

Section 4-4. - Election Commission.

- (a) An Election Commission is hereby created consisting of five registered electors of the Town. During their terms of office, the members shall not be Town officers, Town employees, or candidates for elective Town office. The members shall be appointed for staggered terms of three years by the Council concurrently with the timing of the appointment of other Town boards and commissions, unless otherwise provided by ordinance. The Election Commission shall elect a Chairman from its members.
- (b) The Election Commission shall have charge of all activities and duties required of it by this Charter and by ordinances relating to the conduct of elections in the Town. In any case where election procedure is in doubt, the Election Commission shall prescribe the procedure to be followed.
- (c) The Election Commission shall provide procedures for establishing proof of residency where there is a question of residency of a person who is registered to vote.
- (d) The Election Commission shall provide for ballots or voting machines, for determination of the winner by lot in the event of a tie vote, for canvass of returns, and for issuance of appropriate certificates.
- (e) The Election Commission shall have the power to adopt reasonable rules and regulations not inconsistent with the Constitution of the State of Colorado or the Charter and ordinances of the Town.

(Amended by Ord. 97-37, 10-7-97 election; Ord. 2004-41, 11-2-04 election; Ord. No. 2018-026, § 3, 8-21-2018, passed at election 11-6-2018)

2.06.030 - Ratification of personnel actions.

The Town Manager's determination to appoint, suspend, transfer or terminate a department director shall be presented to the Town Council for ratification in accordance with the following procedure:

- A. The Town Manager shall indicate the personnel action to be taken in a confidential memorandum addressed to the Town Council (the "personnel memorandum"), with a copy delivered to the affected employee, the Town Attorney, the Assistant Town Manager and the Town Clerk;
- B. The Town Clerk shall prepare a resolution of the Town Council summarily ratifying and approving the recommendation in the personnel memorandum (the "ratification resolution") for consideration by the Town Council on its consent agenda at the next available Council meeting;
- C. The ratification resolution may be approved with the consent agenda, or if removed from the consent agenda in accordance with Council procedure, discussed and voted as a separate resolution;
- D. Approval of the ratification resolution shall constitute approval under Section 3-3(a)(2) of the Charter of the action referenced in the personnel memorandum;
- E. Failure of passage of the ratification resolution by the Town Council shall constitute disapproval of the personnel action, and in such event the Town Manager shall not carry out the recommended action in the personnel memorandum unless subsequently ratified by the Town Council;
- F. The personnel memorandum shall not be open for public inspection, except as required under applicable law; and
- G. The employee who is the subject of the personnel memorandum is not entitled to a hearing before the Town Council.

The determination made by the Council in accordance with the above procedure is final and is not subject to further review or approval.

(Ord. 2006-26 §3, 2006; Ord. 97-51 §1(part), 1998)