the meeting positively

Problem Areas:
• Rambling member (“park digressions”)
• Dominating member (“deflate windbags”)
• Argumentative member
• Discouraging member
• Argument between two members
• Side conversations
• Non-participating members

Robert’s Rules of Order

*Robert’s Rules of Order* describes basic protocols for discussing and deciding issues when a large number of people are involved. It usually would not be necessary to use many aspects of it for the typical board or committee meeting of three to 12 people, but the “basics” are a useful way to manage any meeting. There is nothing special about *Robert’s Rules* other than that there has to be some standard that everyone follows and this is a tried and true protocol.

**The Basics of Addressing a Motion**

• The Chair controls the flow of the meeting
• The group can only consider one motion at a time
• The mover states his/her motion
• A second person, or seconder, declares, “I second the motion”
• If there is no seconder to the motion, it is considered “lost”
• If the motion is seconded, the Chair declares “it has been moved and seconded that...”
• Formally, the Chair will ask if the mover wishes to expand on his/her motion
• The shareholders or membership are given an opportunity to express their views/questions about the motion
• All comments, starting with the motion and the second and running right through the entire process, should be directed at the Chair
• There is a time limit (usually set by the Chair at the beginning of the meeting) for how long someone can hold the floor to talk about the motion
• If no one has questions/comments about a motion it can go immediately to a vote
• The Chair will ask for a vote after discussion, which is called “Calling the Question”
  – votes can be:
    o By the show of hands (the use of cards or proxies can be included)
    o By voice (“Aye” or “No”)
    o By roll call (each voter indicates individually what their vote is)
    o By division (all members literally stand up and go to a side of the room with their position)
    o By ballot (where secrecy is important)
• Additionally, if there is a general consensus, the Chair can say “There being no objection... the motion is passed”
• Once a motion is put to vote that is the end of that motion one way or the other

**The Basics of Ancillary Motions**

1. **Subsidiary Motions:** The purpose of a subsidiary motion is to change how a main motion is handled and voted on. It must therefore be considered before the group can proceed to consider the main motion.
   • Lay on the Table- temporarily suspends further consideration of the main motion while a related motion is considered
   • Take from the Table- resumes consideration of the item laid on the table
   • Previous Question- returns to the motion previously being considered (used in situations where a subsidiary motion or other motion is pending)
   • Limit Debate- limits discussion of the motion to or for a specified period of time
   • Extend Limits of Debate- extends existing limits of debate to or for a specified period of time
   • Postpone Definitely- postpone the debate to or for a specific time
   • Refer- used when additional information is considered to be useful for a decision, the question is referred to a committee/individual/body to gather this information and sometimes to make a recommendation
   • Amend- change the wording of the main motion
   • Postpone Indefinitely- removes the motion from consideration indefinitely
2. **Incidental Motions:** Incidental motions deal with procedural issues relating to other motions and are therefore considered before both subsidiary and main motions. Incidental motions are generally undebatable and should be put to an immediate vote.
   • Question of Order- to point out an infraction of the rules
   • Suspension of Rules- where it would be advisable for the group to voluntarily suspend some aspect of its own rules
• Objection to Consideration of a Question- applied only to a main motion, the nature of the objection must be stated
• Divide a Question- split the question into its component parts to consider each independently
• Methods of Voting- to change the method of voting

3. **Privileged Motions:** Privileged Motions do not relate to the main motion or the related subsidiary or incidental motions, but rather relate to the general order of business of the group. As these are “meta” questions, they take precedence over both subsidiary and incidental motions. They are not debatable and should be put to an immediate vote.
   • Fix the time at which to Adjourn
   • Adjourn
   • Take a Recess
   • Raise a Point of Privilege- used to remind members of the group of the need for courtesy or quiet or to make a request that will enable more effective participation, such as asking participants to use a mike or request a translation
   • Call for Orders of the Day- a motion reminding the group to adhere to the agenda
ADMINISTRATIVE

Removal, Resignation, and Vacancies

Section 1. Removal: Any member of a Board or Commission may be removed by the City Council for the following reasons:

A. Unexcused absences from three consecutive meetings of the regularly scheduled meetings of the Board or Commission shall be considered as an automatic resignation from the Board or Commission unless action to the contrary is taken by the City Council. In addition, a member who consistently fails to attend meetings, thereby impairing the function of the Board or Commission, may be removed from the Board or Commission by the Council.

B. Misconduct at meetings, which shall include any act that may seriously interrupt the orderly process of said meetings.

C. Violation of these Rules and Procedures or other provisions of the City Code or Charter, neglect of duty, malfeasance or other misfeasance that negatively impacts the performance of the members’ duties or obligations, which shall include but not be limited to, intentionally disregarding assigned tasks, deliberately or repeatedly failing to carry out the responsibility expected of members or otherwise undermining the activities of the Board or Commission.

D. Any member subject to removal shall be provided the opportunity to resign as a first alternative to removal action taken by the City Council.

E. Consideration of removal shall be referred to the City Council by the chairperson of the Board or Commission or by the City Manager along with the recommendation of the chairperson.

Section 2. Resignation: Notification of intent to resign shall be provided in writing (letter, e-mail etc.) to the chairperson who shall be responsible for bringing the matter to the full Board or Commission, City Council, and City Manager’s Office before the next regularly scheduled meeting of the Board or Commission.

Section 3. Vacancies: For any and all vacancies that may occur, notice of such a vacancy shall be given to the City Council by the Board or Commission chairperson through the City Manager's office.

A. Upon a vacancy occurring in the office of the Board or Commission chairperson, the vice-chairperson shall automatically become chairperson for the balance of the unexpired term.

B. Upon a vacancy occurring in the office of the Board or Commission vice-chairperson, the Board or Commission shall select a vice-chairperson from among its members to serve for the balance of the unexpired term.
C. For any and all vacancies that may occur, said vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term, if the remainder of the term is more than 2 years. If less than 2 years, a new 3 year term will begin on the date of appointment of the new member.

**Administrative Support/Responsibility**

**Section 1. Administrative Support:** The City staff liaison to a Board or Commission shall have the following duties and any others as may be prescribed by the officers of the Board or Commission upon approval of the department director whose administrative staff is being utilized:

A. To cause the minutes of the Board or Commission meetings to be taken, transcribed, and typed in a manner best suited to provide an accurate and complete record.

B. To give notice of all meetings in accordance with these procedures and the general guidelines of the Board or Commission.

C. To prepare agendas, reports, and correspondence for the Board or Commission under the direction of the chairperson.

D. To provide a calendar showing the monthly meeting schedule of the Board or Commission to be forwarded to the City Manager's office. Such calendar should be submitted at the beginning of the calendar year showing all regular monthly meeting dates for the year.

E. To forward notices of special meetings of Boards or Commissions to the City Manager's office.

**Administrative Responsibility**

**Section 1. Orientation of New Members:** The City Manager may designate City staff members who shall provide an orientation session for all new members appointed to Boards or Commissions within thirty days after their formal appointment to a Board or Commission by the City Council. Such orientation shall include, but not be limited to, a review of the enabling ordinance or resolution establishing the particular Board or Commission and a review of these "Rules and Procedures for City Boards and Commissions."

**Section 2. Annual Orientation for Board and Commission Officers:** The City Manager may provide an annual orientation session for all Board and Commission officers.

**Amendments**

Amendments to these Rules and Procedures may be made by resolution of the City Council.
CIRSA OVERVIEW

What is CIRSA?

(Colorado Intergovernmental Risk Sharing Agency) is a public entity self-insurance pool for property, liability, and workers’ compensation coverage. Formed in 1982 by 18 municipalities pursuant to CML study committee recommendations. Not an insurance company, but an entity created by intergovernmental agreement of our members. Member-owned, member-governed organization. CIRSA Board is made up entirely of municipal officials with the largest concentration of liability-related experience and knowledge directly applicable to Colorado municipalities.

Avoid “outside the scope” and “willful and wanton” conduct.

You have personal protection from liability under the Governmental Immunity Act (GIA) only if you are “within the scope of employment” (SOE) and not acting “willfully and wantonly.”

This concept applies to all persons covered by the GIA- including elected and appointed officials, employees, and authorized volunteers.

- Conduct outside of this scope of employment or willful and wanton will result in a loss of governmental immunity.
- This can also result in a loss of coverage under liability insurance policies, personal liability, including punitive damages.
- You may become responsible for defending yourself and paying any settlement/judgment against you.
- Understand your job description and stay within it.
- Before acting, look for a law, charter, provision, ordinance, resolution, or motion that authorizes you to act.
- If you can’t trace your action to a source of authorization, you may be outside your SOE.
- Elected officials act primarily as a BODY.
  - Applicable laws vest responsibilities in the COUNCIL/BOARD as a body.
  - Other than some responsibilities spelled out for the Mayor, all powers and duties of the Council/Board are exercised by the body, not any individual.
  - You exercise your responsibilities mainly by VOTING in a PUBLIC MEETING.
  - When you find yourself doing anything other than that... make sure you are properly authorized!
- “We”... not “I.” If you find yourself acting in terms of “I” rather than “we” that’s a red flag.
- Be particularly cautious once you’ve voted on a matter.
  - Get behind the decision, don’t undermine. If you feel there is a need to change it, use proper channels only.
• Recognize that some decisions CANNOT be undone without liability.
  • Avoid acting out of personal motives (likely to be outside your SOE)
  • Don’t be “goaded” into outside-the-SOE conduct by political or citizen pressure.

**Protect the City’s Confidences**

• Government is conducted in the open – but there are legitimately confidential matters, including:
  o Legal advice, litigation issues
  o Personnel matters
  o Issues being negotiated

**Executive Sessions**

• Discussion of attorney-client privileged matters in executive session:
  o Who is the client? Who “speaks for” the client?
  o If the entire Council/Board “speaks for” the client, then it is the entire Council/Board that has the right to the privilege – and to keep or waive it.
• Executive Sessions are permitted for only one reason: a legitimate need for confidentiality.
• This means confidentiality must be maintained after you get out of the session.
• Executive Sessions should not be abused.
  o Will undermine public confidence, create suspicion, and provoke the press and citizens
Telephonic Participation: Resolution 2016-0025

Exhibit A

CITY OF DURANGO, COLORADO

POLICY FOR

TELEPHONIC PARTICIPATION IN OPEN MEETINGS

I. PURPOSE:

The purpose of this document is to adopt a uniform policy to specify circumstances where telephonic or other electronic participation is allowed during public meetings of the City Council and of City Boards and Commissions by members of those public bodies. It is the policy of the City of Durango to strictly adhere to all open meetings laws and this policy is adopted to assure full compliance with those regulations in a manner to provide for the transaction of all city business in an open, transparent and timely fashion.

It is recognized that telephonic participation, while convenient and popular, has certain inherent limitations that may impair a member from fully engaging in a public meeting. Those limitations include an impaired ability to view documentary evidence or other information presented during a meeting and the inability to observe a speaker and their demeanor.

The Council finds that the limitations of telephonic participation may have increased impacts on the ability of a member of a public body to effectively participate during executive sessions and for the purposes of acting on judicial or quasi-judicial proceedings.

II. STATEMENT OF POLICY:

1. As used in this policy, the term “telephonic participation” shall mean attendance by a member at a regular or special public meeting of City Council or of any City Board or Commission via telephone or other electronic medium, including video conferencing or other similar technology where the member is not physically present in the meeting room.

2. When allowed by this policy, any member attending the meeting by telephonic participation shall be treated as being present during such participation for the purposes of establishing a quorum for voting and for any other purpose. In the event a telephonic participation ceases, then the person participating telephonically shall be treated as having left the room.

2. Telephonic participation shall be allowed by a member of City Council at a regular or special study session or other meeting where no vote is to be taken, but it shall not be allowed for any other regular or special meeting of the City Council and no member of City Council shall be allowed to cast a vote during any telephonic participation.

3. Telephonic participation shall be allowed for attendance at regular or special meetings of City Boards and Commissions, except that it shall not be allowed in the event the Board or Commission is acting in a judicial or quasi-judicial capacity, and it shall further not be allowed for participation in an executive session.

4. Telephonic participation at a meeting is intended to be an infrequent or occasional substitute for physical attendance at meetings and should be used only in extraordinary circumstances and not just for the convenience of the absent member. The City Council or a Board may, by majority vote of a quorum
present, declare any member’s repeated use of telephonic participation to be excessive and it may deny a
member’s proposed telephonic participation for a specific meeting.

5. When allowed, any telephonic participation must permit clear, uninterrupted and full two way
communication by any member using telephonic participation with the other members in attendance and
with members of the audience in attendance at the meeting.

6. When allowed, more than one member of the Council or a Board or Commission may participate
electronically as long as the conferencing system allows for clear, uninterrupted two way communication
with all members participating in the meeting.

7. The City Council or a Board or Commission may terminate the telephonic participation of a member
during any particular meeting if the participation results in delays or interference with the usual meeting
process, or in the event that the quality of the communication is not sufficient to allow for meaningful
participation.

8. Any member of the City Council shall contact the City Clerk and any member of a Board or
Commission shall contact the staff person assigned to provide support to that Board or Commission at least
48 hours prior to any intended telephonic participation at a meeting to allow staff and that member a
reasonable opportunity to make arrangements for equipment or facilities to allow for any necessary
telephone or electronic connection. The member shall attempt to make connection with the meeting room
at least ten minutes prior to the commencement of the meeting. In the event the connection cannot be
made prior to the time the meeting is called to order, then the meeting shall be conducted without the
telephonic participation of the absent member.

9. The City shall provide reasonable accommodations and shall modify the provisions of this policy to the
extent necessary to provide full and equal access to any meeting for handicapped members of City Council
or of Boards and Commissions.

###
EQUAL EMPLOYMENT OPPORTUNITY

The City of Durango is committed to maintaining a work environment free of unlawful harassment. Members of city boards and commissions are expected to understand and follow the equal opportunity policies of the City. The City of Durango prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation or any other status protected under applicable federal, state or local law.

The City of Durango strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

a) Submission to such conduct is made explicitly or implicitly a term or condition of employment
b) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment
c) Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Members of any city appointed board or commission should report violations of this policy to the Human Resources Director for the City of Durango, who shall be authorized to investigate if warranted. City staff should follow the City of Durango Personnel Regulations.

a) The City of Durango prohibits retaliation against anyone for filing a complaint under this policy or for assisting in a complaint investigation.
b) Should an investigation determine that a violation of this policy has occurred involving a member of a board or commission, the City Manager and City Attorney will communicate the findings of the investigation to the City Council. The City Council will consider a full range of disciplinary actions to resolve the situation.
CODE OF CONDUCT/ETHICS POLICY

Code of Conduct & Code of Ethics

It is the intent of the City that Officers, Appointed Board and Commission Members, Employees, Volunteers and Independent Contractors adhere to high levels of ethical conduct to assure that the public has confidence in the integrity of all aspects of City government and the City Officials that exercise discretionary powers. This code is intended to uphold the public trust in the persons in positions of public responsibility who are acting benefit of the public. Officers, Officials, Employees, Volunteers, and Independent Contractors shall comply with both the letter and the spirit of the ethics code and strive to avoid situations that create impropriety or the appearance of impropriety. The Code defines and discourages certain actions that may create impropriety or the appearance of impropriety that undermine public trust in the accountability and loyalty of elected and appointed public officials and employees.

The City shall be guided by the principle of non-partisanship: all actions, decisions, and votes shall be made in the best interest of the public, on their merits, objectively and without regard to political party, or regional or ideological partisanship.

Purpose:

I. Promote public confidence in the integrity of City Officials;
II. State principles of conduct and ethics that are to be applied in public service;
III. Identify standards of ethical conduct for City Officials and Public Employees;
IV. Inform the public of the standards to which their City Officials are expected to adhere;
V. Help motivate City Officials and Public Employees to pursue productive conduct and ethical ideals that exceed minimum standards;
VI. Provide a process by which City Officials and the public may identify and resolve conduct and ethical issues; and
VII. Establish penalties, when appropriate, for City Officials who violate the public trust.

Definitions:

Board or Commission shall mean a voluntary body, appointed by City Council that is established pursuant to state law or City ordinance or resolution.

Board of ethics means a five (5) member board comprised of five (5) at large community members who are appointed by City Council. A minimum of three city residents shall serve on the board. During the time of an investigation, the Board of Ethics shall not include any person, either as a voting member or staff liaison, who is being investigated by the Board of Ethics.

General Requirements:

(a) Duty
(b) City Officials are non-partisan
Code of Conduct

The City of Durango Code of Conduct Represents a reasonable policy for guiding the conduct of City Officials, and defining acceptable conduct in dealing with each other and individuals who are outside City government. The City Council believes the Code of Conduct should be adhered to by all City Officials to provide a productive, effective and respectful atmosphere. Nothing is this subsection shall limit the authority of the City Manager to investigate the conduct of and discipline employees.

(a) Code of Conduct for City Officials. In Conducting the City’s business, City officers and Officials shall:
   a. Strive at all times to serve the best interests of the City regardless of his or her personal interests;
   b. Perform duties with honesty, diligence, professionalism, impartiality and integrity;
   c. Be prepared for each meeting; listen and interact respectfully;
   d. Focus on the issue being discussed;
   e. Keep language and decorum of City Officials on a professional level;
   f. Seek common ground before disagreements and differences;
   g. Refrain from personally attacking other City Officials or residents whether in writing or speech, this includes inflammatory or defaming language against any person or their person;
   h. Once a decision is made, move on to the next issue;
   i. Listen respectfully to opinions of others before offering a counterpoint; avoid making rash judgments;
   j. Assume the best intention of others;
   k. Speak for yourself not for others, and base your comments and decisions on your best judgment;
   l. Attend all meetings, unless given excused absence prior to meeting;
   m. Accurately represent known facts in an issue involving City business;
   n. Vote on all matters before the governing or advisory board, except when recusal is required in matters where a Conflict of Interest exists and as provided in other sections of this Code. In all instances, an Elected Official or a Board and Commission Member shall state his or her reasons for abstaining;
   o. Avoid appearances of impropriety or conflict by virtue of past relationships. Disclose any prior relationships that would have constituted a substantial Interest within three years of the matter pending before the board or commission.

(b) In conducting the City’s business, City Officers shall:
   a. Act within the boundaries of their authority as defined by the City Charter and Code;
b. Honor the chain of command; refrain from directing subordinate personnel; coordinate communication with staff through the City Manager’s Office; direct correspondence with staff shall remain at the department head level and above;
c. As appropriate, speak to each other, not to the audience;
d. Speak with one voice once a decision is made and when providing direction to staff.

Code of Ethics
The City recognizes that ethical issues may arise in the course of public service. It is the intent of this Code of Ethics:

(a) To clarify the actions that are allowed and those that constitute a breach of public trust, specifically relating to the use of public office for private gain, gifts, conflict of interest, improper use of confidential information or records, and other ethics matters not consistent with existing policies or the City Charter;
(b) To establish guidelines and principles to help City Officials, employees, volunteers and independent contractors determine if their actions may cause an appearance of impropriety that will undermine the public’s trust in local government;
(c) To establish a Board of Ethics empowered to issue advisory opinions so that City Officials may seek guidance about ethical issues relevant to their service;
(d) To establish a system that allows citizens to report a possible wrongdoing and seek enforcement so that any breach of the public trust may be discovered and dealt with appropriately;
(e) To outline a process that provides equal protection for the complainant and the subject of the inquiry; and
(f) To outline a process for penalizing Officers and Officials who violate the provisions of this code.

Mandatory standards of ethical conduct:
The following requirements shall constitute the Durango Code of Ethics, establishing reasonable standards for the ethical conduct of City Officials, Public Employees, and representatives of the City. Failure to abide by these standards shall be deemed a violation of the Code of Ethics and shall subject the City Official, Public Employee, or representative of the City to an investigation by the Board of Ethics and discipline by the City Council (in issues involving City Officials), and the City Manager (in issues involving Employees, Independent Contractors, and Volunteers). Violations may also constitute a violation of state law. It is a violation of the Code of Ethics for any City Official, Public Employee, or representative of the City to:

(a) Confidential Information
(b) Disclosure
(c) Gifts of Substantial Value
(d) Engaging in Financial Transactions
(e) Benefiting Business Interests
(f) Interest

(g) City Officials shall not appear before the City Council or any Board/Commission on which
or over which the City Official presides or has supervisory responsibilities, except in the
City Official’s representation of the City.

(h) Crimes
(i) Discrimination
(j) Harassment
(k) Retaliation
(l) Outside Employment
(m) Personal Benefit
(n) Unauthorized use of name, position, or logo
(o) Vehicles and Equipment
(p) Special Consideration
(q) Vote Trading
(r) Appearance by Former City Officials
(s) Respect
(t) Nepotism
(u) Similar Conduct

For more information, visit www.DurangoGov.org/Ethics
Pledge to Follow the City of Durango’s Code of Conduct and Code of Ethics for City Council Members and Candidates, and Boards and Commission Members

The intent of the City of Durango’s Code of Conduct and Code of Ethics is to provide standards of conduct and ethics guidelines to clarify actions that are allowed and those that constitute a breach of public trust.

City Councilors, City Council Candidates and all members of City Boards and Commissions are expected to adhere to high levels of ethical conduct to assure that the public has confidence in the integrity of all aspects of City government and the City Officials that exercise discretionary power.

The undersigned City Councilors, Council Candidates and members of City Boards and Commissions hereby agree to comply with the provisions and guidelines included in the City of Durango’s Code of Conduct and Code of Ethics, and in doing so, agree to the following:

I understand that I am responsible for familiarizing myself with the contents of and abiding by the standards, policies and associated training requirements included in the City of Durango’s Code of Conduct and Code of Ethics as long as I remain a City Councilor, Council Candidate or member of a City Board or Commission.

I, ____________________________ pledge to comply with the City of Durango’s Code of Conduct and Code of Ethics as originally adopted by the Durango City Council on October 7, 2014 and as amended thereafter.

______________________________   ___________________________
Signature                                      Date

Printed Name: ________________________________

Address: ________________________________________________

Phone Number: ________________________________

Board or Commission: ________________________________

Updated January 2018
**Conflicts of Interest Disclosure Statement**

The following disclosure statement is submitted to the Clerk of the City of Durango pursuant to the requirements of the City Charter, and, to the extent applicable, Sections 24-18-101; 24-18-201; 31-4-404 (2) and (3); 18-8-308, Colorado Revised Statutes (C.R.S.). Written notice is not required if the city official discloses the conflict of interest on the record of a public meeting of the governing body or board or commission of which the city official is a member.

**Name:**

**Title:**

**Decision(s) or contract affected (give description of item to be addressed by Council, Board, Service Area Director, etc.):**

**Brief statement of interest:**

**Date:**

**Signature:**

**REMOVAL OF CONFLICT OF INTEREST**

I affirm that the above stated conflict of interest no longer exists.

**Date:**

**Signature:**

- cc (if Council member or Board or Commission member): City Attorney and City Manager
- cc (if City employee): HR Director
Applications

Applications to become a Board or Commission member are available for electronic completion on the City’s website at DurangoGov.org/Boards. A paper application will be made available upon request; please contact the Clerk’s office by calling 970-375-5010, via email at Clerk@DurangoGov.org, or stop by City Hall, 949 E 2nd Avenue, Durango, CO 81301.

EQUAL OPPORTUNITY STATEMENT

The City of Durango does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.