



March 23, 2022

To All Boards and Commissions Members

On February 1, 2022; Town Council approved Ordinance 2022-003 (effective March 3, 2022) that amended various sections of the Castle Rock Municipal Code regarding Boards and Commission Membership, Term Limits, Bylaws and adding a new Chapter concerning the Oath of Office. (*Attached Ordinance*)

Summary of re-organization of the code

- 1) Centralize general provisions for all boards and commissions under Section 2.14.
- 2) Remove repetitive general provisions from the individual board or commission codes and leave only provisions specific to that board or commission.
- 3) Insert Editor's Notes to cross-reference to the main boards and commissions code and to specific boards or commissions codes.
- 4) Codify Downtown Development Authority provisions outlined in the creating Ordinance.

Summary of changes made to the code

- 5) Require that all boards and commission members take an Oath of Office (*Attached Oaths*)
- 6) In appointing members of a Town board or commission, preference shall be given first to residents and second to residents within Douglas County.
- 7) Any non-resident currently serving on a Town board of commission as of the effective date of this ordinance will be allowed to serve out their current term.
- 8) Non-resident positions are approved by Town Council.
- 9) Modify unexcused absences - boards or commissions scheduled for twice monthly meetings (Planning Commission and Design Review Board) cannot exceed four (4) unexcused absences, boards and commissions meeting monthly cannot exceed three (3) unexcused absences, and boards meeting quarterly or as needed cannot exceed one (1) unexcused absence. The Town Manger or designee will determine if an absence is excused.
- 10) Codify terms and term limits.

- 11) Revise the waiting period to be proportional to the term: boards or commissions with two-year terms wait two terms (four years), and boards or commissions with three and four-year terms wait one term (three or four years).
- 12) Define a partial term.
- 13) Create Model bylaws and post them on the website (*Attached Bylaws * Note: All provisions in the Code were removed from the bylaws.*)

Actions required of your board or commission

- 1) Review the Ordinance to familiarize yourself with the changes.
- 2) Review the Section of the Code that applies to your board or commission to ensure you understand your duties, noting the changes that were made with this Ordinance.
- 3) Read and Sign the Attached Oath and return to your Staff Liaison to retain for the record.
- 4) Review the Attached Bylaws and vote to approve any amendments. Once approved by your board or commission, have the Chair sign and provide to the Staff Liaison to post on the website per Code.

Thank you for your service and dedication to our Town!



Lisa Anderson
Town Clerk

Attachments

Ordinance 2022-003 – Amending Sections of the Boards and Commissions Code

Oaths

Proposed 2022 Bylaws

Previously approved Bylaws for reference

Code or Resolution that established the board or commission for reference