

Citizens' Bond Oversight Committee (CBOC)

Rules of Governance

I Meetings and Schedules:

- A A regular meeting schedule will be developed quarterly and will be updated at each regular meeting.
- B Special meetings must have at least one week advance notice, and the notice must include the purpose or planned topics.
- C No action (vote taken) shall be taken with a meeting with less than a majority of the committee members (excluding District committee support staff).
- D Meetings will be conducted in accordance with the Colorado Open Records Act.
- E The public is welcome, but this is a working committee and public comment will not normally be taken unless specifically invited.
- F Minutes will be published for each meeting, but will be summary in nature. The minutes will be published and will be approved as part of subsequent meeting agendas.

II Agenda:

- A CBOC co-chairs are responsible for administering meeting agendas; including establishing the agenda in coordination with the Administration liaison team and conducting the meeting.
- B The agenda should be published at least one week before a regularly scheduled meeting.
- C CBOC members may recommend topics for regular meetings by submitting them in writing (email is fine) to one or both committee co-chairs at least two weeks before a scheduled meeting. Topics that come up after this, or that do not make the agenda may be addressed in "Discussion" if time permits.
- D A vote must be taken to extend a meeting beyond the published time.

III Decisions:

- A Consensus is the preferred method for reaching decisions, but when consensus cannot be achieved, decisions will be made by a simple majority vote of the members present and voting. Any member of the CBOC may request a show of hands if they feel a consensus decision is not correct.
- B Only CBOC members who have been officially appointed by the BOE as citizen representatives may vote on recommendations, District committee support staff are not voting members.
- C Recommended changes to the Capital Plan and any action requiring BOE action must be voted on.
- D Minority reports to recommendations to the BOE require the support of at least 5 regular voting CBOC members, whose names will be listed in the report.
- E Members may abstain from voting, but must provide a reason for doing so.

IV Membership:

- A Only the BOE may designate who is an official committee member.
- B The CBOC may make recommendations to the BOE to add members as needed.
- C Members who have missed three consecutive regular meetings, without advanced notice to the co-chairs, are subject to a recommendation for removal from the committee; such removals can only be made by the BOE.
- D Members who miss more than two consecutive meetings, without advising the Co-chairs, will be contacted as to their interest in remaining on the CBOC and reminded of the three missed meeting rule #IV.C above.

V CBOC Leadership:

- A The role of the CBOC leadership is to run meetings and administer CBOC business.
- B The CBOC leadership (co-chairs) must be a regular CBOC member selected by the CBOC membership for two-year terms and no term limits.
- C CBOC leadership cannot be changed within the term without a 2/3 vote of the CBOC membership.
- D If neither co-chair can attend a meeting, they may appoint an acting chair for that meeting. In the absence of an appointed acting chair, the members at the meeting may select a chair for that meeting by majority vote.

VI Sub-committees:

- A CBOC co-chairs may appoint sub-committees, as required, and name sub-committee chairmen to investigate areas of need and concern, with the approval of the CBOC general membership.
- C Sub committee's shall report back to the general membership at a regular scheduled meeting of the CBOC.
- D CBOC co-chairs are ad-hoc members of all subcommittees.

VII Conduct:

- A Committee members commit to abide by the CBOC "Some Basic Rules" (attached).
- B Cell phones shall be turned off or put on silent ring during CBOC meetings.

VIII Changes to These Rules

- A These rules may be amended, changed or deleted at any regularly scheduled CBOC meeting by a majority vote of the CBOC, provided the proposed changes have been sent to members in advance and are on the agenda for the meeting in question.