



## BOARDS AND COMMISSIONS MEMBER CONDUCT POLICY

DATE APPROVED OR LAST UPDATED: June 24, 2020

SUBJECT: BOARDS AND COMMISSIONS MEMBER CONDUCT POLICY

AUTHOR: CITY AND COUNTY ATTORNEY'S OFFICE AND CITY CLERK'S OFFICE

### I. PURPOSE:

This policy establishes conduct rules and guidance for any member of any board, commission, or committee established by the City and County of Broomfield ("Member"). Members of a board or commission, by nature of their appointment, are representatives of the City and County of Broomfield, and as such, are expected to act with respect and courtesy toward each other, City staff, and members of the public.

### II. SCOPE:

All members of City and County of Broomfield Boards and Commissions ("Boards") serve as volunteers and agree to abide by these policies in their role as Board members.

### III. POLICIES:

Members will receive communications, including text messages, related to their appointed Board through the email and phone number provided in their application materials, or as provided to the Staff Contact, and will ensure the Staff Contact has up-to-date contact information.

Members agree to respect youth members, treating them as equitable partners in decision-making, creating an inclusive environment that welcomes youth as collaborators who share the power to influence the work of the board or commission.

Members will not meet or communicate individually with any member who is a minor outside of public meetings.

Members will, at the time of any Board meeting, utilize the technology necessary to effectively participate in the meetings, including a computer enabled with a camera and microphone, as meetings may be held remotely. Any background or other images visible during such a remote

participation will be appropriate, professional, and support Broomfield's mission and values. Images that promote or advertise parties other than the City and County of Broomfield cannot be used.

Members will attend Board meetings regularly, and will notify the Staff Contact in the event they are unable to attend at the earliest possible opportunity.

Members will be prepared for meetings.

Members will keep an open mind, leaving personal agendas out to achieve the best outcome for Broomfield.

Members will make fair decisions, giving unbiased consideration to all issues.

Members will be familiar with relevant statutes, bylaws, or other critical documents of their Board.

Members will attend any required trainings and are strongly encouraged to attend training that enhances their ability to effectively serve.

Members will understand the role of their Board. Understanding the role of your appointed Board helps put the place of the Board and the Board's actions into the larger context of the business of the City.

Members will remember that they are one member of a committee, that the authority of the Board comes from the entire group, not just one member, and decisions are thus in the nature of a consensus.

Members will abide by all applicable state laws, City ordinances, and other doctrines relating to the conduct of Board meetings.

Should any member need to resign from their Board, they will notify the Staff Contact as soon as practical and complete and submit the City's [resignation form](#) to the Staff Contact.

This policy may be amended by the City Manager.

*Jennifer Hoffman*

June 24, 2020

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Jennifer Hoffman, City and County Manager