

2.12: CITIZEN BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

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2.12.010: PURPOSE

Pursuant to the Home Rule Charter Article III, Citizen Boards, the Board of County Commissioners encourages citizen involvement in governmental activity through the use of Citizen Boards, to have its Citizen Board members understand the guidelines governing their service, and to have consistency among the County Citizen Boards in their policies and procedures. *(Res. 91-23 §§ 2—4,)*

2.12.020: OPEN MEETINGS

Citizen Boards are County public bodies, subject to Colorado's open meeting law.

2.12.030: CATEGORIES

A. For purposes of appointment, volunteer Citizen Boards are divided into three categories:

- 1) Policy, Advisory and Management Bodies: A standing board that reviews policy and procedures of County departmental operations, fiscal conditions, master plans, and reports findings and/or recommendations as it deems appropriate to the Board of County Commissioners;

- 2) Appeal and Administrative Review Bodies: A standing board that reviews actions of the County in the areas of land use determinations and variances, election processes, conflicts of interest and other actions where an administrative appeal may be made; and
- 3) Ad-Hoc Issue Task Forces: A temporary committee formed for a specific task or objective and dissolved once the final expected product is produced or achieved.

B. Whenever any volunteer body is formed, it shall be identified as a category as described above.

2.12.040: RECRUITMENT

When a vacancy occurs on any Citizen Board, the Board of County Commissioners will:

A. Advertise the vacancy, describing the open position with a prescribed closing date, through the County Manager's Office.

B. Make available a standard form application for interested applicants through the County Manager's Office.

C. Accept and review applications through the County Manager's Office to determine candidates for interviewing.

D. Interview qualified applicants at public meetings of the Board of County Commissioner.

E. Appoint every Citizen Board member by resolution at a regular meeting of the Board of County Commissioners.

2.12.050: NUMBER OF MEMBERS AND TERMS OF APPOINTMENT

The term for service and number of members on a Citizen Board varies from board to board, but is established through Article III – Citizen Boards of the Pitkin County Home Rule Charter, through enabling legislation creating the Citizen Board, or through applicable law.

2.12.070: STAFF LIAISON

All Citizen Boards shall have a staff person to act as a liaison between the Board and the County. The Staff Liaison's responsibilities are:

- A. Assist with meetings and keep minutes.

B. Serve as liaison to the Board of County Commissioners.

C. Advise the County Manager's Office of any unscheduled vacancies, whether existing members desire reappointment when their terms expire; of any change in staff liaison, and of any recommended changes in by-laws.

D. Provide members with copies of the Standard of Conduct, Bylaws and any adopted policies or codes applicable for service on the Citizen Board.

2.12.080: RENUMERATION

All Citizen Board members serve as volunteers. Members may be reimbursed for necessary meals, mileage, training, and other expenses only if approved in advance by the staff liaison, and only if sufficient budget is available for the expense. *(Res. 91-23 §§ 2—4)*

2.12.090: BY-LAWS

Each Citizen Board shall adopt by-laws, approved by the Board of County Commissioners by Informal one reading Resolution, governing its procedures and establishing its attendance policy. A copy of current by-laws shall be maintained by the staff liaison for the Citizen Board, and by the County Manager's Office.

2.12.100: STANDARD OF CONDUCT

Citizen Board members must abide by Title 2 Chapter 08 of the Pitkin County Code: Standard of Conduct for Public Officials. Members serving on Citizen Boards that are governed by adopted codes or policies are required to uphold those codes or policies in conducting business. In addition, all Citizen Board members shall comply with their respective Board's absenteeism policy as established in the Board's By-laws.

2.12.110: VEHICLE USE

Volunteer Board Members may use county-owned vehicles for official county business only, provided the member has a current and valid Colorado operator's license, and has completed a current release of information form with Human Resources to allow access to the member's driving record. Individuals operating county vehicles are required to follow the County's Use of County Vehicle Policy. Permission to use a county vehicle may be denied if a driver is considered a risk by the County's vehicle insurance provider.

2.12.120: ERRORS AND OMISSIONS INSURANCE

Board Members, in performing their duties, will be covered by the County's Errors and Omissions Insurance.

2.12.140: LIST OF CITIZEN BOARDS

The County Manager's Office shall maintain a current list of all Citizen Boards, including for each its purpose, category, its members and their terms, and its staff liaison, with contact information. *(Res. 91-23 §§ 2—4)*

(Res. 91-23 §§ 2—4, § 2.12.140, amended (part) Ord. 028-2002; Res 173-2004; Ord. 005-2010) amended (in part) Ord. 009-2024, 05-22-2024

2.16: RECORDS MANAGEMENT PROGRAM

CHAPTERS:

2.16.010 PURPOSE

2.16.020 DEFINITIONS

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2.16.010: PURPOSE

Pitkin County provides for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with accepted records management practices. *(Res. 91-115 § 1)*

2.16.020: DEFINITIONS

Records include, but are not limited to all documents, papers, letters, books, maps, photographs (whether stored in paper or electronic form), emails, text messages, voicemails, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by Pitkin County or any of its officers or employees pursuant to law or in the transaction of public business and shall be created, maintained and disposed of in accordance with the provisions of this chapter or procedures authorized by it and in no other manner.

Records management means the application of management techniques to the creation, use, maintenance, retention, preservation and disposal of records. The term includes the