

TITLE 2: ADMINISTRATION AND PERSONNEL

2.04: BOARD OF COUNTY COMMISSIONERS	3
2.04.010: MEETINGS.....	3
2.04.020: CHAIR RESPONSIBILITIES	3
2.04.030: COUNTY COMMISSIONER DISTRICTS	4
2.08: STANDARD OF CONDUCT FOR PUBLIC OFFICIALS.....	6
2.08.010: APPLICABILITY	7
2.08.020: PREAMBLE	8
2.08.030: ACT IN THE PUBLIC INTEREST.....	9
2.08.040: CONDUCT OF PUBLIC OFFICIALS	9
2.08.050: RESPECT FOR PROCESS.....	9
2.08.060: CONDUCT OF PUBLIC MEETINGS	9
2.08.070: COMMUNICATION.....	10
2.08.080: CONFLICT OF INTEREST	10
2.08.090: GIFTS AND FAVORS	12
2.08.100: CONFIDENTIAL INFORMATION.....	12
2.08.110: USE OF PUBLIC RESOURCES.....	12
2.08.120: REPRESENTATION OF PRIVATE INTERESTS.....	12
2.08.130: ADVOCACY	12
2.08.140: POLICY ROLE OF PUBLIC OFFICIALS	13
2.08.150: INDEPENDENCE OF BOARDS AND HEARING OFFICERS.....	13
2.08.160: POSITIVE WORK PLACE ENVIRONMENT	13
2.08.170: BYLAWS.....	13
2.08.180: ABSENTEEISM	14
2.08.190: IMPLEMENTATION	14
2.08.200: COMPLIANCE AND ENFORCEMENT.....	14
2.12: CITIZEN BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES	15
2.12.010: POLICY	15
2.12.020: OPEN MEETINGS:.....	16
2.12.030: CATEGORIES.....	16
2.12.040: RECRUITMENT	17
2.12.050: TERMS OF APPOINTMENT	18
2.12.060: NUMBER OF MEMBERS	18
2.12.070: STAFF LIAISON.....	18
2.12.080: RENUMERATION.....	18
2.12.090: BY-LAWS.....	19
2.12.100: STANDARD OF CONDUCT.....	19
2.12.110: VEHICLE USE	19
2.12.120: ERRORS AND OMISSIONS INSURANCE	19
2.12.130: ADOPTED CODES AND/OR ADOPTED POLICIES.....	19
2.12.140: LIST OF CITIZEN BOARDS.....	19

2.16: RECORDS MANAGEMENT PROGRAM	20
2.16.010: POLICY	20
2.16.020: DEFINITIONS	20
2.16.030: PROGRAM OBJECTIVES	21
2.16.040: PROGRAM RESPONSIBILITY	21

2.04: BOARD OF COUNTY COMMISSIONERS

Sections:

2.04.010 MEETINGS

2.04.020 CHAIR RESPONSIBILITIES

2.04.030 COMMISSIONER DISTRICTS

2.04.010: MEETINGS

A. The designated public place for posting information and times regarding such meetings shall be the main floor lobby of the Courthouse on the bulletin board. Each agenda shall be posted no less than twenty-four (24) hours prior to the holding of the meeting.

B. The Board of County Commissioners can conduct unlimited discussion but will not adopt any proposed policy, position, resolution, rule, regulation, or formal action at a work session or at any other time other than in a regular or special meeting. The county manager and/or county attorney in attendance at these meetings will monitor this policy.

C. An item for reconsideration must be heard at the same meeting or no later than the next regular meeting. A motion for reconsideration must be made by one of the Commissioners who voted in the majority on the item. A second on the motion may be made by any Commissioner, regardless of their past action on the item.

D. Executive sessions will be held only at a regular or a special meeting, upon a vote of two-thirds of the quorum, and adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall occur after the executive session at the regular or special meeting open to the public.

E. The minutes of a meeting during which an executive session is authorized shall reflect the general topic of the discussion at the executive session. *(Res. 91-94 §§ 1--4)*
(Amended (part) by [Ord. 016-2018, 04-11-2018](#))

2.04.020: CHAIR RESPONSIBILITIES

The responsibility of the Chair is, primarily, to establish procedural integrity and, secondarily, representation of the Board of County Commissioners to outside parties (as delegated by the Board):

Accordingly, the following procedures apply:

A. The responsibility of the Chair is to consistently guide the behavior of the Board with its own rules and those legitimately imposed upon it from outside the organization.

B. Meeting agendas and discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide.

C. Deliberation will be fair, open, orderly and thorough, but also efficient, limited to time and kept to the point.

D. The authority of the Chair is to set the agendas, preside over meetings, and sign documents as authorized by the Board of County Commissioners.

E. The Chair represents the Board only when delegated those responsibilities by the Board. (*§ 2.04 amended (part) res 173-2004; ord. 005-2010*)

2.04.030: COUNTY COMMISSIONER DISTRICTS

AREA DESCRIPTIONS

Commissioner Districts are broadly defined on the map. However, more detailed maps are kept on file with Geographic Information Systems (GIS) Department. In an attempt to further define the Commissioner Districts, the following written area descriptions are attached to this exhibit. The following descriptions are meant as a tool to determine Commissioner District boundaries and are not legally binding. The Board of County Commissioners has the final determination as to how the districts are actually defined.

District I: Aspen/Roaring Fork East

Beginning at Taylor Pass on the ridgeline between the Roaring Fork River and Gunnison River drainages, coinciding with the Pitkin County and Gunnison County border; then north along the Richmond Hill ridgeline to Midnight Mine Road. Then northwest along Midnight Mine Road to the point of intersection with Castle Creek Road. Then north along Castle Creek Road to the incorporated limits of the City of Aspen. Then north to the State Highway 82 roundabout. Then following Highway 82 east to 7th Street. Then south three blocks to West Hopkins Avenue. Then east through the City of Aspen along the centerline Of West Hopkins Avenue to Original Avenue. Then half a block north on Original Avenue to Neale Avenue. Then north on Neale Avenue to Gibson Avenue. Then north along Gibson Avenue to Spruce Street. East along Spruce Street and Park Circle to the incorporated boundary of the City of Aspen. Thence south along the city boundary until the end of Ardmore Drive. Thence northwest to Midland Avenue and then south along Midland Avenue to Highway 82. Thence southeast along Highway 82 to Warren Creek.

Then east along Warren Creek to Warren Lakes and north to Hunter Creek. Then east along Hunter Creek and Lost Man Creek to the Continental Divide, coinciding with the Pitkin and Lake county boundaries. Thence south and west along the Pitkin County boundary to the point of beginning at Taylor Pass.

District II: Northern and Western Aspen

Beginning at a point in the State Highway 82 roundabout then northwest along the centerline of Highway 82 to where the highway coincides with the city boundary at Buttermilk Mountain. Then following the city boundary west, north, and then southeast around the Burlingame property. Then north along Highway 82 following the city line. Then following the city line generally east across Cemetery Lane and along the Roaring Fork River. Then following the city line easterly and southerly to Park Circle. Then westerly along Park Circle to Spruce Street. Then south along Spruce Street to Gibson Avenue. Then southerly along Gibson Avenue to Neale Street. The south along Neale Street to South Original Street. Then half a block south on Original to East Hopkins Avenue. Then following the centerline of Hopkins Avenue west to 7th Street. Then north on 7th Street to State Highway 82. Then following the Highway westerly to the center of the roundabout, the point of beginning.

District III: Woody Creek, Ashcroft, Red Mountain and Smuggler Beginning at Taylor Pass on the ridgeline between the Roaring Fork River and Gunnison River

drainages, coinciding with the Pitkin County and Gunnison County border; then north along the Richmond Hill ridgeline to Midnight Mine Road. Then northwest along Midnight Mine Road to the point of intersection with Castle Creek Road. Then north along Castle Creek Road to the incorporated limits of the City of Aspen. Then north to the State Highway 82 roundabout. Then northwest along the centerline of Highway 82 to where the highway coincides with the city boundary at Buttermilk Mountain. Then following the city boundary west, north, and then southeast around the Burlingame property. Then north along Highway 82 following the city line. Then following the city line generally east across Cemetery Lane and along the Roaring Fork

River. Then following the city line easterly and southerly to Park Circle. Then south along Park Circle returning to the city line. Then following the city line southerly to the end of Ardmore Drive. Thence northwest to Midland Avenue and south along Midland Avenue to State Highway 82. Thence southeast along Highway 82 to Warren Creek. Thence east along Warren Creek to Warren Lakes and then north across Hunter Creek to the east end of Lenado. Then northerly along Kobey Park Road to the township line dividing Townships 8 South and 9 South Range 85 West of the Sixth Principal Meridian. Then west along said township boundary line to Lower River Road. Then northwesterly along the centerline of Lower River Road to the intersection with State Highway 82. Then southeasterly to the municipal boundary of the Town of Snowmass Village. Then following the municipal boundary in a southerly direction to its southwestern-most point. Then generally south to Maroon Peak. Then generally west along the Pitkin County - Gunnison County boundary to the point of beginning.

District IV: Snowmass Village/Snowmass-Capitol Creek

Beginning at Maroon Peak on the Pitkin County - Gunnison County boundary then northerly to the municipal boundary of the Town of Snowmass Village. Then following the municipal boundary in the easterly and northerly directions to, Highway 82. Then northwest along the centerline of Highway 82 to the Roaring Folk River at Wingo. Then west along the centerline of the river to the municipal boundary of the Town of Basalt. Then along the southern boundary to the historic right-of-way of the Denver & Rio Grande Railroad. Then northwest along the right-of-way back to the Town of Basalt municipal boundary. Then generally south to East Sopris Creek and East Sopris Creek Road. Then following the center of the creek to the ridgeline of the Elk Mountain Range between Mount Sopris and Capitol Peak. Then following the ridgeline to the south over Capitol Peak to Snowmass Mountain. Then following the county boundary southeasterly to the point of beginning.

District V: Crystal Fryngpan - Basalt

Beginning at Snowmass Mountain on the Pitkin County and Gunnison County line, then northerly along the Elk Mountain ridgeline over Capitol Peak to East Sopris Creek basin. Then northeast along East Sopris Creek to East Sopris Creek Road. Then northerly to the southwestern corner of the municipal boundary of the Town of Basalt. Then easterly following the municipal boundary to the historic right-of-way for the Denver & Rio Grande Railroad. Then following the right-of-way southeasterly to another intersection with the municipal boundary of the Town of Basalt. Again following the municipal boundary in a southeastern direction to the Roaring Fork River. Then following the river southeasterly to State Highway 82 at Wingo. Then following the highway centerline southeasterly to Lower River Road. Then east and southeast along the centerline of Lower River Road to the township line dividing Townships 8 South and 9 South Range 85 West of the Sixth Principal Meridian. Then east along the township line to Kobey Park Road. Then southerly along Kobey Park Road to Lenado. Then south to Hunter Creek. Then easterly along Hunter Creek and Lost Man Creek to the Pitkin County line east of Lost Man Lake. Then northerly, westerly, southerly, and east along the county line to the point of beginning at Snowmass Mountain. (*§ 2.04 amended (part) ord. 100-1995; reso. 169-2001; ord. 005-2001*)

2.08: STANDARD OF CONDUCT FOR PUBLIC OFFICIALS

SECTIONS:

- 2.08.010 APPLICABILITY
- 2.08.020 PREAMBLE
- 2.08.030 ACT IN THE PUBLIC INTEREST
- 2.08.040 CONDUCT OF PUBLIC OFFICIALS

- 2.08.050 RESPECT FOR PROCESS
- 2.08.060 CONDUCT OF PUBLIC MEETINGS
- 2.08.070 COMMUNICATION
- 2.08.080 CONFLICT OF INTEREST
- 2.08.090 GIFTS AND FAVORS
- 2.08.100 CONFIDENTIAL INFORMATION
- 2.08.110 USE OF PUBLIC RESOURCES
- 2.08.120 REPRESENTATION OF PRIVATE INTERESTS
- 2.08.130 ADVOCACY
- 2.08.140 POLICY ROLE OF PUBLIC OFFICIALS
- 2.08.150 INDEPENDENCE OF BOARDS AND HEARING OFFICERS
- 2.08.160 POSITIVE WORK PLACE ENVIRONMENT
- 2.08.170 BYLAWS
- 2.08.180 ABSENTEEISM
- 2.08.190 IMPLEMENTATION
- 2.08.200 COMPLIANCE AND ENFORCEMENT

2.08.010: APPLICABILITY

The standards contained herein apply to the following:

A. Board Members, which include:

- (1) Members elected to the Board of County Commissioners.

(2) Members appointed to Volunteer Citizen Boards by the Board of County Commissioners.

B. Section Leaders appointed by the County Manager.

C. The County Manager, the Open Space and Trails Director, and the County Attorney.

D. County Hearing Officers.

The term "Public Officials," when used in this document, refers to Section Leaders appointed by the County Manager, Board Members, the County Manager, the Open Space and Trails Director, the County Attorney, and County Hearing Officers. (*Ord. 02-28, Exh. A; Ord. 005-2010*)

2.08.020: PREAMBLE

The citizens of Pitkin County are entitled to fair, ethical and accountable local government that earns the public's confidence in the integrity of public officials. In keeping with Pitkin County's commitment to the public trust, the effective functioning of democratic government therefore requires that:

A. Public officials respect the laws and policies affecting the operations of government;

B. Public officials be independent, impartial and fair in their judgment and actions;

C. Public office be used for the public good, not for personal gain; and

D. Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

The primary responsibility of the members of the Board of County Commissioners is to establish the overall policies for the County and to exercise the powers, duties, and functions of the County in compliance with applicable law and the Home Rule Charter, through action at regular and special meetings and other job-related duties and functions.

The primary responsibility of the members of the various Citizen Boards is to exercise the duties and responsibilities vested in each board through formal action of that Citizen Board at regular and special meetings.

The primary responsibility of County Section Leaders is to develop, communicate, and implement organizational policies, to recommend public and budgetary policies to the Board of County Commissioners and to implement policies of the Board of County Commissioners.

The primary responsibility of County Hearing Officers is to provide contract services to the County to conduct judicial or quasi-judicial proceedings on various County matters.

All public officials must understand, respect, and value the job, the organization, the employees, the citizens, and the common public interest.

To this end, the Pitkin County Board of County Commissioners has adopted a Standard of Conduct for Public Officials to assure public confidence in the integrity of local government and its effective and fair operation. *(Ord. 02-28, Exh. A, Ord. 005-10)*

2.08.030: ACT IN THE PUBLIC INTEREST

Recognizing that stewardship of the public interest must be their primary concern, public officials will work for the common good of all the people of Pitkin County, and will assure fair and equal treatment of all persons, claims and transactions coming before Pitkin County Boards. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.040: CONDUCT OF PUBLIC OFFICIALS

The professional conduct of public officials must be of the highest standard. Public officials shall be dedicated to the highest ideals of honor and integrity in order to merit the respect and confidence of the public.

Public officials shall comply with the laws of the United States, the State of Colorado and Pitkin County in the performance of their public duties. These laws include, but are not limited to: The United States and Colorado constitutions; the Pitkin County Home Rule Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government; and County ordinances and policies. *(Ord. 028-02, Exh. A; Ord. 005-10)*

2.08.050: RESPECT FOR PROCESS

Public officials shall perform their duties in accordance with the processes and rules of order established by the County Commissioners governing the deliberation of public policy issues, with meaningful involvement of the public, and through implementation of policy decisions of the Board of County Commissioners by staff. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.060: CONDUCT OF PUBLIC MEETINGS

Public officials shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. Public officials shall base their decisions on the merits and substance of the matter before them. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.070: COMMUNICATION

Public officials shall publicly share all information regarding a matter under consideration that they may have received from sources outside the public decision-making process. Board members and County Hearing Officers involved in quasi-judicial land use decisions or other judicial or quasi-judicial decisions shall disclose any such communications at the public hearing or public meeting. *(Ord. 02-28, Exh. A; Ord. 005-10)*

After an application has been submitted to the County, Board Members and County Hearing Officers shall not intentionally engage in communications with interested parties regarding issues upon which they must make a judicial or quasi-judicial decision at a public meeting or public hearing. Judicial or quasi-judicial decisions are those for which there is a specific applicant (or appellant) requesting a decision from the Board Members or Hearing Officer, based upon specific facts to be considered at the hearing or meeting and made a part of the record. *(Ord. 044-05 § 2.10.070 amended (part) Res. 044-05; Ord. 005-10)*

2.08.080: CONFLICT OF INTEREST

Conflicts of interest can occur both from private interests and from institutional interests.

A. Private Conflicts of Interest: The following public officials are subject to the conflict of interest provisions in the Pitkin County Home Rule Charter: County Commissioners, County Manager, Assistant County Manager, Community Development Director, County Attorneys and the Open Space and Trails Director.

For other Section Leaders not subject to the Home Rule Charter provisions and for Volunteer Citizen Board members and County Hearing Officers the following conflict of interest policy shall apply:

A conflict of interest is a disparity between the private interest and the official responsibilities of an individual in a position of trust in government. This policy is intended to prevent conflicts of interest without obstructing fair and speedy resolution of issues that come before the County.

No Section Leader, Citizen Board Member, or County Hearing Officer shall vote or otherwise participate in a decision-making process which affects any property, asset, or entity in which he/she has a known significant financial interest or in which any member of his/her family has a known significant financial interest. Family is defined as spouse, parent, brother, sister, grandparent, child, grandchild, step-child, step-parent, step-grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any individual who is a part of the Section Leader's, Citizen Board Member's, or County Hearing Officer's immediate household. Any Section Leader or Citizen Board Member otherwise barred from participating in a discussion pursuant to this section may, if requested by his/her respective board or the County Manager, give information about the issue in which he/she or his/her family has a financial interest. A County Hearing Officer may not hear a matter in which he/she or his/her family has a financial interest.

This prohibition, and the prohibition on institutional conflicts in paragraph 6B, shall not prevent Section Leaders from performing their work for the County, so long as any financial interest held by a Section Leader is not in conflict with the common public interest, and is disclosed to the County Manager or, in the case of the County Manager, to the Board of County Commissioners. The County Manager has the discretion to direct a Section Leader to refrain from participation when a conflict exists.

If an issue arises in which a Volunteer Board Member believes he/she may have either a private or an institutional conflict of interest, he/she must disclose that potential conflict of interest to his/her respective board and the County Attorney for an opinion on the validity of the conflict. If determined to be in conflict regarding the issue before him/her, he/she will refrain from participation as a board member in the decision-making process or voting on that issue. A board member may vote on an issue notwithstanding the conflict only if his/her participation is necessary to obtain a quorum or otherwise enable the board to act.

If an issue arises in which a Section Leader believes he/she may have a conflict of interest, he/she must disclose that potential conflict of interest to the County Manager for an opinion on the validity of the conflict. If determined to be in conflict regarding the issue before him/her, he/she will refrain from participation in the decision-making process or voting on that issue.

If an issue arises in which a County Hearing Officer believes he/she may have a conflict of interest, he/she must disclose that potential conflict of interest to the County Attorney for an opinion on the validity of the conflict. If determined to be in conflict regarding the issue before him/her, he/she will be disqualified from acting as Hearing Officer on that matter.

B. Institutional Conflicts of Interest: An institutional conflict of interest occurs when a Public Official is a member of a board, group, or organization that is requesting action from the Public Official or the Board of County Commissioners of Pitkin County or volunteer Citizen Board of which the Public Official is a member, and the action requested provides a benefit to the board, group, or organization that is different from the common public interest. No Public Official shall vote or otherwise participate in a decision making process requested by a board, group, or organization of which he or she is a member when an institutional conflict of interest exists.

The process for handling these institutional conflicts are the same as expressed in this Standard of Conduct for handling private conflicts. Institutional conflicts of those Public Officials subject to the Home Rule Charter provisions on conflicts are governed by the Home Rule Charter process. *(Ord. 02-28, Exh. A § 2.10.080 amended (part) Res. 002-05; Ord. 005-10)*

2.08.090: GIFTS AND FAVORS

Public officials shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised. Acceptance of nominal gifts in keeping with special occasions, meals and refreshments in the ordinary course of business, or social courtesies, which promote good public relations and encourage participation in community events, is permitted. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.100: CONFIDENTIAL INFORMATION

Public officials have a duty and obligation to promote what should be public and a duty and obligation to protect what should be confidential. Public officials shall respect that certain information concerning the property, personnel or affairs of the County is confidential. They shall neither disclose confidential information, nor use such information to advance their personal, financial or other private interests without prior authorization from their respective boards. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.110: USE OF PUBLIC RESOURCES

Public officials shall not use public resources not available to the public in general, such as County staff time, equipment, supplies or facilities, for personal gain. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.120: REPRESENTATION OF PRIVATE INTERESTS

In keeping with their role as stewards of the public interest, board members shall not appear before their own boards or before the commissioners on behalf of the private interests of third parties on matters related to the areas of service of their boards. (*Ord. 02-28, Exh. A; Ord. 005-10*)

2.08.130: ADVOCACY

Board members shall represent the official policies or positions of their board to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, board members shall explicitly state they do not represent their body or Pitkin County, nor will they allow the inference that they do. (*Ord. 02-28, Exh. A; Ord. 005-10*)

2.08.140: POLICY ROLE OF PUBLIC OFFICIALS

Public officials shall respect and adhere to the Board-Manager structure of Pitkin County government as outlined by the Home Rule Charter. In this structure, the Board of County Commissioners determines the policies of the County with the advice, information and analysis provided by the public, boards and commissions, and County staff. (*Ord. 02-28, Exh. A; Ord. 005-10*)

2.08.150: INDEPENDENCE OF BOARDS AND HEARING OFFICERS

Because of the value of the independent advice of Volunteer Citizen Boards and County Hearing Officers to the public decision-making process, members of Board of County Commissioners shall refrain from using their position to unduly influence the deliberations or outcomes of appointed board or hearing officer proceedings. (*Ord. 02-28, Exh. A; Ord. 005-10*)

2.08.160: POSITIVE WORK PLACE ENVIRONMENT

Public officials shall support a positive and constructive work place environment for County employees and for citizens and businesses dealing with the County. Any single board member should not give direction to staff, but after a decision of the majority of the board present at a meeting, the request can then be forwarded to the County Manager, or to the applicable staff liaison for Citizen Boards, to give staff' direction. However, individual board members may seek information directly from staff, which will then be distributed to all board members. If a board member has a request that is of a magnitude that disrupts the normal workflow of a County employee, the request shall go through the County Manager. This section shall not be construed to prohibit the County Manager or staff liaisons from obtaining direction from board members in emergency situations when a meeting cannot be held before some action is necessary. (*Ord. 02-28, Exh. A; Ord. 005-10*)

2.08.170: BYLAWS

All Volunteer Citizen Boards shall adopt bylaws. Those bylaws must be approved by ordinance by the Board of County Commissioners. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.180: ABSENTEEISM

Members of the Board of County Commissioners shall make every effort to attend all scheduled meetings. If they are unable to attend any meeting they shall advise the County Manager.

Each Volunteer Citizen Board shall recommend its own absenteeism policy and include this policy in its bylaws. All Citizen Board members shall comply with their respective Board's absenteeism policy. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.190: IMPLEMENTATION

The Pitkin County Standard of Conduct is intended to be self-enforcing and shall be included in the regular orientations for new board members, and newly elected and appointed officials and Section Leaders. In addition, the Standard of Conduct shall be reviewed by the Board of County Commissioners to consider recommendations and to update it as necessary. *(Ord. 02-28, Exh. A; Ord. 005-10)*

2.08.200: COMPLIANCE AND ENFORCEMENT

The Pitkin County Standard of Conduct expresses standards of ethical conduct expected for members of the Pitkin County Commissioners, Volunteer Citizen Boards and Section Leaders. Public Officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity and effective functioning of government.

Any board member may notify the Board of County Commissioners, through the County Attorney, when actions that appear to be in violation of the Standard of Conduct are brought to their attention. The County Attorney shall bring any alleged violation to the full Board of County Commissioners. The Board of County Commissioners may impose sanctions, up to and including removal of members of Volunteer Citizen Boards and County Hearing Officers, for violation of this Standard of Conduct.

The Board of County Commissioners may impose sanctions on commissioners whose conduct does not comply with the County's ethical standards, such as reprimand, public or private censure, loss of seniority or committee assignment, or budget restriction. The

imposition of sanctions on any board member requires the unanimous approval of the full Board of County Commissioners, except for any Commissioner who is the subject of the proposed sanction.

Unless prohibited by law, deliberations and consideration of sanctions, if any, shall be conducted at a public meeting.

County staff subject to this Standard of Conduct may be subject to disciplinary action by his/her supervisor, up to and including termination of employment for violation of this Standard of Conduct.

Except as provided in the Home Rule Charter, a violation of this Standard of Conduct shall not be considered a basis for challenging the validity of a County Commissioner, Volunteer Citizen Board, or County Hearing Officer decision, and shall not create any legal rights for a private citizen.

This section on sanctions does not supersede the provisions of the Home Rule Charter, and in the event of any conflicts between this Standard of Conduct and the Home Rule Charter, the Home Rule Charter prevails. (*Ord. 02-28, Exh. A; amended (part) Res. 173-04; Ord. 005-10*)

2.12: CITIZEN BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

Sections:

2.12.010 POLICY

2.12.020 OPEN MEETINGS

2.12.030 CATEGORIES

2.12.040 RECRUITMENT

2.12.050 TERMS OF APPOINTMENT

2.12.060 NUMBER OF MEMBERS

2.12.070 STAFF LIAISON

2.12.010: POLICY

It is the policy of the Board of County Commissioners to encourage citizen involvement in governmental activity through the use of Citizen Boards, to have its Citizen Board members understand the guidelines governing their service, and to have consistency among the County Citizen Boards in their policies and procedures. *(Res. 91-23 §§ 2—4, § 2.12.010, amended (part) Ord. 028-2002; Reso. 173-2004; Ord. 005-2010)*

Accordingly, the following procedures apply:

2.12.020: OPEN MEETINGS

Citizen Boards are County public bodies, subject to Colorado's open meeting law. *(Res. 91-23 §§ 2—4, § 2.12.020, amended (part) Ord. 028-2002; Ord. 005-2010)*

2.12.030: CATEGORIES

A. For purposes of appointment, volunteer bodies are divided into three categories: policy, advisory or management bodies; appeal and administrative review bodies; and time-limited task forces.

(1) Policy/Advisory Boards:

- Planning and Zoning Commission
- Financial Advisory Board
- Clean Air Board
- Open Space Board of Trustees
- Aspen/Pitkin County Housing Authority Board
- Roaring Fork Transit Agency
- Library Board of Trustees
- Basalt Library Regional Board of Trustees
- Ruedi Water and Power Authority
- Redstone Historic Preservation Commission
- Aspen/Pitkin County Animal Shelter Advisory Board
- Healthy Rivers and Streams Fund Citizens Advisory Board

(2) Appeal and Administrative Review Boards:

- Board of Adjustment
- Board of Appeals
- Election Commission
- Translator Advisory Board
- Pitkin County Public Employees

Retirement Board
Cooperative Extension Advisory
Pitkin County Senior Services
Council

Citizen Grant Review Committee
Conflict Committee Pool

(3) Task Forces.

Code Simplification Task Force
Pitkin County Fair Board
Aspen/Pitkin Employee
Housing Inc.
Floor Area Ratio Task Force
Airport Noise Committee
Building Department Advisory
Committee
Global Warming Committee
Wildlife Task Force

B. Whenever any volunteer body is formed, it shall be classed as categorized above.

C. The Board of County Commissioners will appoint citizens to no more than one body within each category. *(Res. 91-23 §§ 2—4; amended (part)Res. 164-98; Res. 155-2002; Res. 155-2005; Res. 063-2009; Ord. 005-2010)*

2.12.040: RECRUITMENT

When a vacancy occurs on any Citizen Board, the Board of County Commissioners will:

A. Advertise the vacancy, describing the open position with a prescribed closing date, through the County Manager's Office.

B. Make available a standard form application for interested applicants through the County Manager's Office.

C. Accept and review applications through the County Manager's Office to determine candidates for interviewing.

D. Interview qualified applicants at public meetings.

E. Appoint every Citizen Board member by resolution at a regular meeting of the Board of County Commissioners.

F. Pursuant to Resolution 91-23, citizens may serve on only one Board in each of three categories: Policy/Advisory Boards, appeal and Administrative Review Boards, and Task Forces. (*Res. 91-23 §§ 2—4, § 2.12.040, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010*)

2.12.050: TERMS OF APPOINTMENT

The term for service on a Citizen Board varies from board to board, but is established through Article III of the Pitkin County Home Rule Charter, through enabling legislation creating the Citizen Board, or through applicable law. If no other term is established, terms shall be for two years, but the terms should be staggered. (*Res. 91-23 §§ 2—4, § 2.12.050, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010*)

2.12.060: NUMBER OF MEMBERS

Each Citizen Board shall consist of five members, with up to five alternate members, unless otherwise provided in Article III of the Pitkin County Home Rule Charter, in enabling legislation creating the Citizen Board, or in applicable law. (*Res. 91-23 §§ 2—4, § 2.12.060, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010*)

2.12.070: STAFF LIAISON

All Citizen Boards shall have a staff person to:

- A. Assist with meetings and keep minutes.
- B. Serve as liaison to the Board of County Commissioners.
- C. Advise the County Manager's Office of any unscheduled vacancies, whether existing members desire reappointment when their terms expire; of any change in staff liaison, and of any changes in by-laws.
- D. Provide members with copies of the Standard of Conduct, Bylaws and any adopted policies or codes applicable for service on the Citizen Board. (*Res. 91-23 §§ 2—4, § 2.12.070, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010*)

2.12.080: RENUMERATION

All Citizen Board members serve as volunteers. Members may be reimbursed for necessary meals, mileage, training, and other expenses only if approved in advance by the staff liaison, and only if sufficient budget is available for the expense. *(Res. 91-23 §§ 2—4, § 2.12.080, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010)*

2.12.090: BY-LAWS

Each Citizen Board shall adopt by-laws, approved by the Board of County Commissioners, governing its procedures and establishing its attendance policy. A copy of current by-laws shall be maintained by the staff liaison for the Citizen Board, and by the County Manager's Office. *(Res. 91-23 §§ 2—4, § 2.12.080, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010)*

2.12.100: STANDARD OF CONDUCT

Citizen Board members must abide by the County Standard of Conduct for Public Officials, adopted by the Board of County Commissioners in Ordinance 028-2002. *(Res. 91-23 §§ 2—4, § 2.12.100, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010)*

2.12.110: VEHICLE USE

Volunteer Board Members may use county-owned vehicles for official county business only, provided the member has a current and valid Colorado operator's license, and has completed a current release of information form with Human Resources to allow access to the member's driving record. Individuals operating county vehicles are required to observe all traffic laws and use common sense and good judgment. Permission to use a county vehicle may be denied if a driver is considered a risk. *(Res. 91-23 §§ 2—4, § 2.12.110, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010)*

2.12.120: ERRORS AND OMISSIONS INSURANCE

Board Members, in performing their duties, will be covered by the County's Errors and Omissions Insurance. *(Res. 91-23 §§ 2—4, § 2.12.120, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010)*

2.12.130: ADOPTED CODES AND/OR ADOPTED POLICIES

Members serving on Citizen Boards that are governed by adopted codes or policies, are required to uphold those codes or policies in conducting business. *(Res. 91-23 §§ 2—4, § 2.12.130, amended (part) Ord. 028-2002; Res. 173-2004; Ord. 005-2010)*

2.12.140: LIST OF CITIZEN BOARDS

The County Manager's Office shall maintain a current list of all Citizen Boards, including for each its purpose, its members and their terms, and its staff liaison, with contact information. *(Res. 91-23 §§ 2—4, § 2.12.140, amended (part) Ord. 028-2002; Res 173-2004; Ord. 005-2010)*

2.16: RECORDS MANAGEMENT PROGRAM

Sections:

2.16.010 POLICY

2.16.020 DEFINITIONS

2.16.030 PROGRAM OBJECTIVES

2.16.040: PROGRAM RESPONSIBILITY

2.16.010: POLICY

It is declared the policy of Pitkin County to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with accepted records management practices. *(Res. 91-115 § 1)*

2.16.020: DEFINITIONS

As used in this chapter:

Records. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by Pitkin County or any of its officers or employees pursuant to law or in the transaction of public business are declared to be the records of Pitkin County and shall be created, maintained and disposed of in accordance with the provisions of this chapter or procedures authorized by it and in no other manner.

"Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports and correspondence, and the management of micrographics and electronic and other records storage systems. *(Res. 91-115 § 2)*

2.16.030: PROGRAM OBJECTIVES

- A. Facilitate the creation of usable records containing accurate and complete information;
- B. Save tax dollars through efficient administration of information resources;
- C. Prevent the creation of unnecessary records;
- D. Make recorded information available and readily accessible when needed, thereby minimizing time spent searching for files and documents;
- E. Ensure the systematic legal disposition of obsolete records;
- F. Encourage the lasting survival of archival records. *(Res. 91-115 § 3)*

2.16.040: PROGRAM RESPONSIBILITY

The records management program will be placed under the administration of the county manager. The county manager shall appoint a designee or designees who will have the responsibility and authority to work with county officials and employees at all levels in the development and maintenance of the records management program. *(Res. 91-115 § 4)*