

# Meeting Agenda

## Confluence Early Childhood Development Service District

A meeting of the board of directors of the Confluence Early Childhood Development Service District will be held at Colorado Mountain College, 1402 Blake Avenue, Glenwood Springs, CO 81601, Room 209 on the following date: February 12, 2026, at 9:30 AM.

Virtual Participation via Microsoft Teams:

<https://teams.microsoft.com/meet/2409035462401?p=Jw1nsgVb3U3THudLyl>

Meeting ID: 240 903 546 240 1

Passcode: iP36Pg3K

1. **Call to order**
2. **Roll call**
3. **Approval of minutes of the December 23, 2025 and January 8, 2026 meetings**
4. **Public comment on matters that are not on the agenda (limited to 3 minutes each)**
5. **Presentations**
  - a. Presentation of the Service Plan – Cody Belzley, Lynea Hansen and Nate Bruggeman
    - i. Link to the Service Plan: <https://confluencedistrict.org/2025-service-plan/>
6. **New business**
  - a. Bill Pay
  - b. Resolutions
    - i. Resolution 2026-04 – Receipt and Adoption of the FY25 Budget
    - ii. Resolution 2026-05 – Authorizing Opening a Bank Account
    - iii. Resolution 2026-06 – Approving Bylaws of the District
  - c. Action on Meeting Norms
  - d. Discussion of RFP Process
  - e. Board Training on Legal Matters and Liability – Richard Peterson-Cremer, Karp Neu Hanlon P.C.
7. **Future business**
8. **Adjournment**

# MEETING MINUTES

## Confluence Early Childhood Development Service District Special Board Meeting

**Date:** December 23, 2025

**Time:** 10:00 AM

**Location:** Virtual Meeting

Attendees:

**Board Members:** Amy Shipley, Paul Stanley, Adley Larimer, Carolyn “Carly” Kraemer, Stefan Reveal.

**Consultants:** Richard Peterson-Cremer, Jacob Carl, Karp Neu Hanlon, P.C., Jon Erickson, Marchetti and Weaver.

### 1. Call to Order and Roll Call

The special meeting for budget hearing was called to order by Chair Kraemer at 10:00AM. Legal Counsel Richard Peterson-Cremer conducted roll call to confirm all Board members had audio. All five Board members were present, establishing a quorum.

### 2. Public Comment

Chair Kraemer invited public comments on matters not on the agenda. No public comment was received on non-agenda items.

### 3. Resolutions

#### a. The Board reviewed and approved the following resolutions:

##### i. Resolution 2025-10: Adopting the Budget

- (1) Motion to approve made by Director Kraemer.
- (2) Second by Director Stanley.
- (3) Approved unanimously.

##### ii. Resolution 2025-11: Approving the indenture for COLOTRUST.

- (1) Motion to approve made by Director Kraemer.
- (2) Second by Director Shipley
- (3) Approved unanimously.

##### iii. Resolution 2025-12: Appointing an official custodian for the District.

- (1) Motion to approve made by Director Kraemer.

- (2) Second by Director Reveal.
- (3) Approved unanimously.

iv. **Resolution 2025-13:** Approving engagement with Marchetti and Weaver,

- (1) Motion to approve made by Director Kraemer.
- (2) Second by Director Shipley.
- (3) Approved unanimously

**4. Aspen Community Foundation Recommendations**

Chair Kraemer introduced recommendations prepared by Aspen Community Foundation for the Board's consideration. Peterson-Cremer noted that insurance quotes had been received from the Special Districts Liability Pool for \$13,358.

Valerie Carlin presented the recommendations, which include meeting with strategic consultants, reviewing the Service Plan in detail, and determining the need for a project management consultant to serve as interim staff. The recommendations outline skill sets and budget considerations for a contractor position to help manage workflow and implementation.

**5. Future Business**

**a. The Board identified the following items for future consideration:**

- i. Reviewing the Service Plan with original consultants
- ii. Development of consultant Scope of Work
- iii. Preparation of grant request for startup funding
- iv. Executive director hiring process planning

**6. Adjournment**

The meeting was adjourned at approximately 10:47 AM.

## MEETING MINUTES

### Confluence Early Childhood Development Service District Regular Board Meeting

**Date:** January 8, 2026

**Time:** 9:30AM

**Location:** Colorado Mountain College, 1402 Blake Avenue, Glenwood Springs, CO 81601, Room 209

**Attendees:**

**Board Members:** Chair Carolyn "Carly" Kraemer, Vice Chair Adley Larimer, Secretary Amy Shipley, Treasurer Stefan Reveal (virtual), Director Paul Stanley

**Staff/Consultants:** Richard J. Peterson-Cremer (Attorney, Karp Neu Hanlon, P.C.)

**1. Call to Order**

Chair Kraemer called the meeting to order at 9:30AM. Roll call was conducted with all Board members present. Chair Kraemer, Director Shipley, Director Stanley, Director Larimer (in person), and Director Reveal (virtual). A quorum was established.

**2. Agenda Approval**

Motion: Chair Kraemer moved to approve the agenda.

Second: Director Stanley.

Vote: Approved unanimously.

**3. Public Comment on Matters not on the Agenda**

Leslie Bixel, Director of Aspen School District Preschool, addressed the board regarding a memo from Dr. Roy about potential cuts to state childcare funding, specifically CCAP (Colorado Child Care Assistance Program) funding that could affect families by the end of January. She requested the board consider how the new district might support families potentially losing this funding. Ms. Bixel agreed to forward the memo to the board for review.

**4. Receipt of December 12, 2025 Minutes**

The Board reviewed minutes from the December 12, 2025 meeting. It was noted that minutes from the December 23, 2025 meeting would be included in the next board packet.

Motion: Director Larimer moved to approve the minutes from the December 12, 2025 meeting.

Second: Director Shipley.

Vote: Approved unanimously, including Director Reveal voting virtually.

## 5. New Business

### a. The Board reviewed and approved the following resolutions:

- i. **Resolution 2026-01:** Designating a location for posting public notice of district meetings
  - (1) Motion to approve made by Director Kraemer.
  - (2) Second by Director Larimer.
  - (3) Approved unanimously.
- ii. **Resolution 2026-02:** Approve the participation in a self-insurance pool for property and liability and/or workers' compensation coverages for the District.
  - (1) Motion to approve made by Director Shipley.
  - (2) Second by Director Stanley.
  - (3) Approved unanimously.
- iii. **Resolution 2026-03:** Affirming election by director district.
  - (1) Motion to be approved by Director Kraemer.
  - (2) Second by Director Larimer.
  - (3) Approved unanimously.

### b. Accounts Payable

- i. The Board approved payment of outstanding invoices once funds are available in the District's bank account. This includes invoices from the law firm and election costs from Garfield County, with the county requesting payment by February 2nd.
  - (1) Motion: Director Kraemer moved to approve payment of accounts payable upon receipt of funds.
  - (2) Second: Director Shipley.
  - (3) Vote: Approved unanimously

### c. Organizational Consultant Scope of Work

- i. The board engaged in extensive discussion about the scope of work for hiring an organizational consultant. Director Shipley presented a draft scope of work created using AI based on the original service plan and previous recommendations. The board decided to schedule a work session for January 26, 2026, at 9:00 AM (virtual) to further refine the scope of work. Board members will gather input from stakeholders in their respective districts before the work session.

### d. Meeting Procedures and Norms

- i. Director Larimer presented a draft of meeting procedures and norms document. The document covers meeting conduct, member expectations, agenda framework, and rules of order.

**e. Board Training Discussion**

- i. The board discussed the need for board training and agreed to reach out to the Special Districts Association (SDA) to arrange governance training. The SDA has waived membership fees for the first year and expressed interest in supporting this new type of district. The board also agreed to prioritize a presentation on the Service Plan for the February meeting, to be presented by those who drafted it.

**f. Bylaws Review**

- i. The board briefly reviewed draft bylaws but decided to defer detailed discussion and approval to allow for written feedback from board members. Director Peterson-Cremer will send Word documents to each board member for individual review and comments.

**6. Future Business**

**a. The board identified several items for future consideration:**

- i. Adoption of FY25 budget (required by DOLA).
- ii. Finalization of meeting procedures and norms.
- iii. Approval of organizational consultant scope of work.
- iv. Bylaws adoption.
- v. Service Plan presentation.
- vi. Local early childhood funding landscape overview by Valerie Carlin

**7. Adjournment**

Director Kraemer moved to adjourn the meeting  
Second by Director Stanley.  
Motion approved unanimously.

The meeting was adjourned at approximately 11:20 AM.

**Confluence Early Childhood Development Special District  
Accounts Payable  
February 12, 2026**

**INVOICES TO BE APPROVED**

<b>Vendor</b>	<b>Invoice Date</b>	<b>Invoice Number</b>	<b>Description</b>	<b>Amount</b>
Karp Neu Hanlon PC	02.05.2026	57274	General Legal	\$12,390.00
Eagle County	01.13.2026	#25Coord-CECD	2025 Coordinated Election	\$6,371.64
<b>TOTAL INVOICES TO BE APPROVED</b>				<b><u>\$18,761.64</u></b>

**RESOLUTION 2026-04**

**BOARD OF DIRECTORS  
CONFLUENCE EARLY CHILDHOOD DEVELOPMENT SERVICE DISTRICT**

A RESOLUTION ADOPTING A BUDGET FOR THE CONFLUENCE EARLY CHILDHOOD DEVELOPMENT SERVICE DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025.

WHEREAS, the Board of Directors of the Confluence Early Childhood Development Service District (the "Board") received a proposed budget from Richard Peterson-Cremer, Attorney for the District, at the regular meeting of the Board held on February 12, 2026; and

WHEREAS, the Confluence Early Childhood Development Service District is a newly formed special district, and therefore has no figures for the prior fiscal year; and

WHEREAS, due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on February 12, 2026, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Confluence Early Childhood Development Service District that:

**Section 1 - Incorporation of Recitals.** The above recitals are hereby incorporated as findings by the Board of Directors of the Confluence Early Childhood Development Service District.

**Section 2 - Adopting the Budget.** The Board of Directors of the Confluence Early Childhood Development Service District hereby adopts the budget as set forth in this resolution.

**Section 3 - Estimated Expenditures.** That estimated expenditures for each fund are as follows:

<b>General Fund</b>	
Administrative expenses	\$70,000
<b>Total Expenses</b>	<b>\$70,000</b>

**Section 4 - Estimated Revenues.** That estimated revenues for each fund are as follows:

<b>General Fund:</b>	
From unappropriated surpluses	\$0
From the sales and use tax	\$0
From sources other than the sales and use tax	\$0
<b>Total General Fund</b>	<b>\$0</b>

**Section 5 - Statement of Budget.** The District will be funded in fiscal year 2026 through a .25% sales and use tax approved by voters in an election held in accordance with Section 20 of Article X of the Colorado Constitution and part 8 of article 1 of title 32, C.R.S. Because the District is newly formed, most expenditures are associated with start-up of the District. However, during fiscal year 2026, the District plans to provide funding to support early care and education providers in the District through the ECE Capacity and Quality Grants Program. Capacity and Quality Grants may be used to support activities including but not limited to, obtaining a state childcare license, increasing a provider's capacity through building, expanding or renovating early care and education facilities, improving the safety and quality of existing early care and education facilities, and acquiring equipment and learning materials for early care and education facilities. This proposed budget is based on the 2025 Service Plan of the Confluence Early Childhood Development Service District, which used an Accrual budgetary basis of accounting.

**Section 6 - Supplemental Schedule Required Under Section 29-1-103, C.R.S.** In accordance with Section 29-1-103(d), C.R.S., and Section 29-1-113, C.R.S., a supplemental schedule is attached to this resolution as **Exhibit A.**

THIS RESOLUTION was read, passed, and adopted by the Board of Directors of the Confluence Early Childhood Development Service District at the Regular Meeting held this 12<sup>th</sup> day of February 2026.

CONFLUENCE EARLY CHILDHOOD  
DEVELOPMENT DISTRICT

By \_\_\_\_\_  
Carolynne Kraemer, Chairperson

ATTEST:

\_\_\_\_\_  
Amy Shipley, Secretary

Confluence Early Childhood Development Special District  
 Statement of Revenues, Expenditures, & Changes In Fund Balance  
 Modified Accrual Basis For the Period Indicated

Print Date: 2/3/26

	2024 Unaudited Actual	2025 Adopted Budget	Variance Positive (Negative)	2025 Forecast	YTD Thru 12/31/25 Actual	YTD Thru 12/31/25 Budget	Variance Positive (Negative)	2026 Adopted Budget	Budget Notes/Assumptions
<b>GENERAL FUND</b>									
<b>REVENUE</b>									
Sales Tax Revenue	-	-	-	-	-	-	-	10,516,433	
Interest Income	-	-	-	-	-	-	-	-	
Grant Funding	-	-	-	-	-	-	-	-	
Miscellaneous Income	-	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>	-	-	-	-	-	-	-	<b>10,516,433</b>	
<b>EXPENDITURES</b>									
<b>Administration</b>									
Administrative Expenses	-	-	-	-	-	-	-	525,822	
Startup Costs	-	-	-	-	-	-	-	1,051,643	
Accounting	-	-	-	-	-	-	-	-	
Legal	-	21,000	292	20,708	-	21,000	21,000	-	
Engineering	-	-	-	-	-	-	-	-	
Election	-	41,000	374	40,626	-	41,000	41,000	-	
Insurance	-	1,358	-	1,358	-	-	-	-	
Website	-	-	-	-	-	-	-	-	
Sales Tax Collection Fee	-	-	-	-	-	-	-	210,329	
Contingency	-	6,642	6,642	-	-	6,642	6,642	815,493	
<b>Program Services</b>									
Evaluation	-	-	-	-	-	-	-	250,000	
ECE Program Capacity and Quality Grants	-	-	-	-	-	-	-	1,000,000	
<b>TOTAL EXPENDITURES</b>	-	<b>70,000</b>	<b>7,308</b>	<b>62,692</b>	-	<b>68,642</b>	<b>68,642</b>	<b>3,853,287</b>	
<b>REVENUE OVER / (UNDER) EXPENDITURES</b>	-	<b>(70,000)</b>	<b>7,308</b>	<b>(62,692)</b>	-	<b>(68,642)</b>	<b>68,642</b>	<b>6,663,146</b>	
<b>OTHER SOURCES / (USES)</b>									
3% Tabor Reserve	-	-	-	-	-	-	-	-	
Reserve Fund	-	-	-	-	-	-	-	-	
<b>TOTAL OTHER SOURCES / (USES)</b>	-	-	-	-	-	-	-	-	
<b>CHANGE IN FUND BALANCE</b>	-	<b>(70,000)</b>	<b>7,308</b>	<b>(62,692)</b>	-	<b>(68,642)</b>	<b>68,642</b>	<b>6,663,146</b>	
<b>BEGINNING FUND BALANCE</b>	-	-	-	-	-	-	-	<b>(62,692)</b>	
<b>ENDING FUND BALANCE</b>	-	<b>(70,000)</b>	<b>7,308</b>	<b>(62,692)</b>	-	<b>(68,642)</b>	<b>68,642</b>	<b>6,600,454</b>	
<b>COMPONENTS OF FUND BALANCE</b>	=	=	=	=	=	=	=	=	
Non-Spendable	-	-	-	-	-	-	-	-	
TABOR Emergency Reserve	-	-	-	-	-	-	-	315,493	
Reserved for Future Use	-	-	-	-	-	-	-	500,000	
Unrestricted	-	-	-	-	-	-	-	5,784,961	
<b>TOTAL ENDING FUND BALANCE</b>	-	-	-	-	-	-	-	<b>6,600,454</b>	
=	<>	=	<>	=	=	=	=	=	

No assurance is provided on these financial statements;  
 substantially all disclosures required by GAAP omitted.

**RESOLUTION 2026-05**

**BOARD OF DIRECTORS  
CONFLUENCE EARLY CHILDHOOD DEVELOPMENT SERVICE DISTRICT**

A RESOLUTION OF THE CONFLUENCE EARLY CHILDHOOD DEVELOPMENT SERVICE DISTRICT AUTHORIZING THE OPENING OF A BANK ACCOUNT

WHEREAS, the Confluence Early Childhood Development Service District is established pursuant to C.R.S. Sec. 32-21-101 *et seq.*; and

WHEREAS, the District has all powers and authorities of a local government in Colorado including opening bank accounts at financial institutions; and

WHEREAS, the District finds it necessary and in the best interest of the District to open an account at a bank for day to day business transactions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Confluence Early Childhood Development Service District that:

**Section 1 - Appointment.** The Confluence Early Childhood Development Service District Board of Directors hereby authorizes opening an account at \_\_\_\_\_.

**Section 2 - Signatories.** The Board further appoints the Board Chair and Treasurer as signatories on the account.

THIS RESOLUTION was read, passed, and adopted by the Board of Directors of the Confluence Early Childhood Development Service District at the Regular Meeting held this 12<sup>th</sup> day of February 2026.

CONFLUENCE EARLY CHILDHOOD  
DEVELOPMENT DISTRICT

By \_\_\_\_\_  
Carolynne Kraemer, Chairperson

ATTEST:

\_\_\_\_\_  
Amy Shipley, Secretary

**RESOLUTION 2026-06**

**BOARD OF DIRECTORS  
CONFLUENCE EARLY CHILDHOOD DEVELOPMENT SERVICE DISTRICT**

A RESOLUTION OF THE CONFLUENCE EARLY CHILDHOOD DEVELOPMENT SERVICE DISTRICT ADOPTING BYLAWS FOR THE DISTRICT

WHEREAS, pursuant to Section 32-1-1001(m), Colorado Revised Statutes (“C.R.S.”), the Confluence Early Childhood Development Service District (the “District”) has the power to adopt, amend and enforce bylaws; and

WHEREAS, the Board of Directors of the District (the “Board”) believes that bylaws will help ensure the efficient, accountable and organized functioning of the District; and

WHEREAS, the Board believes it is in the best interest of the District to adopt bylaws

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Confluence Early Childhood Development Service District that:

**Section 1 - Adoption.** The Confluence Early Childhood Development Service District hereby adopts the Bylaws of the Confluence Early Childhood Development Service District, attached to this resolution as **Exhibit A**.

THIS RESOLUTION was read, passed, and adopted by the Board of Directors of the Confluence Early Childhood Development Service District at the Regular Meeting held this 12<sup>th</sup> day of February 2026.

CONFLUENCE EARLY CHILDHOOD  
DEVELOPMENT DISTRICT

By \_\_\_\_\_  
Carolynne Kraemer, Chairperson

ATTEST:

\_\_\_\_\_  
Amy Shipley, Secretary

**BYLAWS  
OF THE CONFLUENCE EARLY CHILDHOOD DEVELOPMENT SERVICE DISTRICT**

**I. AUTHORITY**

Confluence Early Childhood Development Service District ("District") is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi-municipal corporation which are specifically authorized by, and in compliance with, Articles 1 and 21 of Title 32 of the Colorado Revised Statutes, ("C.R.S."), and was created on December 3, 2025 by Court Order

**II. PURPOSE.**

It is hereby declared that the Bylaws hereinafter set forth will serve a public purpose.

**III. POLICIES OF THE BOARD.**

It shall be the policy of the Board of Directors ("Board") of the District, consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide the quality services as authorized under the District Service Plan or by law.

**IV. BOARD OF DIRECTORS.**

All powers, privileges and duties vested in, or imposed upon, the District by law shall be exercised and performed by and through the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the District any or all administrative and ministerial powers.

Without restricting the general powers conferred by these Bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

- A. To confer upon any appointed officer or employee of the District the power to choose, remove or suspend employees or agents upon such terms and conditions as may seem fair, just and in the best interests of the District.
- B. To determine and designate, except as otherwise provided by law or these Bylaws, who shall be authorized to make purchases, negotiate leases for office space, and sign receipts, endorsements, checks, releases and other documents. The Board may, on a limited basis and by resolution, give the executive director or other appointed signatory the power to sign contracts and other official documents on behalf of the District.
- C. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations.
- D. To prepare or cause to be prepared financial reports, other than the statutory audit prepared by an independent auditor, covering each year's fiscal activities; and such reports shall be available for inspection by the public, as requested.

## V. OFFICE

- A. **Business Office.** The principal business office of the District shall be at the law offices of Karp Neu Hanlon, located at 201 14<sup>th</sup> Street, Glenwood Springs, CO, 81601, until otherwise designated by the Board.
- B. **Establishing Other Offices and Relocation.** The Board, by resolution, may from time to time designate, locate, and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

## VI. MEETINGS

- A. **Regular Meetings.** Regular meetings of the Board shall be conducted at specific dates, times and locations as posted at the beginning of each calendar year, unless otherwise noticed and posted.
- B. **Meeting Public.** All meetings of the Board, other than executive sessions and social gatherings (which are intended to be social in purpose, not for the purpose of conducting public business, and therefore, not meetings of the Board), shall be open to the public. Meetings include any and all sessions of the Board, at which a quorum of the Board or three (3) or more Directors are expected to be in attendance for discussion of District business, either in person, telephonically, or electronically.
- C. **Board Member Notice of Meetings/Notice of Absence.** Section VI, subsection A, shall constitute formal notice of regular meetings to Board members, and no other notice shall be required to be given to the Board, other than the permanent posting. Written waivers of notice by Board members are not necessary. Any Board member who expects to be absent from all or a portion of a Board meeting must report such expected absence to all other Board Members and the Executive Director as soon as the Board member is reasonably aware of such expected absence, along with the reason for such absence.
- D. **Special Meetings.** Special meetings of the Board may be called by the President, the Vice President, or any two (2) Directors of the Board.
- E. **Notice of Special Meetings.** Notice of special meetings shall be provided to Directors by email, telephone, or United States Postal Service (USPS) not less than twenty-four (24) hours in advance. Notice delivered by USPS shall be deemed delivered at 5:00 p.m. on the third (3<sup>rd</sup>) day following the day on which it was deposited. Attendance by a Director at a regular or special meeting shall be deemed a waiver by the Director of the notice requirements of this subsection (E).
- F. **Public Notice & Posting.** Public Notice and an agenda for all meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law. The District's webpage is designated for the posting of such notice pursuant to Section 24-6-401, C.R.S., Meeting Minutes will be posted on the District's webpage within 24 business hours after being approved by the Board. The documents below will be available on the District's webpage for the following timeframes:
  - 1. Adopted Budgets - The most recent 3 years of adopted budgets (once available) will remain posted on the District website at all times.

2. Board of Directors Notices, Agendas & Minutes - Notices, agendas, and minutes will remain posted on the District website at all times.
3. Annual Reports - The most recent 3 years of Annual Reports (once available) will remain posted on the District website at all times.
4. Transparency Notice - The most recent Transparency notice will remain posted on the District website at all times.

G. **No Informal Action by Directors/Executive Sessions.** All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:

1. Calling the Executive Session. The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in the executive session. An affirmative vote of two-thirds of the quorum in attendance shall be required to go into executive session.
2. Conducting the Executive Session. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic record (such as an audio tape) of the actual contents of the discussion in the executive session shall be kept. No electronic or other record is necessary to be kept for any portions of the discussion which the District's attorney reasonably believes constitute attorney-client privileged communication. The attorney shall state on the electronic records when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.
3. Records of Executive Sessions. The electronic record of any executive session, excluding sessions conducted per C.R.S 24-6-402(4)(b), shall be retained by the District for ninety (90) days from the date of the executive session and then destroyed. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

H. **Adjournment and Continuance of Meetings.** When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken, except as required by law. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.

I. **Meetings.** Notwithstanding any other provisions in this Section 6, emergency meetings may be called, without notice if notice is not practicable, by the President, Vice President, or any two (2) Directors of the Board in the event of a declared emergency that requires the immediate action of the Board in order to protect the public health,

safety, welfare and property of the residents and visitors of the District. Emergency Meetings are permitted to be conducted virtually. If possible, notice of such emergency meeting may be given to the Board by telephone, email, or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety, welfare or property of the residents and visitors of the District may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of:

1. the next regular meeting, or
2. the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meetings, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, then it shall be deemed rescinded as of the date of such subsequent meeting, although the validity and effectiveness of the emergency action during its effective time shall not be invalidated. A declared emergency for purposes of this subsection (i) is an emergency within the District that has been declared by county or municipal government, the State of Colorado, the United States government, or any department or agency thereof, or the President, Vice President, or any two (2) Directors of the Board.

- J. **Telephonic Attendance at Meetings.** A Director may attend a meeting by telephone (or other electronic means), so long as he or she is able to reasonably hear the comments from the audience and any comments and discussion among other Directors and staff, and the Directors and those in attendance are reasonably able to hear the Director attending telephonically and he or she is able to participate in the discussion.

## VII. CONDUCT OF BUSINESS.

- A. **Quorum.** All official business of the Board shall be transacted at a regular or special meeting at which a quorum (majority) of the Directors shall be in attendance in person, telephonically, or electronically.
- B. **Vote Requirements.** Any action of the Board shall require the affirmative vote of a majority of the Directors in attendance and voting at a meeting properly called and at which a quorum is in attendance, except that to convene an executive session of the Board, a two-thirds affirmative vote is required.
- C. **Electronic Signatures.** In the event the signature(s) of one or more Directors of the Board or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or email signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing District's consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

- D. **Order of Business.** The business of all regular meetings of the Board shall be transacted, as far as practicable, in the following order, although each category may not be necessary for every meeting, and the agenda for such meetings shall describe in as much detail as is possible the topics planned for discussion within each category:
1. Call to Order;
  2. Roll Call;
  3. Approval (or approval, as modified) of the Minutes of the previous meeting;
  4. Public comment (for matters not otherwise on the Agenda/three-minute time limit/no disrupting, pursuant to § 18-9-108, C.R.S.);
  5. Presentations to the Board;
  6. Unfinished business;
  7. New business;
  8. Discussion/Direction;
  9. Executive Session, if needed;
  10. Future Business; and
  11. Adjournment.
- E. **Public Conduct at Meetings.** Comments by members of the public shall generally be made only during the "Public Input" portion of the meeting and may be limited to three (3) minutes per individual. The Board will enforce a 30-minute total cap for each topic that members of the public comment on, even if commenting separately. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, and agenda item to be addressed. Additional public comments or questions may be entertained by the Board during other portions of the Board meeting. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuses to leave the premises, law enforcement authorities will be summoned. Prosecution will be pursued under all applicable laws, including without limitation Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-110, C.R.S. (public buildings - trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will be an asset to the keeping of peace and the conducting of public business. Emergency Services will be called at any time that the Board or staff feels threatened or endangered during a public meeting.
- F. **Minutes.** Within a reasonable time after passage, all votes, resolutions, motions and minutes of Board meetings shall be recorded in a visual text format that may be

transmitted electronically and kept for that purpose and shall be attested by the Recording Secretary. Such records shall be the official record of Board meetings. Minutes of regular meetings shall be available for public review as soon as practicable following acceptance of the minutes by adoption of a motion of the Board. Executive sessions shall be electronically recorded on audio tape or other electronic media, and such electronic recording or reproduction of the same shall be kept separate from minutes of regular sessions as described in Section 6.e of these Bylaws and shall not be open to the public except as required by law. Draft minutes are considered work products under the Colorado Open Records Act and are not available to the public until discussed by the Board in a public meeting.

- G. **Resolutions.** Official action of the Board may be taken in an open meeting through the adoption of a resolution. Such resolutions are adopted by the Board reading the resolution number and title. Once it is adopted, the resolution will be attached and posted in the meeting's approved minutes.

## VIII. DIRECTORS, OFFICERS AND PERSONNEL

- A. **Director Qualifications and Terms.** Directors shall be electors of the District. The term of each Director shall be determined by relevant statutory provisions and conducted in the manner prescribed by Articles 1 through 13.5, Title 1, and Part 8, Article 1, Title 32, C.R.S.
- B. **Faithful Performance Bonds.** Each Director shall furnish, at the expense of the District, an individual, schedule or blanket surety bond or crime insurance in the sum of not less than \$1,000 each, conditioned upon the faithful performance of the duties of his/her office. In addition, the Treasurer shall furnish, at the expense of the District, a corporate fidelity bond or crime insurance in a sum of not less than \$5,000, conditioned upon the faithful performance of the duties of his/her office.
- C. **Director's Performance of Duties.** A Director of the District shall perform all duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner which the Director reasonably believes to be in the best interests of District residents, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing the Director's duties, the Director shall be entitled to rely upon information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in subparagraphs 1, 2 and 3 of this subsection c. The Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. As part of the fiduciary obligation, Board Members have a duty to keep confidential information confidential (i.e., discussions held in Executive Session or communications with the District's attorney). This protects both the District and the Board. A person who so performs the Director's duties shall not have any liability by reason of being or having been a Director of the District. Those programs and groups upon whose information, opinions, reports, and statements a Director is entitled to rely are:
1. One (1) or more officers or employees of the District whom the Director reasonably believes to be reliable and competent in the matters presented;

2. Legal counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such persons' professional knowledge or expertise; and
  3. A committee of the Board upon which the Director does not serve, duly designated in accordance with the provisions of these Bylaws, as to matters within the committee's designated authority, which committee the Director reasonably believes to merit confidence.
- D. **Oath of Office.** Each Director of the Board, before assuming the responsibilities of his or her office, shall take and subscribe an oath of office in the form prescribed by law.
- E. **Election of Officers.** The Board shall elect from its membership a President, Secretary, Treasurer, and Vice President who shall be the officers of the Board and of the District. The officers shall be elected by a majority of the Directors in attendance at a public meeting set for this and any additional purpose. The Board may, from time to time, appoint an acting officer in the absence of any individual officer. The election of the officers shall be conducted annually and will be reviewed during the May regular Board of Directors meeting each year. Each officer so elected shall serve for a term of one (1) year, or as otherwise directed by the Board. Under any circumstance, the term shall continue until the election of his/her successor.
- F. **Vacancies.** Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Directors, as prescribed by law, with the appointee to serve until the next biennial election, as prescribed by statute. The appointed individual must meet the statutorily prescribed qualifications for Directors and shall serve until the next regular election.
- G. **Resignation and Removal.** Directors may be removed from office only by death, disability, recall, or as otherwise prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.
- H. **Chair and President.** The President of the District shall preside as the Chairperson of the Board. The President is authorized to sign all contracts, deeds, notes, debentures, warrants and other instruments on behalf of the District.
- I. **First Vice President.** In absence of the President, the First Vice President, or in the absence of the First Vice President, the Second Vice President, shall preside at all meetings. The First Vice President shall have the authority to make all management or administrative decisions regarding District matters. The First Vice President is also authorized to sign all contracts, deeds, notes, debentures, warrants, checks, and other instruments on behalf of the District.
- J. **Secretary.** Unless a Recording Secretary is appointed by the Board, the Secretary shall be responsible for the records of the District, and/or appointing a Recording Secretary.
1. **Recording Secretary.** The Board shall have the authority to appoint a Recording Secretary, who need not be a member of the Board. The Recording Secretary's responsibilities may include recording all votes at Board Meetings, composing a record of the proceedings of the Board in a visual text format that may be

transmitted electronically and kept for that purpose, which shall be an official record of the Board, and performing all duties incidents to that office. The Recording Secretary shall be the designated election official of the District and the custodian of the seal of the District, unless otherwise determined by the Board. The Recording Secretary shall have the authority to affix such seal to and attest all contracts and instruments authorized to be executed by the Board. The recording secretary shall not be required to take an oath of office, nor shall the recording secretary be required to post a performance bond.

- K. **Treasurer.** The Treasurer shall be authorized to invest or- cause to be invested all surplus funds or other available funds of the District in permitted investments authorized by law or as specified by the Board. The Treasurer shall preside as chairperson of the Budget Committee and of the Audit Committee. The Treasurer shall keep, or cause to be kept, strict and accurate accounts of all money received by and disbursed for and on behalf of the District in permanent records. The Treasurer shall be a co-signer on all external purchasers that exceed the amount of \$2000.00. The Treasurer grants the Executive.
- L. **Additional Duties.** The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, by these Bylaws or the rules and regulations of the District, by law, or by special exigencies, which shall later be ratified by the Board.
- M. **Executive Director.** The Board may hire an executive director to serve for such term and upon such conditions, including compensation, as the Board may establish. Such executive director shall have general supervision over the administration of the affairs, employees and business of the District and shall be charged with the hiring and discharging of employees and the management of District properties. Such executive director shall have the care and custody of the general funds of the District and shall deposit or cause to be deposited the same in the name of The District in such banks or savings associations as the Board may select. Such executive director will approve all vouchers, orders and checks for payment, and shall keep or cause to be kept regular books of account of all District transactions and shall obtain, at the District's expense, such bond for the faithful performance of the Board's duties as the Board may designate. The Executive Director shall also have authority to sign contracts on behalf of the District. The Board may delegate such powers and duties to the executive director as it deems appropriate.
- N. **Personnel Selection and Tenure.** The selection of agents, employees, engineers, accountants, special consultants and attorneys of the District by the Board will be based upon the relative qualifications and capabilities of the applicants and shall not be based on political services or affiliations. Agents and employees of the District shall hold their offices at the pleasure of the Board. Contracts for professional services of engineers, accountants, special consultants and attorneys may be entered into on such terms and conditions as may seem reasonable and proper to the Board.

## **IX. FINANCIAL ADMINISTRATION.**

- A. **Fiscal Year.** The fiscal year of the District shall commence on January 1st of each year and end on December 31<sup>st</sup>.

- B. **Budget.** On or before October 15th of each year, the executive director together with the finance director shall prepare and submit to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and by a general summary wherein shall be set forth the aggregate features of the budget in such a manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. The proposed budget shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.
- C. **Notice of Budget.** Upon receipt of the proposed budget, the Board shall cause to be published a notice that the proposed budget is open for inspection by the public at the District's business office; that the Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption. Such notice shall be posted or published in substantial compliance with law.
- D. **Adoption of Budget.** On the day set for consideration of such proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall then adopt a budget, either during the budget hearing or at a later date and time to be set by the Board, setting forth the expenditures to be made in the ensuing fiscal year. The Board shall provide for sufficient revenues to finance budgeted expenditures with special consideration given to the proposed ad valorem property tax levy.
- E. **Filing of Budget.** On or before January 30th of each year, the Board shall cause a certified copy of such budget to be filed with the Division of Local Government in the Colorado Department of Local Affairs.
- F. **Appropriating Resolution.**
1. At the time of adoption of the budget, the Board shall enact a resolution making appropriations for the ensuing fiscal year. The amounts appropriated thereunder shall not exceed the amounts fixed therefore in the adopted budget.
  2. The income of the District, as estimated in the budget and as provided for in the tax levy resolution and other revenue and borrowing resolutions, shall be allocated in the amounts and according to the funds specified in the budget for the purpose of meeting the expenditures authorized by the appropriation resolution.

The Board may make an appropriation to and for a contingent fund to be used in cases of emergency; future replacements of major capital assets, where the Board finds that, (i) the total cost of the needed replacement is of a material amount as determined by the Major Capital Asset Replacement Reserve Policy, (ii) the need for the replacement is

probable, and (iii) the total cost of the replacement can be reasonably estimated; or other unforeseen contingencies.

G. **No Contract to Exceed Appropriation.** The Board shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes, for which provision is not made in an appropriation resolution, including any legally authorized amendment thereto, in excess of the amounts of such appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this Section shall be void and no District funds shall be expended in payment of such contracts.

H. **Contingencies.**

1. In cases of emergency caused by a natural disaster, public enemy, or other contingency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a two thirds vote of the Board. Such resolution shall set forth in full the facts concerning the emergency and shall be included in the minutes of such meeting.
2. If so enacted, a copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in the Colorado Department of Local Affairs and shall be published in compliance with statutory requirements.

I. **Payment of Contingencies.**

1. If there is unexpended or uncommitted money in funds other than those to which the emergency relates, the Board shall transfer such available money to the fund from which the emergency expenditure is to be paid.
2. To the extent that transferable funds are insufficient to meet the emergency appropriation, the Board may borrow money through (a) the issuance of tax anticipation warrants, to the extent that the mill levy authority of the District is available as provided by law, (b) the issuance of bond anticipation notes payable from future bond proceeds or operating revenue, or (c) any other lawful and approved method.

J. **Annual Audit.**

1. The Board shall cause an annual audit (or exemption from audit) to be made at the end of each fiscal year of all financial affairs of the District through December 31st of such fiscal year. The audit report must be submitted to the Board within six (6) months of the close of such fiscal year or as otherwise provided by law. Such an audit shall be conducted in accordance with generally accepted auditing standards by a registered or certified public accountant, who has not maintained the books, records and accounts of the District during the fiscal year. The auditor shall prepare, and certify as to its accuracy, an audit report, including a financial statement and balance sheet based on such audit, an unqualified opinion or qualified opinion with explanations, and a full disclosure of any violation of Colorado law pursuant to statutory requirements.

2. There shall be a permanent Audit Committee composed of the Treasurer and one (1) other member of the Board appointed by the President, and staff as determined necessary by the Board. The Audit Committee shall be responsible for the oversight of the work of any independent accountants appointed by the Board and engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review or attest services for the District. The Audit Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District's financial reporting processes, internal controls and independent auditors. All accountants thus engaged shall report directly to the Audit Committee.
3. A copy of the audit report shall be maintained by the District as a public record for public inspection at all reasonable times.
4. A copy of the audit report shall be forwarded to the State Auditor or other appropriate State official pursuant to statutory requirements.
5. Notwithstanding the foregoing audit requirements, the Board may file for an application for exemption from audit if the statutory criteria are met.

#### **X. CORPORATE SEAL.**

THE SEAL OF THE DISTRICT SHALL BE A CIRCLE CONTAINING THE NAME OF THE DISTRICT AND SHALL BE USED ON ALL DOCUMENTS AND IN SUCH A MANNER AS SEALS GENERALLY ARE USED BY PUBLIC AND PRIVATE CORPORATIONS. THE SECRETARY SHALL KEEP, OR CAUSE TO BE KEPT, THE SEAL AND SHALL BE RESPONSIBLE FOR ITS SAFEKEEPING AND CARE.

#### **XI. DISCLOSURE OF CONFLICT OF INTEREST.**

A potential conflict of interest of any Director is required to be disclosed in accordance with State law, particularly 24-18-109(3), C.R.S., and Sections 18-8-308, C.R.S.

- A. Any Board Member who has a known potential conflicting interest with any matter proposed or pending before the Board must:
  1. Disclose the conflict to the Board and to Secretary of State at least 72 hours in advance of the meeting;
  2. Refrain from voting on the matter (see exception below); and
  3. Refrain from attempting to influence others' vote on the matter.

However, the conflicted Board Member may vote (without attempting to influence the decisions of others) only if their vote is necessary to obtain a quorum or enable the Board to act and written disclosure has been completed as set forth herein.

- B. **Prescribed Acts Constituting a Conflict of Interest.** Described in C.R.S. 24-18-104, -109, -201, -202 in detail, and generally fit into the following categories:

1. Having a personal financial interest in a contract or other award of benefit. A personal financial interest occurs in a transaction with an entity when the director is either a director, general manager, president, or other CEO level position or owns or controls a substantial interest in the subject entity;
2. Accepting gifts or services of substantial value of substantial economic benefit;
3. Representing an entity before the Board; or
4. Being interested in a contract made by the Board in its official capacity, unless such contract is awarded to the lowest responsible bidder based on competitive bidding procedures or other unusual circumstances described by law exist.

C. **Effect of Conflict of Interest.** Failing to disclose a conflict of interest is a criminal offense (class 2 misdemeanor) according to C.R.S. 18-8-308. It also could void or invalidate the Board action taken. A director with a known potential conflicting interest should always disclose such potential conflicting interest in writing. It has been the policy of the Board of Directors that where other matters which may lead to an appearance of conflict, while not an actual conflict of interest described herein, should be disclosed during discussion of an item on the Agenda where the appearance of conflict may exist.

## **XII. COMPENSATION.**

Each Director shall receive the maximum compensation authorized by statute, unless otherwise determined by the Board. No Director shall receive compensation as an employee of the District, except as may be provided by statute.

## **XIII. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES.**

The District shall defend, hold harmless and indemnify any Director officer, agent, or employee of the District, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any. The provisions of this Section shall be supplemental and subject to and, to the extent of any inconsistency therewith, shall be modified by the provisions of the Colorado Governmental Immunity Act, Section 24-10-101, et seq., C.R.S.

## **XIV. BIDDING AND CONTRACTING PROCEDURES.**

Except in cases in which the District will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work or materials, or both. The Board may reject any and all bids, and if it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so in accordance with law. Notwithstanding the foregoing, the District may award an integrated project delivery contract pursuant to Section 32-1-1801, et seq., C.R.S. upon (i) the determination of the Board that integrated project delivery represents a timely, cost-effective or best-value alternative for a project; (ii) publication of a request for qualifications and/or request for proposals; and (iii) compliance with Sec. 18 of Article 1, Title 32, C.R.S. All other statutory requirements relating to performance bonds, retainage, and

similar matters shall also be complied with. An agency can obtain best value in negotiated acquisitions by using any one or a combination of source selection approaches.

#### **XV. RECORDS MANAGEMENT.**

The District shall comply with, and adopt and maintain policies, as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records Law, and various consumer privacy legislation. The executive director or his or her designee is hereby designated as the Official Custodian of Records pursuant to the Colorado Open Records Act. In the event there is any question as to whether the District is permitted to comply with a Colorado Open Records Act request, the Custodian of Records shall forward such request to the District's legal counsel. Copies of records shall be furnished at a cost of twenty-five cents (\$.25) per standard 8.5 inch by 11-inch black and white page. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than one (1) hour of staff time, the Custodian will charge a research and retrieval fee and deposit based on the estimated amount of time required to retrieve the records. The fee per hour will be determined based on the Secretary of State approved rate. EPRD will require a deposit of 25% of the estimated cost for retrieval prior to beginning retrieval process. The Custodian will not impose a charge for the first hour of time expended in connection with the research and retrieval of public records. The fees and charges stated in this Section 15 will automatically be increased to the maximum amounts allowed by law without additional Board action. The District will provide records to the requester within 3 working days, or will give written notice (within 3 working days) that "extenuating circumstances" exist, which extends the response period by an additional 7 working days, per 24-72-203(3)(b), C.R.S.

#### **XVI. MODIFICATION OF BYLAWS.**

These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board to become effective immediately or at a subsequent date.

#### **XVII. SEVERABILITY.**

If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws.

#### **XVIII. TERMINATION OF PRIOR BYLAWS.**

These Bylaws amend, supersede, and replace in their entirety all prior Bylaws, and any amendments thereto, previously adopted by the Board of Directors.

## **DRAFT MEETING NORMS**

### **Meeting Framework**

- Meetings will begin and end on time unless otherwise a majority votes on extension.
- Only one person will speak at a time; no side conversations.
- Members will follow the [GROW Framework](#) to guide Board discussions.
- Each agenda item will be given a suggested time limit with a timekeeper for each meeting.

### **Member Expectations**

- Members will respect the opinions of others and be considerate of differing points of view.
- Members will use technology during meetings only for District business.
- Each committee member will have an equal voice; to ensure equal voice, each member will be asked specifically if they have comments/questions for each agenda item before moving on to the next.
- Members will take care of their personal needs at their own discretion.

### **Agenda**

- The agenda and accompanying materials will be provided to the board at least 3 days prior to the meeting.
- The board shall follow the order of business set by the agenda unless the order is altered or new items are added in accordance with this policy. At regular and special meetings, the board may add to or take action on matters not appearing on the posted agenda if the item is reasonably related to the subject matter on the posted agenda or if an exigency exists. Amending the agenda of a regular meeting requires a majority vote of board members present. All board members must be present and cast a unanimous vote to amend the agenda of a special meeting.
- Unresolved items or items outside of the agenda will be placed in the Parking Lot to be revisited at the end of the meeting, if time allows, or at a future meeting; The Parking Lot will be maintained by the secretary or Chair of the Board. Discussion of Parking Lot Items will be voted on by members after regular agenda items are concluded.
- A majority of the Board must vote to amend the agenda and discuss a parking lot item. No formal action may be taken on that item until the next meeting, unless the item has been properly noticed on the agenda prior to the meeting.

### **Rules of Order**

- Except as otherwise specified by state law or board policies pertaining to its own operating procedures, the board shall operate by the rules prescribed in Bob's Rules of Order, Newly Revised as those rules can reasonably be applied to the conduct of board business.
- It shall be the responsibility of the board Chair to utilize such rules when appropriate to do so.