LARIMER COUNTY POLICY

ADMINISTRATIVE POLICY

SUBJECT:
Larimer County Boards, Commissions, Councils, Committees, and Task Forces (formerly known as Administrative Policy and Procedure 100.1)

DATE:
Date of final approval

EFFECTIVE PERIOD:
Until Superseded

REVIEW SCHEDULE:
Every three years in April, or as needed

CANCELLATION:
Larimer County Boards, Commissions, Councils, Committees, and Task Forces (formerly known as Administrative Policy and Procedure 100.1); February 1, 2024

REVISION SECTION:

1. Removed References
2. General language changes throughout the document

DEFINITIONS:

1. **Board Types**: The County's boards have different roles, responsibilities, and authority. It is important that staff and board members fully understand the role, responsibility, and authority of their board as defined below:

    a. **Advisory Board**: An advisory board serves as an ongoing forum of volunteers who advise and assist the Board of County Commissioners and/or a requesting County department, providing them with technical and non-technical advice on issues. Advisory boards are not authorized to make decisions on behalf of the County. The Board of County Commissioners and/or the requesting County department will consider the input of advisory boards, as well as other

community members, in making decisions and may or may not take action that is in agreement with the advice of the board. Advisory boards may not speak for the County or take independent positions on issues with the public or public media. Their purpose is solely to advise the Board of County Commissioners or the requesting County department.

i. **Constituent Advice Advisory Board**: This type of advisory board is used to solicit input from the community on an issue or County program. Membership on these advisory boards should be broad-based and represent the demographic and geographic areas of the community.

ii. **Content Advice Advisory Board**: This type of advisory board gives substantive advice to the Board of County Commissioners or County department to aid with decision-making processes. Varied interests and opinions are encouraged, and the board may be asked to develop specific proposals and products for Board of County Commissioners or County department consideration. Members selected to serve on these advisory boards provide a wide variety of input and specialized expertise. These advisory boards should be representative of the community to the extent possible.

iii. **Working Group**: This type of advisory board may reflect both the advisory and content type of board and is further charged with implementation of a project or program. An example of a working board is the Larimer County Fair Board, which advises the Board of County Commissioners on policy issues associated with the County Fair, but is also responsible for organizing, managing, and implementing the County Fair.

b. **Quasi-Judicial Board**: Some boards are defined in state statute and have certain statutory responsibilities and authority, as designated by statute. Often these boards have the authority to hold formal hearings, accept testimony, and issue decisions. These decisions may or may not be subject to review by the Board of County Commissioners. Members of these boards must be cognizant of protecting the unbiased quasi-judicial nature of the board and its formal hearings. Activities of these boards are limited to the authority granted in the statute or specifically by the Board of County Commissioners.

c. **Decision-Making Board**: Decision-making boards have authority, either statutorily or as granted by the Board of County Commissioners, as defined in

state statute or in the board's bylaws as approved by the Board of County Commissioners.

d. **Task Force**: Task forces are special ad-hoc panels created by the Board of County Commissioners for a specific project or task. Task forces are limited in duration and are not ongoing. The responsibilities of the task force shall be designated by resolution by the Board of County Commissioners at the time the Board authorizes the formation of the task force. The Board of County Commissioners will consider the input of task force members, as well as other community members, in making decisions and may or may not take action that is in agreement with the advice of task force members. Task forces may not speak for the County, are created to advise the Board of County Commissioners, and are not to take independent positions on issues with the public or public media.

2. **Commissioner Liaison**: The County Commissioner(s) assigned to the board.
3. **Staff Liaison**: A County staff position responsible for the coordination and communication with board members and Commissioner Liaison(s), and the day-to-day support of the board.
4. **Responsible Official**: Every board shall have a responsible County Official assigned to the board The Responsible Official will be responsible for the board budget and the overall activities of the board. The Responsible Official may be an elected official or appointed service area director, or department, or division head. In the event the board advises multiple County departments, one individual shall serve as the Responsible Official.
5. **Administrative Contact**: A County staff position responsible for assisting the Staff Liaison in coordinating the day-to-day support of the board.

ENCLOSURES:

1. Members' Code of Conduct (located at the end of Policy)

REFERENCES:

Larimer County Guiding Principles

Ethics in Government-Article XXIX("Amendment41")

PURPOSE:

To establish a uniform policy for Larimer County boards, commissions, councils, committees, and task forces; and provide a reference for cross training and training new personnel.

SCOPE:

This policy applies to all County community member volunteer boards, commissions, councils, committees, and task forces and the appropriate staff who support the functions of these entities. This policy does not apply to internal staff committees, task forces or ad hoc work groups, or the County Retirement Board.

RESPONSIBILITY:

The County Manager shall be responsible for the implementation of this policy.

POLICY:

In instances where federal or state laws or regulations differ from this policy, the federal and state laws and regulations will supersede.

I. **SPECIFIC REQUIREMENTS: (For the purpose of this policy, the term "Board" shall refer to any board, commission, council, committee, task force or any other volunteer group of community members serving Larimer County).**

A. The Commissioners' Office will publicize board vacancies to recruit qualified applicants from a variety of backgrounds. (Section III, Recruitment).

B. For most County boards, the Board of County Commissioners will make appointments before the beginning of the term beginning on July 1st. Appointments to the Agricultural Advisory Board, Behavioral Health Boards, and Fair Board will be made before the beginning of the term on December 1st. Appointments to the Rodeo Board and the Weld/Larimer Revolving Loan Fund will be made before the beginning of the term starting January 1st (Section II, B: Terms). If an appointment is not made before the beginning of a term, the Board of County Commissioners will make an appointment as soon as practicable.

C. The Board of County Commissioners will conduct a periodic review of the County's boards.

II. **TERMS**

The following limitations apply to board membership:

A. Unless otherwise mandated by federal regulation or state statute, no board member shall serve on any one board for more than two consecutive terms or six consecutive years, whichever is longer unless considered and approved by the Board of County Commissioners. Such a request for Board of County Commissioner exception to this policy will be based on extraordinary circumstances including such things as: repeated recruitments have not yielded new qualified candidates; reappointment is necessary to achieve a quorum to conduct business; the candidate brings specific skills, experience, or background; the candidate represents an underrepresented group, and no other applicants fill that need. Additionally, the following exceptions apply:

1. Members serving as "ex officio" and any staff positions on the Flood Review Board, Community Corrections Advisory Board, Retirement Board, Board of Appeals, Board of Health, Rodeo Board, and members of the Fair Board who, upon completion of their first term, may seek reappointment to a second and third full, three-year term.

2. Youth members, aged 18 to 25, may be appointed as voting members of any board, except Statutory Boards, at the discretion of the Commissioner for up to a 1-year term. Terms may be renewed at the discretion of the board. Youth members' attendance or absence during meetings will not be counted towards having a meeting quorum.

B. Most County boards have staggered 3-year terms beginning on July 1st and ending on June 30th with the following exceptions: the Agricultural Advisory Board, Behavioral Health Boards and Fair Board whose terms begin on December 1st and end on November 30th; the Rodeo Board and the Weld/Larimer Revolving Loan Fund, whose terms begin on January 1st and end on December 31st.

C. Appointments to positions that become vacant mid-term may be made at any time or may be postponed to the regular term period at the discretion of the Board of County Commissioners.

D. Staff assigned to support County boards are not subject to term limitations.

E. Unless otherwise specified by federal regulation or state statute, board members serve at the pleasure of the Board of County Commissioners, have no property interest or entitlement in their membership or office, and may be removed at any time and for any reason by the Board of County Commissioners.

F. Regular attendance at meetings is important to ensure each County board has a quorum, a variety of perspectives and can perform its functions. Board members are expected to regularly attend meetings and avoid missing consecutive meetings or no more than 1/3 of meetings in a calendar year.

G. At times the Board of County Commissioners may need to cancel, reschedule, suspend or terminate operation or meeting of a board or commission (if not otherwise required by law) due to staffing, resources or other county concerns. Members will be notified as soon as reasonable under the specific circumstances.

III. **RECRUITMENT**

A. The County believes that our volunteer boards function best when they reflect a wide range of experiences, especially those from groups that haven't always had a seat at the table. As such, the Commissioners will recruit individuals of different backgrounds and experiences from a variety of areas within the county, who bring unique perspectives and knowledge to the board.

B. The Commissioners' Office will advertise board vacancies in various news outlets including press releases, the County's website, social media platforms, and via other methods as necessary to reach a variety of populations and all residents. Applications shall be available on the County's website, in the Commissioners' Office, and via electronic and U.S. mail upon request.

C. County staff and current board members are encouraged to help recruit candidates, especially when specific targeted populations or expertise is required.

D. Applications: Community members interested in serving on a board, and current board members interested in serving another term, must submit an application by the application deadline as posted on the County website at https://www.larimer.gov/boards. Applications to no more than three boards may be submitted by the same applicant at a time. At the discretion of the Board

of County Commissioners, special arrangements may be made for making application to serve on boards for people required to have lived experience representing a particular board.

E. Except by special circumstance as approved by the Board of County Commissioners, all members of any board shall be legal residents of Larimer County. Generally, due to time commitments and to allow more community members the chance to serve, an individual may only serve on one board at a time. Eligibility may be further defined in the bylaws of a board or by State Statute.

IV. SELECTION PROCESS

The Board of County Commissioners will recruit individuals from a variety of areas within the county who bring unique perspectives, backgrounds, experience, and knowledge to the table. Current board members may assist with the recruitment of new members, but should not screen, interview or make recommendations for appointments unless specifically requested to do so by the Board of County Commissioners.

A. Appointments to County boards will be made as follows:

1. The Commissioner Liaison(s) to the Board or their designee will review applications and select applicants they wish to interview.
2. The Board's Staff Liaison and board chair may be invited by the County Commissioner Liaison to attend the interviews.
3. The Board of County Commissioners or their designee may conduct reference checks or background checks on applicants to ensure membership requirements are met. No such background checks will be completed without the informed consent of the applicant.
4. Recommendations from any interview team will be made to the Board of County Commissioners, who will formally consider and approve the appointment(s) in a public Administrative Matters meeting.

B. Incumbent Board members who are eligible for reappointment will be contacted by the Commissioners' Office to determine their interest in being reappointed. Members who apply for reappointment will be considered along with all other applicants. Incumbents may be interviewed by the Board of County

Commissioners, at their discretion.

C. By accepting an appointment to a County board, the applicant agrees to abide by this policy, the Code of Conduct and the Bylaws of the Board. Any board member who violates the terms of this policy, the Code of Conduct, or the bylaws of the board to which they were appointed may be asked to resign or may be removed from the board by the Board of County Commissioners. Board appointments that are rescinded will be authorized by the Commissioners during a regular administrative direction meeting.

V. NOTIFICATION

The Commissioners' Office will contact applicants selected for an interview by the Commissioner Liaison(s). The Commissioners' Office will notify all applicants, including incumbents requesting reappointment, of the status of their application.

VI. VACANCIES

A. The Commissioners' Office will keep all applications on file for one year. If vacancies occur during the year, they may be filled from the current list of applicants and/or by advertising the openings. For difficult-to-recruit boards, applications may be kept on file for two years.

B. Resignations from a board should be addressed in writing to the Board of County Commissioners and sent to the Commissioners' Office staff.

VII. BOARD, COMMISSION OR TASK FORCE ALTERNATES

A. No County board will have members designated as alternates, with the exception of the Board of Adjustment, which may do so per Colorado Revised Statute 30-28-117. All members shall have full membership and voting privileges on all County boards. When bylaws of a board, as approved by the Board of Commissioners, allow board members to designate a proxy to act in their absence, that designee/proxy is permitted and does not qualify as an alternate board member, rather is a voting member.

B. Alternate and non-voting members of a board who wish to become regular members must submit an application for consideration by the Board of County

Commissioners through the County website at https://www.larimer.gov/boards.

VIII. STAFF SUPPORT

Staff support is available to board members by the Responsible Official, Staff Liaison and Administrative Contact (Optional) assigned to each board.

A. It is the responsibility of the Board of County Commissioners, in coordination with the Responsible Official and Staff Liaison, to provide the necessary budget and other resources for each board to perform its assigned duties.

B. It is the responsibility of the Staff Liaison to ensure the board has adequate and reasonable staff support within budgeted resources.

C. Staff Liaisons, Responsible Officials and Administrative Contacts will not be members of the board to which they are assigned, with the exception of the Community Corrections Advisory Board and the Flood Review Board, if the Commissioners have appointed a County employee as a board member.

D. It is the responsibility of the Staff Liaison to request the Commissioner Liaison's attendance at a scheduled board meeting by contacting the Commissioners' Office Business Operations Manager. The Staff Liaison will send the Commissioner Liaison the meeting agenda prior to the scheduled meeting either individually or at the same time the advisory board members receive the agenda.

E. The Board of County Commissioners will be promptly notified by staff liaisons of any attendance requirement violations for review and action.

IX. STAFF LIAISON

Each board is assigned a Staff Liaison, and some boards may also have an Administrative Contact whose role and responsibilities are to:

A. Provide the day-to-day support to the board; communicate and coordinate with board members, Commissioner Liaison(s) and Commissioners' Office staff.

B. Schedule meetings, site visits, and special events as needed; conduct effective board meetings and ensure that all open meeting law requirements are met, including ADA requirements and procedures for public comment.

    1. Ensure audience seating separate from the board is available for any members of the public who attend.

    2. Public comment, unless required by law, will not be taken during board and commissions meetings.

C. Prepare (in consultation with the board leadership and Commissioner Liaison as appropriate) and post meeting agendas, including an online link to virtual meetings, and minutes to the board's web page. Staff liaisons will ensure that a secure virtual meeting is utilized for all meetings; i.e, a webinar or other meeting technology authorized by Information Technology and Commissioner staff.

D. Understand and ensure the board is acting in accordance with this policy; understand the board's role and authority (i.e., advisory, decision making, quasi-judicial), and ensure that it is operating within its scope and according to its bylaws.

E. Assist with the recruitment, selection, orientation, and training of new board members.

F. Maintain meeting records including the agendas and minutes in accordance with state statutes regarding records retention. Staff liaisons will ensure that minutes are retained according to the retention manual.

X. **COMMISSIONER LIAISON**

Commissioner Liaisons are assigned to each board . The role of the Commissioner Liaison is to:

A. Communicate with the board as needed and serve as the primary contact with the Board of County Commissioners.

B. Review applications, interview candidates and make recommendations to the Board of County Commissioners for final approval and appointment of new,

reappointed, or rescinded members.

C. Attend scheduled board meetings when available and when requested by the Staff Liaison.

XI. ORIENTATION AND TRAINING

In collaboration with Commissioners' Office staff, Staff Liaisons shall provide new board members with pertinent materials to assist them in becoming fully functioning members of the board, including a copy of the bylaws, a copy of this policy and a copy of the Larimer County Boards and Commissions Code of Conduct. Staff Liaisons shall inform all new members of the role, responsibilities, and authority of the board. Established board members are encouraged to share their experience and knowledge with new members. New members are encouraged to attend board meetings before their term begins.

XII. BYLAWS

Each board must adopt bylaws that are consistent with this policy. A copy of the bylaws must be sent to the Commissioners' Office and legal staff for review prior to adoption. Bylaws are adopted upon approval by the Board of County Commissioners. This policy shall be incorporated, by reference, into the bylaws of all County boards. The bylaws shall include a description of the goals, objectives, duties and tasks of the board, as defined by the Board of County Commissioners or the appropriate County department. All County boards shall review their bylaws annually and submit any updates or revisions to the Board of County Commissioners for review and approval.

XIII. RECOGNITION

The Board of County Commissioners appreciates the contributions of board members and may host an annual recognition activity to acknowledge all members and their contribution to Larimer County. The Board of County Commissioners may send a letter of appreciation to all outgoing board members.

XIV. OWNERSHIP OF INTELLECTUAL PROPERTY

A. Any documents, articles, reports, correspondence, recommendations, or other products produced by a County board shall be the sole property of the Larimer

County Board of Commissioners.

B. No board or board member may copyright or, in any other way, assume ownership of any documents, articles, recommendations or other products produced by the board.

C. All documents and correspondence produced as part of the regular business of any County board shall be subject to the same open records policies applicable to all County documents and correspondence.

D. All documents and publications of any County board must be clearly identified as belonging to or originating from Larimer County and must comply with Larimer County Logo Guidelines.

XV. SUBMITTING INFORMATION TO THE BOARD OF COUNTY COMMISSIONERS

A. Information submitted for consideration by the Board of County Commissioners should be submitted by the board's Staff Liaison to the County Manager. The following outline is suggested when providing information to the Board of County Commissioners:

1. Objective – clear and concise statement of the issue
2. Summary of Problem/Issue/Request - including any previous history with the Board of County Commissioners or other County board, if applicable
3. Proposal – proposed solution or opportunity
4. Advantages
5. Disadvantages
6. Requested Action – specific action requested of the Board of County Commissioners (e.g., approval, funding, staffing, etc.)
7. Potentially Affected Interest(s) - groups, individuals or organizations affected or interested in the problem/issue/request
8. Level of Public Interest and Participation

XVI. OPEN MEETINGS

Any actions of a county board must be in full compliance with state statutes governing open public meetings, including sub-committees, or working groups that are meeting to discuss public business. It is the responsibility of the Staff Liaison to be familiar with

open public meeting laws, and to ensure that meeting agendas and minutes are posted in a timely manner and according to this policy. This provision is not intended to require a board to comply with open meeting statutes if it does not meet the legal requirements to do so.

XVII. DECISION MAKING

A. Any actions, recommendations or discussions of a County board shall be limited to the mission and defined tasks of the board as described in its approved bylaws.

B. It is the responsibility of the Staff Liaison to assist the board in its decision-making process and to inform new and existing members of the responsibilities and authority of the board and its members. Staff Liaisons are not to exert undue influence during the decision-making process but should ensure that the decisions of the board are in alignment with the charge issued and approved by the Board of County Commissioners.

XVIII. COMPENSATION AND REIMBURSEMENT

A. Compensation: Community members who serve on County boards do so as volunteers. There will be no financial compensation or reimbursement of expenses, except as noted below, for any volunteers on any board.

B. Mileage: Board members may request reimbursement for mileage or other transportation costs to attend any board function if the member must travel greater than ten miles from their residence. Mileage will be reimbursed at the rate established by federal regulations for volunteers. The Responsible Official is responsible for approving mileage reimbursements for boards within the department budget.

C. Meals: Meals may be provided as part of regular meetings of the board as budgeted by the department.

D. Expenses: Board members may be reimbursed for out-of-pocket costs associated with the business of the board provided the expenditures have been previously budgeted by the department and authorized by the Responsible Official (e.g., office supplies, copies, printing, etc.). Other expenses may be reimbursed if, in

the judgment of the Responsible Official, such reimbursement is in the best interest of the county.

E. Nominal Stipends for Persons with Lived Experience: The Board of County Commissioners recognizes the importance of including the expertise of residents with lived experience, and that members of marginalized populations with such valuable lived experience face obstacles to their participation. The Board of County Commissioners desires to reduce these obstacles to participation for such individuals by providing nominal stipends, as budgeted by the department, so long as such stipends comply with state and federal law and do not 1) interfere with the protections extended to volunteers by the Federal Volunteer Protection Act, or 2) create an employment relationship between the volunteer and the County. These nominal stipends shall only be provided to persons with lived experience, which does not include professional experience in a technical field that may be required or beneficial as a board member, and those who face economic barriers to participation in local government activities. Individuals who participate in Boards because of their leadership in organizations that serve marginalized populations but who lack lived experience in those groups will not be eligible for nominal stipends. Persons with lived experience selected on County Boards must complete a Stipend Program Application and the compensation received is subject to tax withholdings. Once an application is complete, the request will be reviewed by the staff liaison assigned to the board and the County Manager for approval. Once approved, applicants will be required to provide required documentation prior to receiving a stipend. Any stipend provided will not be tied to the number of hours actually served.

XIX. **INSURANCE COVERAGE**

A. General liability (liability other than auto, including general, law enforcement and professional) is provided to all volunteers.

B. Volunteers are not covered by the County's self-insured workers' compensation coverage. Any injuries incurred while volunteering is the responsibility of the individual volunteer.

C. Specific to automobile insurance, both physical damage and legal liability for bodily injury or death is covered for all volunteers driving County vehicles according to the County's policy on volunteers. In addition, liability coverage,

excess of any other valid or collectible insurance whether on a primary, excess, or contingent basis, is provided in excess of and does not contribute to such other insurance for volunteers of official County Boards and Commissions while driving their personal vehicle on official county business. However, the following claims are excluded from coverage:

1. Bodily injury or death to passengers (including friends and family) who are not on official County business.

2. Physical damage to non-County owned vehicles used on County business.

3. Illegal activity.

4. Incidents or accidents involving drugs and/or alcohol.

D. Property insurance is not provided for any person property of the volunteer.

XX. CONFLICT OF INTEREST

A. A conflict of interest occurs when a person's private, personal relationships or interests diverge so that an independent observer may reasonably question whether the person's actions or decisions are determined by personal benefit, gain, or advantage.

B. Board members shall not use their membership for private gain and shall act impartially and not give preferential treatment to any private organization or individual.

C. A member of any board who has a personal or private interest in a matter proposed or pending shall disclose such interest to the board, shall not vote on the item, and shall not attempt to influence the decisions of other members voting on the matter.

XXI. GIFTS

Acceptance or giving of any personal gifts, which could lead to a conflict of interest, is prohibited. No member of any board may accept or give a personal gift in excess of $75 to any individual, organization, contractor, or any other entity which conducts business

with the County or has any control of County business related to the activities of their board or as otherwise defined in Colorado Statute.

XXII. **MINUTES**

A. Minutes shall be recorded of all meetings of any County board that are subject to the Colorado Open Meetings Act. Approved or draft minutes should be posted as soon as practicable after the meeting of the board. Boards are strongly encouraged to post draft minutes prior to the final approval of the minutes at their next board meeting. At a minimum, minutes shall be published on the board's webpage within 7 days of approval by the board.

B. Minutes should be "action minutes" and record any formal actions taken by the board. Minutes are not intended to be verbatim transcripts of the meeting. The amount of detail included in the minutes beyond the recording of actions is left to the discretion of each board in collaboration with their staff liaisons.

XXIII. **AGENDAS**

Agendas for all public meetings shall be posted on the County's boards and commissions web page a minimum of 7 days prior to the meeting.

XXIV. **WAIVERS**

Any section of this policy can be waived by a majority vote of the Board of County Commissioners. If federal or state law conflicts with any section or provision of this policy, the federal or state law shall control.

BOARD OF COUNTY COMMISSIONERS

LARIMER COUNTY, COLORADO

BY: _____

Chair Jody Shadduck-McNally

September 1, 2026

ATTEST:

_____

Deputy Clerk

ADDENDUM

LARIMER COUNTY BOARDS AND COMMISSIONS

MEMBERS CODE OF CONDUCT

This addendum to Administrative Policy for Boards and Commissions (formerly known as 100.1) establishes conduct rules and guidance for any member of any board, commission, or committee established by Larimer County. Members of a board or commission, by nature of their appointment, are representatives of Larimer County and as such, are expected to act with respect and courtesy toward each other, county staff, and members of the public. All members serve as volunteers and agree to abide by these policies in their role as board members.

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 will attend Board meetings regularly and will notify the staff liaison or administrative contact in the event they are unable to attend at the earliest possible opportunity. Board members who are unable to attend three (3) consecutive regular meetings or four (4) meetings within a calendar year may be replaced by the Board of County Commissioners.

Members will recognize the role of their Board. Knowing 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 Larimer County.

Members will be prepared for meetings by reviewing reports and other documents provided by your board's liaison or director prior to the meeting. Members are responsible for being engaged in the work of the board by communicating well, participating in discussion, exhibiting a willingness to work with the group and make compromises and maintaining a professional

demeanor. Being informed about legislation and other issues affecting your board's work will also help you make informed decisions.

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 Larimer County's Guiding Principles.

Images that promote or advertise parties other than Larimer County cannot be used.

Members will keep an open mind, leaving personal agendas out to achieve the best outcome for Larimer County. 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 not that of an exclusive group or interest. As such, members will make fair decisions, giving unbiased consideration to all issues.

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

At times, minors or youth members may participate, attend or interact with Larimer County boards, commissions and programs. Members must be mindful of their position of trust and be respectful of our youth community. Interactions with minors must be limited to convey programmatic information, and Members may not have contact with such minors or youth members outside of official program, board or commission activities.

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

Members will keep in mind 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. Therefore, when speaking publicly:

a. Members should remind listeners that board actions are recommendations (unless otherwise provided by law) and that final action will be taken by the County Commissioners. Remember that your actions and statements as a board or commission member assume special significance, and if not responsibly discharged, could result in a situation detrimental to the Larimer County's best interests.

b. As an individual member of a board or commission, you must not represent your own views or recommendations as those of the board or commission unless the majority of the body has officially voted to approve such action. Board or commission members making recommendations or expressing views which have not been approved by a majority of the board should indicate they are expressing individual opinions and are not speaking on behalf of the board or the County.

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

a. Board and commission members sometimes receive confidential information from County staff. Such information should not be used for the private benefit of the board or commission member or any other individual. Additionally, disclosure of the information is prohibited if a reasonable person would consider that the disclosure would injure the financial interests of the County. Inappropriate disclosure of confidential or sensitive information can subject board and commission members to civil, criminal or regulatory consequences.

b. Gifts and Favors: the acceptance of honoraria (compensation for speech or participation in public events as an official of the County) is prohibited. The acceptance of any other gift or favor from persons doing business with the County or desiring to do business with the County is also prohibited if the gift or favor might reasonably be construed as compensation for an official decision or as something that would tend to impair the

board, commission, or committee member's independence of judgment in the performance of his or her official duties. Members should be familiar with and comply with Colorado Constitution Article XXIX, Section 3 and related requirements.

c. If, a board or committee member has a financial interest in a decision when the decision entails some foreseeable, measurable financial benefit to the individual member or relative they must declare a conflict of interest and recuse themselves from the decision. Even if a member does not have a financial interest in a decision or recommendation, a personal interest may also create a conflict of interest. The test for a personal interest is whether, in the judgement of a reasonably prudent person, the board, commission, or committee member would realize or experience some direct and substantial benefit or detriment different in kind from that experienced by the general public.

Members who know firsthand that a colleague has violated this policy or any ethical or legal standards, shall take action to prevent any further violations from occurring, including speaking with the member and/or reporting the incident to the staff liaison. If it is a staff liaison who has violated ethical or legal standards, the member will report to the commissioner liaison. The commissioner liaison along with the County Manager's office will assist in resolving these types of situations.

Members will not discriminate against any person based on race, gender, creed, color, religion, national origin, age, public assistance status, marital status, familial status, sexual orientation, veteran status, physical or mental disabilities, or any other category protected by law.

Should any member need to resign from their Board, they will notify the Larimer County Commissioner's office as soon as practical and submit a notice of resignation to them.

At times the Board of County Commissioners may need to cancel, reschedule, suspend or terminate operation or meeting of a board or commission (if not otherwise required by law) due to staffing, resources or other county concerns. Members will be notified as soon as reasonable under the specific circumstances.