

<b>Title:</b> Administrative Policy Board and Commission Appointments	<b>Policy No.</b> Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 1
	<b>Effective Date</b> March 15, 2022
<b>Policy Custodian</b> Board of County Commissioners	<b>Adoption/Revision Date</b> March 15, 2022

**Adopting Resolution(s):** CC22-070

**References (Statutes/Resos/Policies):** CC91-130, CC91-235, CC91-496, CC91-722, CC07-150, CC16-316, CC18-378, CC19-336, CC21-069, CC21-167, CC21-193

**Purpose:** To govern appointments to the various boards and commissions in Jefferson County and to govern contact between appointed board, commission and committee members and elected officials.

**Policy:** Board and Commission Appointments

- A. This Policy is not intended to override statutory provisions, intergovernmental agreements, or other rules, regulations or charter provisions.
- B. Vacancies  
The Board of County Commissioners (BCC), or its designee(s), shall coordinate all applications and reappointments as necessary.
  - 1. Press releases, the county’s website, and/or other county publications may be used to advertise vacancies.
  - 2. Board and commission applications shall be made on the county website.
- C. Appointments  
The BCC shall appoint board and commission members by resolution at a public meeting. The BCC, or its designee, shall contact the applicant and coordinate with the boards’ or commissions’ staff or chairperson as needed.
- D. Removal of an Appointee
  - 1. Appointees serve at the pleasure of the BCC and, absent a statutory provision to the contrary, may be removed at the sole discretion of the BCC.
  - 2. Board of Adjustment, and Board of Trustees of the Library  
The BCC may remove an appointee to the Board of Adjustment for cause, including, without limitation, nonperformance of duty or misconduct. The trustees of the Library may be removed upon a showing of good cause as defined in, but not limited to, the bylaws adopted by the Board of Trustees. Prior to removal of any appointee, the BCC shall give the appointee a written notice of intent to remove, setting forth the reasons for the removal and a date at which the appointee may appeal the removal to the BCC. If the appointee chooses to appeal the removal, the appointee will have the opportunity to discuss and

answer the charges made in the notice of intent to remove. If the appointee does not appeal, or if upon appeal the BCC upholds the decision to remove, the removal shall be effective the date set for the appeal.

E. Contacts Between Appointees and Elected Officials

When meetings between appointed board and commission members and the BCC or other elected officials are covered under the open meetings provisions of the Section 24-6-401, C.R.S. et seq., the statutory provisions apply.

F. Term Limits

1. The BCC adopts the term limits for the boards and commissions as set forth on Attachment A. For boards or commissions not identified on Attachment A, there is no maximum number of terms for its members, unless otherwise specified by resolution.
2. The BCC, in its sole and absolute discretion at any time, may extend, alter or eliminate term limits to allow for special circumstances or to meet the unique needs of a particular board or commission.

G. In-Person, Hybrid and Virtual Meetings

1. Purpose

The Board of County Commissioners desires to encourage the maximum participation in public meetings to the extent feasible while balancing that participation with existing public health and safety concerns. With the COVID-19 pandemic, many boards and commissions were forced to conduct business through virtual meeting platforms exclusively. As vaccinations increase and public health orders lift restrictions on activities, there are three options for conducting public meetings within Jefferson County, a) in-person, b) hybrid meetings (in-person and virtual participation) and c) virtual (i.e. electronic) meetings. The purpose of this section is to help guide individual boards and commissions on which type of public hearing to conduct in the post-COVID-19 world.

2. Definitions

- a. In-Person Meetings. Meetings of a local public body that are called where there will be no electronic or virtual aspect of the meeting. All members of the board, commission and public are expected to be physically present at the meeting in order to participate.
- b. Hybrid Meetings. Meetings of a local public body that are called where there will be both in-person and virtual, or electronic, aspects of the meeting. The public and members of the board or commission are able to choose whether they would like to participate in the meeting by being physically present at an identified meeting location or to attend virtually through an electronic meeting platform as identified by the Jefferson County Business Innovation & Technology Department.

- c. Virtual Meetings. Meetings of a local public body that are held solely virtually, or electronically, such that no one is physically present at a meeting location.

#### 4. Meeting Notices

- a. Meeting Agendas shall be posted in accordance with the Meeting Agenda Location Policy for those boards and commissions as set forth on Attachment A.

#### 5. Expectations

##### a. General Expectations

- 1) In order to maximize public participation in meetings, all boards and commissions shall institute the hybrid meeting model as soon as practical. If a board or commission is unable to transition to the hybrid meeting format, then they shall continue with meetings in a virtual meeting format.
- 2) If technology issues are encountered immediately before or during a hybrid meeting, the board or commission shall cancel the meeting and reschedule the meeting for another time, even if a quorum of the board or commission is physically present at the meeting in order to comply with the Colorado Open Meeting laws.
- 3) Telephonic only meetings or other forms of meetings may be permitted in special circumstances with prior approval from the County Attorney's Office.
- 4) All notice of the public meetings shall detail the various methods to attend the meeting based on the meeting type selected and in compliance with applicable law. Please contact the Jefferson County Boards and Commissions Coordinator if you have any questions.

**Attachment A**

Board or Commission Name	Length of Term	Maximum Number of Terms	Meeting Notices Per Meeting Agenda Location Policy
Airport Advisory Board		4	Yes
Business Owner within Airport Influence Area (2)	2 years		
Jefferson County Citizen-at-Large (2)	1 year		
Residential Property Owner within the Airport Influence Area (1)	2 years		
Adjacent Jurisdiction (1)	2 years		
Airport Tenant (1)	1 year		
Alternate (1)	1 year		
Audit Committee	2 years	4	Yes
Board of Adjustment	3 years	3	Yes
Board of Health	5 years	2	Yes
Board of Review	3 years	3	Yes
Budget Advisory Committee	2 years	4	Yes
Child and Youth Leadership Commission	Per State Statute	Per State Statute	n/a
Citizen Review Panel	4 years	Unlimited	Yes
Community Services Advisory Board	2 years	4	Yes
Corrections Board (Non Ex-Officio Members Only)	3 years	3	Yes
County Cultural Council	3 years	3	Yes
Criminal Justice Coordinating Committee	Per State Statute	Per State Statute	n/a
CSU Extension Advisory Committee	3 years	3	Yes
Developmental Disabilities Resource Center Board	3 years	3	n/a
Engineering Advisory Board	3 years	Unlimited	Yes
Equine and Agriculture Heritage Commission	3 years	3	Yes
Foothills Regional Emergency Medical & Trauma Advisory Council	2 years	Unlimited**	n/a
Hazardous Substance Response Authority	2 years	Unlimited	n/a
Historical Commission	3 years	3	Yes
Housing Authority	5 years	2	n/a
Jefferson Center for Mental Health Board	3 years	3	n/a

Jefferson County Emergency Communications	4 years	2	n/a
Jefferson County Finance Corporation	6 years	3	n/a
Jefferson County Wildfire Commission	2 years	3	Yes
Juvenile Review Board	Unlimited	Unlimited	Yes
Library Board	3 years	3	Yes
Liquor Licensing Authority	2 years	4	Yes
Metropolitan Football Stadium District Board	4 years	2	n/a
Open Space Advisory Committee	3 years	3	Yes
Planning Commission	3 years	3	Yes
Rooney Road Recycling	Unlimited	Unlimited	n/a
Scientific and Cultural Facilities District Board	3 years	2*	n/a
Sustainability Commission	3 years	3	Yes
Tri County Workforce Board	2 years	4	Yes

\* Term limit set by the District, may not be changed by the BCC without additional action of the District.

\*\* The BCC must request that a council member be changed, otherwise appointments automatically continue.