

**Policy Title: Board and Commission Appointments**

Policy Number: Part 2, Board Administration; Chapter 2, Establishment of Appointed Boards; Section 1

Type of Policy: Administrative

Adopting Resolution(s): CC25-

References: Resolutions CC91-130, CC91-235, CC91-496, CC91-722, CC07-150, CC16-316, CC18-378, CC19-336, CC21-069, CC21-167, CC21-193, CC22-070

Effective Date: April 8, 2025

Adoption/Revision Date: April 8, 2025

Administrative Revision Date: Not Applicable

Policy Custodian: Board of County Commissioners

Compliance: Board and Commission members and support staff

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.

**A. Requirements**

1. This Policy is not intended to override statutory provisions, intergovernmental agreements, or other rules, regulations or charter provisions.
2. All Boards and Commissions shall comply with state and federal accessibility laws, including but not limited to compliant digital formats that provide access to information presented electronically.

**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 BCC 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.

## 3. 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.

## 4. 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 Business Owner within Airport Influence Area, 2 positions	2 years	4 terms	Yes
Airport Advisory Board Jefferson County Citizen-at-Large, 2 positions	1 year	4 terms	Yes
Airport Advisory Board Residential Property Owner within the Airport Influence Area, 1 position	2 years	4 terms	Yes
Airport Advisory Board Adjacent Jurisdiction, 1 position	2 years	4 terms	Yes
Airport Advisory Board Airport Tenant, 1 position	1 year	4 terms	Yes
Airport Advisory Board Alternate, 1 position	1 year	4 terms	Yes
Audit Committee	2 years	4 terms	Yes
Board of Adjustment	3 years	3 terms	Yes
Board of Health	5 years	2 terms	Yes
Board of Review	3 years	3 terms	Yes
Budget Advisory Committee	2 years	4 terms	Yes
Budget Retention Advisory Committee	3 years	3 terms	Yes
Child and Youth Leadership Commission	Number of years per State Statute	Number of terms per State Statute	Not applicable

Board or Commission Name	Length of Term	Maximum Number of Terms	Meeting Notices Per Meeting Agenda Location Policy
Citizen Review Panel	4 years	Unlimited terms	Yes
Community Services Advisory Board	2 years	4 terms	Yes
Corrections Board (Non Ex-Officio Members Only)	3 years	3 terms	Yes
County Cultural Council	3 years	3 terms	Yes
Criminal Justice Coordinating Committee	Number of years per State Statute	Number of terms per State Statute	Not applicable
CSU Extension Advisory Committee	3 years	3 terms	Yes
Developmental Disabilities Resource Center Board	3 years	3 terms	Not applicable
Engineering Advisory Board	3 years	Unlimited terms	Yes
Equine and Agriculture Heritage Commission	3 years	3 terms	Yes
Foothills Regional Emergency Medical & Trauma Advisory Council	2 years	Unlimited terms**	Not applicable
Hazardous Substance Response Authority	2 years	Unlimited terms	Not applicable
Historical Commission	3 years	3 terms	Yes
Housing Authority	5 years	2 terms	Not applicable
Jefferson Center for Mental Health Board	3 years	3 terms	Not applicable

Board or Commission Name	Length of Term	Maximum Number of Terms	Meeting Notices Per Meeting Agenda Location Policy
Jefferson County Emergency Communications	4 years	2 terms	Not applicable
Jefferson County Finance Corporation	6 years	3 terms	Not applicable
Jefferson County Wildfire Commission	2 years	3 terms	Yes
Juvenile Review Board	Unlimited years	Unlimited terms	Yes
Library Board	3 years	3 terms	Yes
Liquor Licensing Authority	2 years	4 terms	Yes
Metropolitan Football Stadium District Board	4 years	2 terms	Not applicable
Open Space Advisory Committee	3 years	3 terms	Yes
Planning Commission	3 years	3 terms	Yes
Rooney Road Recycling	Unlimited years	Unlimited terms	Not applicable
Scientific and Cultural Facilities District Board	3 years	2 terms*	No applicable
Sustainability Commission	3 years	3 terms	Yes
Tri County Workforce Board	2 years	4 terms	Yes

\* Term limit set by the Scientific and Cultural Facilities District Board, may not be changed by the BCC without additional action of the District.

\*\* For the Foothills Regional Emergency Medical & Trauma Advisory Council, the BCC must request that a council member be changed, otherwise appointments automatically continue.