

**TOWN OF KEYSTONE  
ORDINANCE NO. 2024-O-11**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF  
KEYSTONE, COLORADO, CREATING A PROCESS FOR  
ESTABLISHING BOARDS AND COMMISSIONS**

WHEREAS, the Town of Keystone (“Town” or “Keystone”) is a home rule municipal corporation created pursuant to Article XX of the Colorado Constitution; and

WHEREAS, pursuant to Article IX of the Town of Keystone Home Rule Charter, the Town Council has the authority to create boards and commissions; and

WHEREAS, the Town Council has a need for forming certain boards and commissions to study matters in greater detail and to sit in an advisory capacity to the Council; and

WHEREAS, the Town Council desires to adopt a process for forming these boards and commissions to create consistency and transparency in the formation and business of these boards and commissions.

**THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,  
ORDAINS:**

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Town Council.

Section 2. Town Council adopts the following requirements related to formation of boards and commissions set forth in Article IX of the Keystone Home Rule Charter:

**BOARDS AND COMMISSIONS**

**I. Purpose**

In accordance with Article IX of the Keystone Home Rule Charter, Town Council has the authority to create boards, commissions, and committees by resolution or by ordinance. These regulations govern the Town boards, commissions, and committees. The provisions of these regulations are not applicable to any committees or task forces established by Town employees.

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## **II. Formation of Boards and Commissions**

Town Council may form boards, commissions, and committees for the purpose of studying, making recommendations, and advising Town Council on particular subject matters. These bodies can be created for any duration, as determined by Town Council, and must be formed through an ordinance or resolution. The establishing ordinance or resolution must specify the following details:

1. The subject matter or focus of the board, commission, or committee;
2. The number and qualifications of members and whether there are alternate members, non-voting advisory members, or liaison members;
3. The expected duration of its existence; and
4. Any other relevant information to facilitate the organization and functioning of the board, commission, or committee.

## **III. Membership**

The following governs the qualifications, appointment, and conduct of members of the boards, commissions, and committees of the Town.

### **A. Qualifications.**

1. In the establishing ordinance or resolution, Town Council shall determine the residency requirements of the membership of a board, commission or committee. The intent is that boards, commissions, and committees are representative of the entire Keystone community.
2. Full-time Town employees may not serve on a board, commission, or committee related to their work functions.

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3. Town Councilmembers and the Mayor shall only sit as advisory members or liaison members on a board, commission, committee unless Town Council is designated as serving the role and purpose of a particular board, commission, or committee.
4. No person shall be a member of more than one board, commission or committee at any one time.
5. No person shall serve more than two consecutive terms on any board, commission or committee; provided that if a person is appointed to fill an unexpired term of another person, that term shall not be considered a term for the purpose of this limitation if the time remaining in the term at the time of the appointment is one year or less. Through the adoption of a resolution, the Town Council may waive this limitation of terms.
6. Town Council may provide for alternate member positions on the board, commission, or committee.
7. Town Council may provide for non-voting advisory members on a board, commission, or committee.

B. Appointments.

1. Town Council shall appoint the members of the boards, commissions and committees.
2. Town Council shall make appointments to fill vacancies on the boards, commissions, and committees to fill unexpired terms.
3. Each appointment shall be for a term of three years unless the appointment is to fill a vacancy. The initial terms of members of newly created boards, commissions and committees shall be staggered and shall be for either one, two, or three years.

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C. Removal.

Board, commission, and committee members serve at the pleasure of Town Council and may be removed by resolution of the Town Council with or without cause and with or without notice and hearing, at the sole discretion of Town Council. Removal by the City Council shall customarily be imposed where the Town Council finds a member engaged in any of the following:

1. Failure to comply with applicable statutes, ordinances, resolutions or laws;
2. Continuing obstructive, offensive, argumentative or disrespectful behavior that diminishes the effectiveness of the board, commission or committee's ability to conduct business and/or to make recommendations to the Town Council;
3. Unexcused absences which, in the opinion of the majority of the board, commission or committee, render the member unable to be an effective participant on the board, commission or committee; or
4. Disclosure of confidential information of the board, commission or committee, including disclosure of preliminary drafts of reports and work product, as defined in the Colorado Open Records Act, as may be amended from time to time.

**IV. Organization**

The following provisions shall govern the organizational structure of the public boards, commissions and committees.

A. Meetings.

1. All meetings of any board, commission or committee must comply with the Colorado Open Meetings Law.
2. Board, commission and committee members may be entitled to a meeting stipend for meeting attendance in an amount established by resolution of the Town Council. A member of any board, commission or committee may additionally receive reimbursement of reasonable expenses related to the functions of the board, commission or committee to the extent provided by resolution.

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**B. Bylaws and Rules of Procedure.**

1. Each board, commission or committee shall promulgate such bylaws for its conduct of business and meetings. A copy of the adopted bylaws shall be delivered to Town Council.
2. The bylaws and rules of procedure must be consistent with Colorado law.
3. Town Council shall have the right to establish, amend, alter, or modify the bylaws or rules of procedure of any board, commission, or committee.

**V. Trails and Open Space Advisory Board**

A. Town Council recognizes the importance of trails and open space in the Town. Pursuant to the authority vested in Town Council, there is established a Trails and Open Space Advisory Board for the purpose of advising Town Council on matters effecting parks, open space, trails and other recreation in the Town. The Trails and Open Space Advisory Board is expected to exist until such time as Town Council acts to suspend or disband the advisory board.

**B. Membership.**

1. The Trails and Open Space Advisory Board shall consist of five regular members.
2. The members of the Trails and Open Space Advisory Board shall be property owners or residents of the Town of Keystone.
3. Town Council may appoint one of its members to sit in a liaison position and a non-voting member of the Trails and Open Space Advisory Board.

**C. Purpose.**

The purpose of the Trails and Open Space Advisory Board is in the following areas of responsibility:

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1. Advisory matters. Town Council may ask the Trails and Open Space Advisory Board to research and evaluate Town issues which may have an impact on trails, parks, open space, and other recreation areas. The Trails and Open Space Advisory Board may also be asked to advise Town Council on the acquisition, planning, development, maintenance, and use of trails, parks, open space, and other recreation areas.
2. The Trails and Open Space Advisory Board is to promote and encourage the development, public awareness and proper use of trails, parks, open space, and other recreation areas.
3. The Trails and Open Space Advisory Board is to perform such other functions associated with trails, parks, open spaces, and other recreation areas as Town Council may direct.
4. The Town Council, as an elected body, shall continue to exercise, in its sole discretion, all authority on the priority of and allocation of Town funds to proposed park, open space, trail or recreation projects and plans, and nothing contained herein shall restrict the Town Council from taking any action related to parks, open space, trails or recreation projects, including but not limited to the expenditure of monies, acquisition or disposition of lands, approval of projects or the adoption of policies.

**VI. Business Advisory Board**

- A. Town Council recognizes that the economic vitality of the Town is served and dependent upon a vibrant business and commercial environment. The Town Council further recognizes that the business community may be directly impacted by many of the legislative acts promulgated by Town Council. Pursuant to the authority vested in Town Council, there is established a Business Advisory Board for the purposes of advising the Town Council on the economic and business impact of legislative and regulatory actions and on the business community's needs. The Business Advisory Board is expected to exist until such time as Town Council acts to suspend or disband the advisory board.
- B. Membership.
  1. The Business Advisory Board shall consist of five regular members.

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2. The members of the Business Advisory Board shall be business owners or employees of business owners in the Town of Keystone or members of the Town of Keystone community with business experience.
3. Town Council may appoint one of its members to sit in a liaison position and a non-voting member of the Business Advisory Board.

C. Purpose.

The purpose of the Business Advisory Board is in the following areas of responsibility:

1. Municipal Code Review. The Business Advisory Board may, upon the request of Town Council, review any adopted or proposed municipal legislation.
2. Advisory matters. Town Council may ask the Business Advisory Board to research and evaluate Town issues which may have an impact on the business community. The Business Advisory Board may advise Town Council on the Town of Keystone's business community's needs.


Section 3. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, the intention being that the various sections and provisions are severable.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. This ordinance shall take effect thirty (30) days after publication.

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INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS 24th DAY OF SEPTEMBER 2024.

Signed by:  
  
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FFCC105F18Z34F9  
Kenneth D. Riley, Mayor


ATTEST:

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Town Clerk

APPROVED AS TO FORM:

Signed by:  
  
\_\_\_\_\_  
89751994A1B74EC...  
Town Attorney

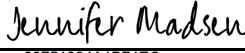
READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF 7 IN FAVOR AND 0 OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS 8th DAY OF OCTOBER 2024.

Signed by:  
  
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FFCC105F18Z34F9  
Kenneth D. Riley, Mayor

ATTEST:

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Town Clerk

APPROVED AS TO FORM:

Signed by:  
  
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Town Attorney