

CITY CLERK'S OFFICE MEMORANDUM
#2-2024

DATE: Jan. 8, 2024
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *Hmg*
FROM: Johanna Small, City Clerk *JS*
SUBJECT: CB-2014 – Community Co-Production Policing Advisory Board Quorum

PURPOSE

To consider CB-2014, an ordinance on first reading amending Section 4-8-6 of the Municipal Code to change the meeting quorum requirement for the Community Co-Production Policing (CCPP) Advisory Board.

BACKGROUND

City Council adopted Ordinance No. 1802 on Dec. 14, 2020 to create the CCPP Advisory Board. The Board's operations were paused in May 2022 to provide for an assessment of the Board and its functions. Following the assessment, City Council adopted Ordinance No. 1843 on Dec. 12, 2022, which reduced the Board's membership from 13 to 11 positions.

A quorum is the minimum number of voting members who must be present in order to conduct business. Quorum requirements can vary depending on the type of body to which it applies. For example, a body that acts in a quasi-judicial capacity may have a higher quorum requirement than a body that serves in an advisory role. Vacancies also have an effect on a quorum. Excluding vacant seats when determining a quorum reduces the likelihood that a lack of quorum will prevent a board from performing its assigned functions.

When the CCPP Board was created, the ordinance established the quorum to be seven members, which was a majority of the initial 13 positions. When the membership was reduced in 2022 from 13 to 11 members, the quorum requirement was not amended.

The Board's current membership includes the following positions:

- 1 Ward 1 resident member (vacant)
- 1 Ward 2 resident member
- 1 Ward 3 resident member
- 1 Ward 4 resident member
- 2 At-Large resident members
- 1 Youth At-Large member (vacant)
- 2 Community Safety members
- 2 Community Service Provider members (1 vacant position)

The CCPP Board has eight appointed members and three vacancies. With the current quorum requirement of seven members, the Board does not have a quorum if one member is absent. The two Community Safety positions are police sergeants who may be on-shift during the meetings and need to respond to calls for service, which impacts attendance at meetings.

A draft ordinance to amend the quorum requirement was presented to the CCPP Board at their Nov. 14, 2023 and Dec. 12, 2023 meetings. The Board discussed the impact that vacancies and absences have on obtaining a quorum and voted unanimously to recommend that an ordinance be taken forward for Council adoption to require a quorum consisting of a majority of the filled

(appointed) positions. If all 11 positions are filled, the quorum would be six members. With the eight positions currently filled, the quorum would be five members. The Board desires to have as much representation as possible at their meetings, yet also realizes that on-duty police personnel and regular member absences have an impact on the Board’s ability to meet the current quorum requirement for their monthly meetings.

Quorum requirements for City Council and the City’s boards and commissions are below.

Board	Membership	Quorum Requirement
City Council	9 members	Majority of the members in office at the time
Citizens’ Affairs Board	5 members	3 members
Community Co-Production Policing Advisory Board	11 members	7 members
Diversity, Inclusivity & Social Equity Board	11 members	6 members
Election Commission	2 members and the City Clerk	Not defined
Historic Preservation Commission	7 regular members and 2 alternate members	Majority of the regular membership, excluding vacant seats
Liquor Licensing Authority	5 regular members and 2 alternate members	3 members
Northglenn Urban Renewal Authority	7 commissioners and any number of advisors	Majority of commissioners
Parks and Recreation Advisory Board	5 members	3 members
Planning Commission	7 regular members and 1 alternate member	Majority of the seated members in office at the time, but in no case less than 3 members
Victim Assistance & Law Enforcement Board	5 regular members and 1 alternate member	Majority of board members
Youth Commission	7-15 directors and unlimited members	Not defined

BUDGET/TIME IMPLICATIONS

There are no budget implications.

If CB-2014 is approved on first reading, a public hearing and second reading of the proposed ordinance will be scheduled for the Jan. 22, 2024 Council meeting.

STAFF RECOMMENDATION

Staff recommends approval of CB-2014 on first reading.

STAFF REFERENCE

If Council members have any questions, please contact Johanna Small, City Clerk, at jsmall@northglenn.org or 303.450.8757.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S BILL

ORDINANCE NO.

No. CB-2014
Series of 2024

Series of 2024

A BILL FOR AN ORDINANCE AMENDING SECTION 4-8-6 OF THE NORTHGLENN MUNICIPAL CODE REGARDING THE MEETING QUORUM REQUIREMENT FOR THE COMMUNITY CO-PRODUCTION POLICING ADVISORY BOARD

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Section 4-8-6 of the Northglenn Municipal Code is amended to read as follows:

Section 4-8-6. Meetings.

(a) The Board shall hold at least one (1) regular meeting per month at a time and place designated by the Board.

(b) Special meetings may be called by the Chair or the Vice-Chair of the Board, or by the City Manager or the City Manager's designee. Members will be notified in writing not less than three (3) calendar days prior to the date of any special meeting, such notice to contain a list of the items to be considered at the special meeting; provided, however, that upon majority vote of the Board a special meeting may be called with less than the required notice so long as such notice is in compliance with the Colorado Open Meetings Law.

(c) A quorum shall consist of ~~any seven (7)~~ A MAJORITY OF THE VOTING members of the Board, EXCLUDING VACANT SEATS.

(d) Each member of the Board shall vote on any matter before the Board. Votes shall be cast only at official posted meetings of the Board.

INTRODUCED, READ AND ORDERED POSTED this ____ day of _____, 2024.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____,
2024.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney