

CITY CLERK'S OFFICE MEMORANDUM
#4-2026

DATE: Sept. 28, 2026

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Jason Loveland, Acting City Manager *AL*

FROM: Johanna Small, City Clerk *JS*

SUBJECT: CB-2042 – Diversity, Inclusivity, and Social Equity Board Quorum Requirement

PURPOSE

To consider CB-2042, an ordinance on first reading that would amend Section 2-13-5 of the Municipal Code to change the quorum requirement for meetings of the Diversity, Inclusivity, and Social Equity (DISE) Board from six members to a majority of the voting members of the Board, excluding vacant seats.

BACKGROUND

The DISE Board, created under Ordinance No. 1796 in 2020, supports City Council's focus on promoting a diverse and engaged community. The DISE Board consists of 11 voting positions; currently five are filled and six are vacant. Under the existing quorum requirement of six voting members, the Board is unable to achieve a quorum. Because the Board meets once per month, canceled meetings significantly reduce the Board's ability to fulfill its mission.

During its Aug. 25, 2026 meeting, the Board discussed this challenge and expressed support for Council to adopt an ordinance redefining the required quorum as a majority of the currently serving voting members. With five seated voting members, three voting members in attendance would achieve a quorum. When all 11 seats are filled, the quorum requirement would be six voting members. This approach is consistent with the approach used by other City boards and commissions that exclude vacant seats when determining quorum.

Quorum Requirements for City Council and other City Boards and Commissions

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	Majority of the regular membership, excluding vacant seats
Diversity, Inclusivity, and Social Equity Board	11 members	Current requirement: 6 members Proposed requirement: Majority of the voting members of the Board, excluding vacant seats
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

Board	Membership	Quorum Requirement
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-2042 is approved on first reading, a public hearing and second reading will be scheduled for Oct. 12, 2026.

STAFF RECOMMENDATION

Staff recommends approval of CB-2042 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-2042
Series of 2026

Series of 2026

A BILL FOR AN ORDINANCE AMENDING ARTICLE 13 OF CHAPTER 2 OF THE NORTHGLENN MUNICIPAL CODE REGARDING THE MEETING QUORUM REQUIREMENT FOR THE DIVERSITY, INCLUSIVITY, AND SOCIAL EQUITY BOARD

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

Section 1. Section 2-13-5(c) of the Northglenn Municipal Code is amended to read as follows:

Section 2-13-5. Meetings.

(c) A quorum shall consist of ~~any six~~ A MAJORITY OF THE VOTING members of the Board., EXCLUDING VACANT SEATS. The ex-officio City Council member of the Board shall not be counted for purposes of determining a quorum.

INTRODUCED, READ AND ORDERED POSTED this ____ day of _____, 2026.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____,
2026.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney