

COMMITTEE POLICY, GUIDELINES AND DESCRIPTIONS

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DENVER REGIONAL COUNCIL OF GOVERNMENTS
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I. POLICY STATEMENT

The Denver Regional Council of Governments declares its desire to obtain the broadest possible involvement in its programs and decision-making process. The principal means of obtaining this participation is through the Board of Directors and its advisory committees.

II. GUIDELINES

A. PURPOSE

The Board of Directors' decision-making process is designed to achieve the following goals:

1. increase participation by Board members and Board alternates in the policy process;
2. integrate technical and political issues into policy discussions and actions under the umbrella of Metro Vision;
3. undertake specific tasks as requested by the Board or the Metro Vision Issues Committee, also known as MVIC;
4. develop proposals and recommendations, with DRCOG staff assistance, for Board consideration;
5. interact with staff and Board members so the concerns of local governments are fully understood in the formulation of region policies; and
6. actively seek the involvement of other regional agencies, and business and citizen groups so that their perspective can be incorporated in DRCOG's program activities and decisions.

B. AUTHORITY FOR FORMATION

The categories for DRCOG committees include:

- Standing committees
- Ad hoc committees

Each is formed as provided by Board action, interagency agreement, federal or state statutes, memorandum of understanding or memorandum of agreement signed by the Board Chair or Executive Director. Descriptions follow.

C. MEETINGS

Committees may meet as needed or as specified in the committee description. If a committee wishes to request a meeting that is not regularly scheduled, the committee chair must consult with DRCOG staff on staff and meeting room availability. It will be the responsibility of DRCOG staff to maintain membership lists of the committees. Meeting notices will be distributed through DRCOG.

D. COMMUNICATIONS BY COMMITTEES

It is important for committees to understand their relationship to the staff of DRCOG and to the Board.

Most committees have a direct relationship with the DRCOG Board of Directors, while some have an indirect relationship with recommendations made through a designated committee. DRCOG staff provides information and administrative support to all committees and the Board.

To provide for effective communication throughout the committee structure, the following guidelines will apply.

1. The Board may provide direction to any committee on issues for consideration.
2. Committees with a direct relationship to the Board will review communications from committees with an indirect relationship and make a policy action recommendation to the Board.
3. Recommendations from ad hoc committees to the Board or Metro Vision Issues Committee may be supplemented by specific information relative to implications and options for consideration.
4. Committee officers are encouraged to make presentations of committee actions to the Board and/or Metro Vision Issues Committee.
5. Correspondence from committees to agencies or organizations outside DRCOG are to be prepared and forwarded to the Executive Director for the signature of the Board Chair or the Executive Director (or the Executive Director's designee), as appropriate.

E. MEMBERSHIP

Committee membership is based on differing authorities. General membership criteria are described here.

Alternate members are not appointed unless specifically provided for in the committee description, and alternate's names will be designated in writing at the

same time as the committee member, unless otherwise indicated in the committee description. In order to facilitate thoughtful and productive meetings, committee members shall be responsible for briefing their alternate in advance on the committee's format and issues so that the alternate is empowered to act on behalf of their agency or interest. Alternates to the DRCOG Board are strongly encouraged to attend Board meetings in a non-voting capacity.

Some committees have specific terms of service as stated in the committee description. For committees for which membership is subject to an annual or periodic review/revision, the DRCOG chair can take into consideration such factors as issues to be addressed, continuity of the committee, attendance, and turnover in confirming appointments. More specific criteria may be included with the committee descriptions found in Chapter III.

Standing Committees

Authorities for these committees and their criteria for membership come from the DRCOG Articles of Association, memoranda of agreement, intergovernmental agreements, federal or state statutes, or Board authorization. These committees include:

- Administrative Committee
- Metro Vision Issues Committee
- Advisory Committee on Aging
- Water Quality Advisory Committee
- Regional Transportation Committee
- Transportation Advisory Committee
- Steering Committee of the Baghdad Denver Regional Partnership
- Fire Personnel Recruitment Advisory Committee

Ad Hoc Committees

The Board of Directors and the Metro Vision Issues Committee may create ad hoc committees to review and study specific issues within a specified timeframe. Ad hoc committees will have a written charge or scope of work. The number of ad hoc committees should be kept to a minimum in line with available DRCOG resources.

Ad hoc committee membership will comprise at least a half-plus-one of interested Board members and Board alternates. Other elected officials, as well as local staff and other stakeholders may be appointed, as appropriate. The Board chair will appoint members to those committees created by the Board and will designate the committee chair. The MVIC chair will appoint the membership of ad hoc committees it creates and designate a member of MVIC to serve as chair. Members of ad hoc committees may not appoint an alternate to the committee. Meetings will be conducted on an informal basis and the spirit/intent is to reach consensus decisions. More detail can be found in the Ad Hoc Committee description.

F. ELECTION OR APPOINTMENT OF OFFICERS

If not specifically stated in each committee description, the chair and vice chair for a committee shall be elected from among the members annually. In the absence of the chair, the vice chair assumes that role.

G. SCOPE OF RESPONSIBILITY

Each committee should have a written scope of responsibility, approved by the Board, included in its description, derived from the authority on which it is based.

H. QUORUM AND VOTING

Except as specified otherwise in documents establishing or describing committees, a quorum consists of one-third of the total voting members.

For committees that have appointed alternates, when acting for members, alternates will be counted in determining a quorum. Formal action requires a quorum. A simple majority of those present, assuming a quorum, carries a motion or other action except as specified otherwise in the committee description. When technical issues cannot be resolved, but a communication on the matter at hand is required or appropriate, the communication may reflect significant varying positions of members. The chair of every committee can vote as a member of the committee.

I. OTHER PROCEDURES

In general, committee proceedings should be conducted on an informal basis. The rules of order shall be in accordance with the latest edition of Roberts Rules of Order, Revised.

All committee meetings will have an agenda that will be posted on the DRCOG website in advance of the meeting. All committees will have a designated time on the agenda for public comment. If the committee wishes to solicit additional input it should schedule a specific time and notify all stakeholders of that opportunity. Seating for the public will be provided in an area of the meeting room that is distinct from that of the committee members. A meeting summary should be kept to the extent necessary to record important discussions and decisions made. All motions must be recorded, including the persons making and seconding the motion and the outcome of the vote.

Review of these guidelines and committee descriptions will occur periodically, but at least every four years.

III. COMMITTEE DESCRIPTIONS

ADMINISTRATIVE COMMITTEE

Type: Standing Committee

Authority: Articles of Association, revised February 19, 2003

MEMBERSHIP

One member representative who is designated as the member representative to the Board of Directors of each elected Board of county commissioners and each city council, provided each such county and city contained a population of 120,000 or more as estimated by the U.S. Census, the Council, or the state demographer. The Mayor or, as the Mayor's designee, any officer, elected or appointed, of the City and County of Denver and an alternate similarly designated; Officers of the Board; the Immediate Past Chair; and three members of the Board elected to serve one-year terms.

QUORUM

A quorum will consist of the lowest odd number achieving a minimum of one-third of the committee membership.

RESPONSIBILITIES

Directs the internal business of the council which includes:

- Authorization of expenditure of funds
- Entering into contracts
- Execution of official instruments
- Compensation of member representatives
- Recommending appointment of the Executive Director
- Recommendation of all budget-related matters to the Board
- Adoption of policies and procedures for effective administration of personnel matters
- Conflict resolution
- Endorsement of candidates for state Boards and commissions

METRO VISION ISSUES COMMITTEE

Type: Standing Committee

Authority: Board Action, April 2001 and revised
December 2005

MEMBERSHIP

As the chief policy developing committee of the Board, the committee will number not more than one-half the total membership of the DRCOG Board. Members are appointed by the Board Chair with approval by the Board of Directors and shall include the Board Chair, Vice chair and immediate past Chair. Membership is not per jurisdiction. Care will be taken to ensure that appointees represent a broad cross-section of the membership including community size, geographic location, and rate of growth. Members will serve two-year staggered terms and may not serve more than two consecutive terms. The secretary and treasurer of the Board of Directors will serve as chair and vice chair of the committee. A Board member and alternate from the same jurisdiction may not serve on the committee at the same time. Meeting attendance requirements, as established by the Board, allow a maximum of three consecutive absences. If that limit is exceeded, the member is contacted by the Board Chair for possible replacement. A committee member's designated alternate on the Board of Directors (or member if the committee member is the Board alternate), while not appointed to the committee, can attend and vote in the absence of the member. Attendance by a Board member's alternate does not compensate for a Board member's absence.

QUORUM

A quorum will consist of one-third of the committee membership plus one.

RESPONSIBILITIES

The Metro Vision Issues Committee (MVIC) is intended to be the primary policy committee of DRCOG. It will provide recommendations to the Board for action on Metro Vision issues, plans and implementation. The committee can appoint ad hoc committees to examine specific issues within a specified timeframe to develop recommendations to MVIC. Many of these issues will be developed at the annual Board workshop and through surveys of the DRCOG members on regional issues.

REGIONAL TRANSPORTATION COMMITTEE

Type: Standing Committee

Authority: Memorandum of Agreement between DRCOG, the Colorado Department of Transportation, and the Regional Transportation District, dated July 10, 2001.
Modified by the three agencies June 17, 2008.

MEMBERSHIP

Sixteen members as follows:

Denver Regional Council of Governments - Board chair and vice chair, and two designees from the Metro Vision Issues Committee, and the Executive Director.

Colorado Department of Transportation - Three metro area Transportation Commissioners and the Executive Director

Regional Transportation District - Three Board members and the General Manager

Other Members - Three members appointed annually by the committee chair upon unanimous recommendation of the Executive Directors of DRCOG, CDOT and the General Manager of RTD.

USE OF ALTERNATES

It is the clear goal of the committee to minimize use of alternates. However, recognizing that there will be times when it is inevitable that members cannot attend, alternates will be allowed on the following basis:

- Each agency shall designate annually, in writing to the chair, standing alternates (board members/commissioners and staff).
- No more than two staff (members or designated alternates) from each agency can vote on any given issue.
- The appropriate level of staff that can be designated as alternates are:
 - DRCOG: Division Directors
 - CDOT: Regional Transportation Directors or equivalent or above
 - RTD: Senior Managers of planning and development or above
- No alternates are permitted for the Other Members
- No proxies are permitted
- The new immediate past chair of DRCOG shall serve as an alternate until the Metro Vision Issues Committee acts to designate new alternates following election of officers

QUORUM/VOTING

Twelve members, or designated alternates. Twelve votes are required to carry any action.

RESPONSIBILITIES

Through the Regional Transportation Committee, DRCOG, as the Metropolitan Planning Organization (MPO), administers the urban transportation planning process for the region in accordance with the Prospectus and applicable federal regulations. Accordingly, the responsibilities of the Regional Transportation Committee shall include:

- Overall direction of current work activities established by the Unified Planning Work Program.
- Review and approval of items to be submitted to the DRCOG Board of Directors, as the MPO policy body, for adoption.
- Approval of plans, programs, documents and annual endorsements related to surface transportation as outlined in the Memorandum of Agreement. Should the DRCOG Board approve a policy action that differs from the Regional Transportation Committee's recommendation, the action shall be referred back to the Committee for reconsideration.

OTHER

DRCOG representatives will attend a briefing with the DRCOG Executive Director immediately prior to the regularly scheduled RTC meeting.

TRANSPORTATION ADVISORY COMMITTEE

Type: Standing Committee

Authority: Memorandum of Agreement between DRCOG, the Colorado Department of Transportation and the Regional Transportation District adopted July 10, 2001 Board of Directors Action August 15, 2001. Last revised July 2008.

MEMBERSHIP

Transportation Advisory Committee Membership shall include:

- Two members each from Adams, Arapahoe, Boulder, Douglas and Jefferson counties and one member from Weld County within the MPO boundary, with at least three appointed from county government and at least seven from municipalities. Of the municipal representatives, at least two, but not more than three, shall represent communities with under 35,000 population;
- Two members from the City and County of Denver and one member from the City and County of Broomfield;
- One local government member from the non-MPO area of the Transportation Planning Region;
- Local government representatives shall be city or county managers/administrators, public works directors, transportation or planning directors or their equivalents;
- The Regional Transportation Directors from the Colorado Department of Transportation Regions 1,4 and 6 and the Director of CDOT's Transportation Development Division;
- The Director of Planning and Development of the Regional Transportation District;
- The Director of Transportation Planning and Operations of DRCOG;
- The Executive Director of the Regional Air Quality Council;
- One representative of each of the following:
 - environmental interests;
 - freight interests;
 - transportation demand management/non-motorized transportation interests;
 - aviation interests;
 - business/economic development interests;
 - a non-RTD representative of transit interests;
 - senior interests; and
- In an ex officio capacity, a representative of the Federal Highway Administration and of the Federal Transit Administration. Ex-officio members are non-voting.

The Chair of the DRCOG Board of Directors shall make the 15 local government appointments. The seven special interests – Environment, Freight, TDM/Non-motorized, Aviation, Economic Development, Non-RTD Transit and Senior– shall be nominated by the DRCOG Chair and confirmed by the Regional Transportation Committee. The DRCOG Chair shall review membership annually in the second quarter of the calendar year. The DRCOG

Chair can take into consideration such factors as issues to be addressed, continuity of the committee, attendance, and turnover in reconfirming or determining new appointments and nominations.

USE OF ALTERNATES

It is the clear goal of the committee to minimize the use of alternates. However, recognizing that there will be times when it is inevitable that members cannot attend, alternates will be allowed on the following basis:

- The member will submit the name of their designated alternate in writing to the DRCOG Board coordinator.
- The member shall be responsible for briefing their alternate in advance on the committee's format and issues so that the alternate is empowered to act on behalf of their agency or interest.
- The designated alternate will be allowed to vote in the member's place.

QUORUM/VOTING

Fifteen voting members, or designated alternates, as fifteen votes are required to carry any action.

CHAIR AND VICE-CHAIR

Committee members shall elect a chair and vice chair to serve two-year terms. Elections shall be held during the fourth quarter of odd-numbered years.

RESPONSIBILITIES

To assist the Board of Directors and the Regional Transportation Committee by reviewing the work of the transportation planning process, advising on methods of planning and implementation and working with staff to develop policy options and making recommendations to the Regional Transportation Committee. Specifically, the committee shall:

- Establish a dialog on regional transportation issues among local government, regional agencies, the state and other transportation stakeholders;
- Review the transportation planning process;
- Provide advice and guidance on methods of planning and implementation;
- Assist in coordinating and facilitating implementation of Metro Vision through the transportation planning process;
- Facilitate coordination of regional plans and programs among local government, regional agencies and the state; and

- Provide advice and recommendations to the Regional Transportation Committee on transportation plans and improvement programs.

ADVISORY COMMITTEE ON AGING (ACA)

Type: Standing Committee

Authority: Older American's Act of 1965, as amended, and the Contract between DRCOG and the Colorado Department of Human Services, State Unit on Aging dated February 8, 1974 and revised March 15, 2006.

MEMBERSHIP

Membership shall include individuals eligible to participate in the program, minority and low-income adults, older individuals, residents of geographically isolated areas, and at least three members of the DRCOG Board who shall be appointed by the DRCOG Chair.

Membership on the committee or changes to membership requires a written request to, and confirmation by, the DRCOG Board Chair. Membership shall be assessed annually and a member's attendance at ACA meetings will be considered.

It is the goal of the DRCOG Board that (1) at least one-half of the members should be age 60 and older, and (2) include at least one individual from each of the counties served by the Area Agency on Aging (AAA).

Members representing each of the counties served by the AAA shall be recommended for appointment by their respective county council/commission on aging through their respective governing body (board of county commissioners or mayor, as appropriate) and confirmed by the DRCOG Chair. Representation shall proportionately reflect the 60+ population within each county and shall be according to the graph below.

60+ Residents	Number of Representatives
0 – 50,000	2
50,001 – 100,000	3
100,001 and over	4

County population shall be determined using DRCOG's demographic estimates. There will be a maximum of four representatives per county.

USE OF ALTERNATES

There are no provisions for alternates on the ACA.

QUORUM/VOTING

A quorum shall consist of one-third of the members present at a regularly scheduled ACA meeting or at a special meeting called by the Committee chair.

CONFLICT OF INTEREST

Members are expected to be aware of any potential real or perceived conflicts of interest and make them known to the DRCOG AAA Division Director immediately. Members shall abstain from any discussion of, or voting on, any funding issue in which a conflict of interest exists or may arise.

Committee members that are board members of an agency that submit requests for funding are prohibited from taking part in evaluating such requests.

RESPONSIBILITIES

- Represent the needs of persons age 60 and older, with special emphasis on the needs of those persons in greatest social and/or economic need.
- Advocate for the enhancement and well being of the region's current and future older adult populations.
- Assist DRCOG staff in assessing the strengths and needs of older adults and their caregivers.
- Assist DRCOG staff in developing and updating the AAA 4-Year Plan; make recommendations concerning the same to the DRCOG Board.
- Assist DRCOG staff in developing policies, procedures, and priorities for planning and funding activities; make recommendations concerning the same to the DRCOG Board.
- Assist DRCOG staff in assessing funding proposals to serve the 60 and older population pursuant to the Older Americans Act and Older Coloradans Act; make recommendations concerning the same to the DRCOG Board.
- Actively become and remain educated on the issues concerning the aging and their caregivers.
- Serve as an ambassador to the community and to the County Councils on Aging by communicating the purposes, responsibilities and functions of the AAA.

ELECTION OF OFFICERS AND DUTIES OF OFFICERS

The ACA elects officers from among the members annually in May. The term of the office for chair and vice chair is one year, from July 1 through June 30. An individual may serve two consecutive years in the same office but only with an affirmative vote of the committee.

In the absence of the chair, the vice chair assumes the role of the chair

MEETINGS

The ACA meets monthly and shall be open to the public. Summary minutes shall be taken at committee meetings and shall be available to the public upon request for review.

The ACA, in consultation with the AAA Division Director, may cancel regular monthly meetings or call for special meetings.

It is the responsibility of the AAA Division Director to develop the monthly agenda. The committee chair may request the AAA Division Director develop the agenda in consultation with the chair.

SUBCOMMITTEES

- The ACA, in consultation with DRCOG staff, shall determine the need for subcommittees.
- Duties of subcommittees include making recommendations to the ACA regarding matters pertaining to their specific interest.
- Any ACA member may serve on any of the subcommittees but shall include, whenever possible, at least one member from each county represented.
- Voting is limited to one vote per county.
- Each subcommittee shall appoint a Chair and the meeting schedule for the subcommittee shall be determined by the Chair and other members in consultation with DRCOG staff.
- All subcommittee activities shall be reported by the subcommittee chair or their designee at the next regular ACA meeting.
- It is the responsibility of the AAA Division Director or designee to develop the monthly agenda. The subcommittee chair may request the agenda be developed in consultation with the subcommittee chair.

WATER QUALITY ADVISORY COMMITTEE

Type: Standing Committee

Authority: Board Action, December 19, 2001

MEMBERSHIP

- One representative and one alternate from each municipality or county holding membership in DRCOG;
- One representative and one alternate from each of the following groups that contribute financially to the DRCOG water quality program:
 - Permitted special district or other discharger,
 - Watershed association,
 - Industry (maximum of five permitted industries)
 - Other selected special interest group (maximum of five including the Urban Drainage and Flood Control District, Denver Water Department, a water diverter, a stormwater management agency, a nonpoint source management agency or a selected environmental interest group)
- One ex officio representative of the Colorado Department of Public Health and Environment's Water Quality Control Division.

Members seeking to appoint a new representative or alternate or to change an existing appointment must submit a request in writing to the DRCOG Chair. No appointment or change is valid until confirmed by the DRCOG Chair. There will be no automatic listing for member governments or other dischargers.

QUORUM/VOTING

Each member shall be entitled to a single vote and action must be approved by a majority of those voting. A quorum is one-third of the total voting members. The committee will not use weighted voting.

RESPONSIBILITIES

1. General

The Water Quality Advisory Committee (WQAC) is established as a standing committee, regional water quality forum and advisory body to the Denver Regional Council of Governments on matters concerning wastewater planning, water quality, water and related environmental resources. The principal responsibility of the WQAC is to advise the Board, through the Metro Vision Issues Committee, on matters relating to water quality, water resources and related environmental issues, and recommend areas of needed study and research to DRCOG for its consideration. The committee also serves as a forum for watershed total maximum daily load programs and a technical review body for wastewater utility planning. Committee members assist the council in its role as the designated areawide water quality management planning agency with the maintenance and update of the *Metro Vision Clean Water Plan*.

2. Metro Vision Clean Water Plan

- A. Serve as technical advisors to Metro Vision Issues Committee and Board.
- B. Regularly report to the Metro Vision Issues Committee and Board on issues, policy needs and direction.
- C. Make recommendations on need for and focus of ad hoc committees and participants, including involvement on ad hoc committees.
- D. Develop and make recommendations on the water resources and related environmental elements of the *Metro Vision Plan*.
- E. Assist the council staff in coordinating *Metro Vision Clean Water Plan* implementation activities.
- F. Review and make recommendations on the *Metro Vision Clean Water Plan*, based on work done by the management agencies and watershed associations or authorities.
- G. Review and make recommendations on the *Metro Vision Clean Water Plan* to ensure that water supply and wastewater treatment are coordinated.

3. Water Quality Management

- A. Assist the council staff with planning studies relating to water quality assessment and improvements, such as source water protection.

- B. Review and make recommendations on proposed projects, which will or may have an impact on the environmental or water quality and stream standards and classifications.
 - C. Review and prepare, as appropriate, documents that relate to technical, economic, social and political feasibility information on water quality within the DRCOG region.
 - D. Identify any appropriate planning studies undertaken as part of local water quality planning processes that need to be recognized in the *Metro Vision Clean Water Plan*.
 - E. Provide comments on state and federal regulations, total maximum daily load studies and control regulations with recommendations going to the Colorado Water Quality Control Commission and/or the Water Quality Control Division, as appropriate.
 - F. Advise, as appropriate, on matters relating to total maximum daily load programs and function as a regional forum by providing communication and education opportunities.
4. Wastewater Utility Plans
- A. Maintain a wastewater utility planning process, including a *Wastewater Utility Plan Guidance* document; acceptance of plans; and a Wastewater Utility Review Team.
 - B. Accept referrals on site approvals and review for consistency with wastewater utility plans.
 - C. Review requests by management agencies for the addition of new facilities or utility plans in the *Metro Vision Clean Water Plan*.
 - D. Take action on wastewater utility plans consistent with policy direction contained in the *Metro Vision Clean Water Plan*.
 - E. Maintain and adopt the technical appendices to the *Metro Vision Clean Water Plan*.
5. Management Agency Programs
- A. Recommend management agencies and define roles and responsibilities consistent with adopted policy.
 - B. Support the management agencies in their development of watershed plans.

- C. Summarize program activities undertaken by designated water quality management agencies.
 - D. Assess progress made by management agencies toward implementation of the *Metro Vision Clean Water Plan* including a description of problems or delays encountered.
 - E. Track water quality capital improvement programs and priority list of projects for five-year increments.
 - F. Provide opportunities for communication and serve as a regional forum among watersheds and associated management agencies.
6. Annual Work Program
- A. Identify, prioritize and make recommendations to the DRCOG Board, through the Metro Vision Issues Committee, on issues of concern to the region relating to water quality planning, management, legislation or policy.
 - B. Develop in cooperation with staff an annual work program and budget for ongoing DRCOG water quality management planning.
 - C. Recommend an annual fee for special districts, other dischargers and special interest groups to be members of the committee.
7. Urban Runoff, Stormwater and Nonpoint Source Management
- A. Review and make recommendations to the Board, through the Metro Vision Issues Committee, as appropriate, on the planning of urban runoff, stormwater or nonpoint source management programs.
 - B. Review and make recommendations to the Board, through the Metro Vision Issues Committee, as appropriate, on best management practices intended to manage urban runoff and nonpoint source pollution.
 - C. Review and prepare comments, if appropriate and consistent with policy direction contained in the *Metro Vision Clean Water Plan*, on storm drainage and flood control projects, regulations, plans, policies, or procedures proposed by local, regional, state, or federal agencies.

STEERING COMMITTEE OF THE BAGHDAD-DENVER REGION PARTNERSHIP

Type: Standing Committee

Authority: Formal signed declaration between the Provincial and City Councils of Baghdad, Iraq and DRCOG, October 20, 2004

MEMBERSHIP

The full Partnership may include any organization or individual from the Denver region who is interested in working on cultural, professional and educational exchange between people and groups in the Denver Region and people and groups in the Province of Baghdad. As the Partnership is a program of the DRCOG Board, the Steering Committee will have strong Board participation. At least five DRCOG Board members or alternates will serve on the Steering Committee and will include representation from the Partnership of not more than 20.

The initial appointments to the Steering Committee shall be for two year terms, and thereafter all appointments shall be for a term of 1 year or until a successor is identified.

QUORUM/VOTING

Meetings of the Steering Committee will occur when a majority of the DRCOG Board members or alternates serving on the Steering Committee are present . Any action by the Steering Committee requires the support of a majority of the DRCOG Board members in attendance at the meeting.

ELECTION OF OFFICERS AND DUTIES OF OFFICERS

- The officers of the committee shall consist of a chair and vice chair, each of whom shall be elected by the committee. DRCOG Board members will serve as chair and vice chair.
- The chair shall preside over all meetings, appoint any ad hoc committees, and have the authority to call special meetings. The chair, with DRCOG staff, shall be responsible for establishing the meeting agenda. In the event of the absence of the chair, the vice chair shall assume the duties of the chair.
- No member of the committee other than the chair or chair's designee shall speak or act for the committee without prior authorization from the Steering Committee.

MEETINGS

- Meetings of the Steering Committee shall be held at the DRCOG offices located at 1290 Broadway, Denver, Colorado or such other place as designated by the chair of the committee.

- The committee may conduct official meetings by telephone.
- Notice of meetings will be distributed by DRCOG staff at the request of the chair.

RESPONSIBILITIES

- To initiate, sponsor, or conduct, alone or in conjunction with other cities or agencies, public programs to further public awareness of and interest in communities throughout the Province of Baghdad emphasizing such things as regional collaboration, civic duty, municipal services, and other matters relevant to local government.
- The Steering Committee must approve all activities or events carried out by the Partnership. Overall, Partnership activities will have the support of the DRCOG Board.
- The Steering Committee will generally stimulate, facilitate, coordinate and approve fundraising activities as needed. Partnership members will assist in fundraising activities and events. Grants may be accepted through DRCOG's 501 (c)(3), Regional Response.
- Annually, the DRCOG Board determines the budget for the Steering Committee. Items eligible for funding include expenses for DRCOG staff time; limited travel and travel-related expenses by members of the Partnership; and miscellaneous costs incurred by DRCOG.
- The Steering Committee will ensure that the list of Partnership participants (and relevant contact information) is up-to-date. It will be the responsibility of DRCOG staff to maintain the list.
- Recommend a budget as necessary for Partnership projects to be considered by the DRCOG Board of Directors.

FIRE PERSONNEL RECRUITMENT ADVISORY COMMITTEE

Type: Standing Committee

Authority: Intergovernmental Agreement (IGA) by and between DRCOG and participating Local Governments. Renewed annually to include new members, as well as other contract amendments. Reference *Fire Policies (5/14/2007)*

MEMBERSHIP

The Fire Personnel Recruitment Advisory Committee is composed of two representatives from each participating jurisdiction. One representative is from the fire department/fire protection district and the other is from the civil service commission/human resource department. Membership is determined on an annual basis.

RESPONSIBILITIES

- Establish general policies for the operation of the program.
- Review and recommend an annual operating budget.
- Review and recommend an assessment fee formula for funding the program.
- Provide an equitable number of volunteer personnel hours for the purpose of assisting in the administration and evaluation of the testing process.
- Assist DRCOG Staff in locating testing facilities and in coordinating advertisement and recruitment campaigns.

Type: Ad Hoc Committees

Authority: DRCOG Board or Metro Vision Issues Committee (MVIC)

MEMBERSHIP

Ad hoc committee membership will comprise at least one-half plus one Board members and alternates. All members will be appointed by either the DRCOG or MVIC chair, who will also designate the ad hoc committee chair. The ad hoc committee will elect the vice chair from among its members. Other elected officials as well as local staff and other stakeholders may be appointed as appropriate.

QUORUM/VOTING

A quorum is one-third the total voting members. A simple majority carries a motion; the chair is a voting member.

OTHER

- The ad hoc committee will have a written charge and/or scope of work that will be approved by the DRCOG Board or MVIC. The written charge and/or scope will include a timeframe within which to complete work.
- Members may not appoint an alternate to the committee.
- Proceedings are conducted on an informal basis. Committee members only will be seated at the table with distinct seating available for other attendees.
- Each meeting will have an agenda that will be posted on the DRCOG website in advance of the meeting.
- There will be a designated time on the agenda for public comment. If the committee wishes to solicit additional input it will schedule a specific time and notify all stakeholders of that opportunity.
- The spirit/intent is to reach consensus decisions.
- Staff will keep a general record of meetings, capturing important points of discussion and decision outcomes.