

## COMMERCE CITY

### CIP CITIZEN ADVISORY COMMITTEE COMMITTEE OUTLINE

In recognition of the role Commerce City citizens played in the passage of Issue 2K in November 2013 and the desire of Commerce City leadership to provide a framework for engaging the community in meaningful ways throughout the implementation of the voter-approved projects, the City Council of Commerce City hereby establishes the *Commerce City CIP Citizen Advisory Committee* (C4 Committee).

#### Duties and Role

The committee shall advise the City on matters relating to the implementation of the voter approved Ballot Issue 2K, and perform such additional duties as requested by Commerce City.

The committee shall serve in an advisory capacity through the designated Commerce City staff liaison to City Council, staff and project consultants.

#### Mission and Function

The mission of the C4 Committee shall be:

- To receive staff reports on the progress of each approved CIP project in relationship to established schedules, budget allocations, project goals, and quality management guidelines.
- To provide advice to the City Council on opportunities and issues related to the implementation of the five approved CIP projects, specifically relating to the three key program elements of:
  - **Accountability** – Demonstrating effective stewardship of taxpayer dollars
  - **Engagement** – Provide tangible opportunities for community members to engage
  - **Potential** – Leverage civic support and progress beyond the initial five projects
- To review and provide comment on public engagement and public information plans.
- To promote public awareness and understanding of the voter-approved CIP projects and the implementation of each.

#### Membership

The committee shall consist of eleven (11) members, comprised of two representatives from each of the four city Wards and three (3) at-large representatives. The committee will be facilitated by the CIP Communications Manager and overseen by the Commerce City Director of Communications & Government Affairs. All members shall be residents of the Commerce City. Members of the committee shall be appointed to three (3) year staggered terms and shall serve no more than two (2) consecutive terms. Commerce City employees and council members, their immediate family members, and other elected public officials are not eligible for membership.

Vacancies on the committee shall be publicly advertised. Applicants shall submit a one-page letter stating their interest in being considered for membership, specific qualifications for serving on the committee, and highlights or related experience and expertise, along with a resume.

The city council boards and commissions committee will review the applications and forward a slate of candidates to city council for appointment.

Appointment shall be made to include broad representation of stakeholder/citizen interests and to achieve diversity and geographical representation within the City.

Vacancies shall be filled using the above process for the remainder of the unexpired term, which, if it is longer than one and one-half years, shall be considered a full term.

Members must notify one of the co-chairs in advance of a scheduled meeting if they are unable to attend. The co-chairs shall determine if an absence is excusable for reasons such as illness, emergency, or scheduled business or personal travel. A member's unexcused absence from three (3) consecutive meetings shall be considered as a *de facto* resignation.

### Officers

The committee shall elect two (2) co-chairs from its membership at its first meeting of the calendar year, to serve for a one-year term.

Co-chairs shall preside over committee meetings on an alternating basis; develop the meeting agenda in consultation with the committee staff liaison (CIP Communications Manager); call special meetings as required; and represent the committee before City Council. In the event of the absence of both co-chairs, the committee shall select a member to chair that meeting.

In the event of a vacancy, the committee shall elect a new co-chair who will serve the remainder of the unexpired term.

### Meetings

The Committee shall meet quarterly, or more frequently as needed. To promote public participation, meetings will be held in the evening. The regular meeting shall be held in the Commerce City Civic Center, 7887 E. 60<sup>th</sup> Ave., Commerce City, Colorado.

Notice and agenda of meetings shall be sent to all committee members and posted on the Commerce City website at least three weeks prior to all meetings. The proceedings of all meetings shall be summarized and made available to all committee members and posted on the Commerce City website within two weeks of the meeting.

All meetings shall be open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda and as recognized by the chair.

Fifty percent (50%) of the current committee membership plus one shall constitute a quorum. A quorum shall be necessary to convene any meeting of the committee.

Working groups may be formed as necessary to carry out the work of the committee. Members of a working group who are not members of the committee shall serve in an *ex officio* capacity.

In general, meetings of the committee will be conducted on an informal basis. The committee shall use a consensus process to formulate input and advice on matters being considered. When absolutely needed, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the committee.

The committee shall present a written report of its meetings, including minutes and a summary of public comments, to City Council on a quarterly basis, or more frequently as requested from time-to-time by the City.