

ROCC



**RESOLUTION NO. 23-314**

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF EL PASO, STATE OF COLORADO**

**RESOLUTION TO AMEND THE BYLAWS OF  
THE EL PASO COUNTY CITIZEN OUTREACH GROUP**

WHEREAS, pursuant to C.R.S. §§ 30-11-101(1), 30-11-103, and 30-11-107(1), the Board of County Commissioners of El Paso County, Colorado (hereinafter "Board") has the legislative authority to manage the business and concerns of the County as deemed by the Board to be in the best interests of the citizens of El Paso County; and

WHEREAS, the Board recognizes the importance of citizen engagement in County government to ensure transparency, efficiency, and collaboration; and

WHEREAS, by way of Resolution 16-325 recorded at reception number 216102735 in the El Paso County Clerk and Recorder's Office, the Board re-established the Citizen Outreach Group (hereinafter "COG") in 2016, to serve in an advisory capacity to the Board and to facilitate communication between County citizens and the Board; and

WHEREAS, the Board previously amended the COG Bylaws, by and through Resolution No. 19-65, recorded at reception number 219021324, which provided for ministerial edits; and

WHEREAS, the Board also previously amended the COG Bylaws, by and through Resolution 20-53, recorded at reception number 220017245, which provided for processes to excuse certain absences; and

WHEREAS, it is necessary to further amend the COG Bylaws in order to better structure the support COG members offer resident Commissioners by establishing the separate nomination, designation, and term-limit structure contained in Exhibit 1, which is incorporated herein, that knowingly deviates from Resolution No. 22-73, recorded at reception number 222034147, as well as explicitly outline the core responsibilities of the COG; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of El Paso County, Colorado hereby accepts the described changes to the bylaws of the Citizen Outreach Group effective this day and as attached hereto at Exhibit 1.

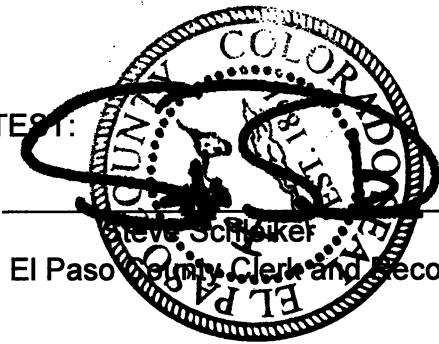
BE IT FURTHER RESOLVED, that Cami Bremer, duly elected, qualified member and Chair of the Board of County Commissioners, or Carrie Geitner, duly elected, qualified member and Vice Chair of the Board of County Commissioners, be and is hereby authorized and appointed on behalf of the Board to execute any and all documents necessary to carry out the intent of the Board as described herein.

DONE THIS 12th day of September 2023, at Colorado Springs, Colorado.

BOARD OF COUNTY COMMISSIONERS  
OF EL PASO COUNTY, COLORADO

ATTEST:

By: \_\_\_\_\_



Steve Scholker  
El Paso County Clerk and Recorder

By: \_\_\_\_\_

*Cami Bremer*

Cami Bremer  
Chair

# **Exhibit 1**

## **BYLAWS OF THE EL PASO COUNTY CITIZEN OUTREACH GROUP**

### **ARTICLE I**

#### **NAME AND PRINCIPAL OFFICE**

The following shall constitute the operating bylaws of the El Paso County Citizen Outreach Group committee ("COG"), established 30 August 2016.

The principal office of the COG shall be 200 South Cascade Avenue, Suite 100, Colorado Springs, CO 80903.

### **ARTICLE II**

#### **MISSION STATEMENT**

Pursuant to §§30-11-101(1)(e) and 30-11-107(1)(e), the County of El Paso through the El Paso County Board of County Commissioners ("BoCC") has created the El Paso County Citizen Outreach Group to educate residents of the work and services provided by El Paso County, serve as citizen ambassadors on behalf of the organization to the public as requested by appropriately designated staff, and assess the progress or efforts of County strategic initiatives such as the County Strategic Plan, the County's Budget, and the activity of the Public Safety tax. The COG, in its capacity, shall host the County Citizens College, and support other County-sponsored events, including but not limited to the County Fair, in order to encourage and enhance transparency and collaboration between citizens and County government.

### **ARTICLE III**

#### **CITIZEN OUTREACH GROUP RESPONSIBILITIES**

The COG shall, in its capacity, host, plan and coordinate the County Citizens College.

The district representative to the COG, shall lead the scheduling, planning, and coordination of community townhall events on behalf of the respective district's elected county commissioner.

At least once annually, the COG shall review and assess, in its capacity, the activity of the Public Safety tax.

At least once annually, the COG shall review and assess, in its capacity, the progress of the County Strategic Plan.

At least once annually, the COG shall review and assess, in its capacity, the development of the County's Budget.

The COG shall support and represent the County at county-sponsored events, such as the County Fair.

The COG shall further support the County's citizen outreach efforts as may be requested by County Administration or the BoCC.

### **ARTICLE IV**

#### **CITIZEN OUTREACH GROUP REPRESENTATION**

#### **4.1 Membership**

The COG shall be composed of eleven (11) voting members comprised of one (1) citizen from each El Paso County Commissioner District, who serves at the sole discretion of the duly sworn-in Commissioner from each respective district and six (6) at-large citizen appointees appointed by the BoCC. The COG shall also include two (2) non-voting Ex-Officio members designated by the County Administrator. A duly sworn-in County Commissioner must designate their COG representative in writing to the County Administrator (or designee) prior to the next regularly scheduled COG meeting. Such designees will remain on the COG until a Commissioner makes another appointment.

At the first annual meeting, voting members of COG shall elect a Chairperson and Vice-Chairperson, by a simple majority. A voting member may not hold more than one position at a time. A voting member may serve no more than two consecutive years as Chairperson or Vice-Chairperson.

#### **4.2 Eligibility**

COG members must be residents of El Paso County. No current County employee may apply or be considered for voting membership. No more than (2) of the voting members shall be retirees from El Paso County. District representatives of the COG shall be designated by the duly-sworn Commissioner representing the respective district, and all at-large members must be appointed by the BoCC. These bylaws constitute an approved deviation from the eligibility requirements outlined in El Paso County Resolution 22-73.

Eligible applicants shall apply for consideration. In the case there are no openings at the start of the calendar year, any and all applications submitted during that year will be retained and eligible for review at the start of the next calendar year.

COG Members may serve on a maximum of two (2) additional El Paso County citizen boards, committees, subdivisions, or taskforces.

All members must successfully complete all required training(s) and orientation(s) each year they serve on the COG.

#### **4.3 Composition of Officers**

The Chairperson and Vice-Chairperson have the following duties and responsibilities:

##### **Chairperson**

The Chairperson shall preside at all COG meetings and shall perform the duties ordinarily performed by said position.

##### **Vice-Chairperson**

The Vice-Chairperson, in the absence of the Chairperson, shall perform all duties of the Chairperson.

Staff support will be provided from the Office of the County Administrator to fulfill the following responsibilities: (a) coordinate with the Chairperson, or the County Administrator's staff designees, of all COG meetings, in accordance with the requirements of the Colorado Open Records Act and Colorado Open Meeting Law ("OML"), (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law, and (c) record all meeting minutes and be the custodian of the COG records.

#### **4.4 Term Limits**

Each at-large voting member shall be limited to two (2) consecutive three (3) year terms. A member appointed to represent a specific commissioner district serve for a period of time at the sole discretion of the respective duly sworn-in County Commissioner. An at-large member must wait a total of twelve (12) months after serving two (2) consecutive three (3) year terms in order to be eligible for membership consideration. At-large members must be reappointed each term. At-large members appointed to a vacancy to complete a term which has more than one and one-half years remaining shall be reappointed to no more than one additional term.

#### **4.5 Compensation**

No member of the COG shall receive any compensation for serving on the COG.

#### **4.6 Removal**

All at-large COG member(s) shall serve at the pleasure of the BoCC and may be removed at the discretion of the BoCC at any time as deemed necessary.

#### **4.7 Vacancies**

Any COG member may resign at any time through written notice to the Chair of the Board of El Paso County Commissioners, County Administrator or their designee.

A member's resignation shall take effect at the time specified in such notice, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. An at-large vacancy, however occurring, may be filled by the BoCC for the unexpired portion of the term.

### **ARTICLE V**

#### **MEETINGS**

##### **5.1 Meeting Requirements**

There shall be no fewer than four (4) meetings of the COG in each year. A Special Meeting may be called by the County Administrator or designee, and shall be held at such time and place, as may be designated by the authority calling such meeting. Any meetings held by the COG must comply with the Colorado Open Meeting Law, C.R.S. § 24-6-401, *et seq.*

##### **5.2 Meeting Attendance**

At the beginning of any regularly scheduled meeting, COG members will formally consider whether to excuse the absence of any member not present. The minutes of each meeting will reflect such action and which COG members were present, or, if absent, whether the absence was excused or unexcused. An absent COG member may only have his or her absence excused if the absent COG member previously communicated or coordinated the specific planned absence with the Chairperson.

During the meeting, if a member needs to step out or leave for any reason, they shall automatically be recorded as absent until the return of the member to the meeting. A member absent any time during the meeting who still heard matters presented to the COG shall state such on the record upon his/her return to the meeting. By this reference, any absent member is automatically excused until his/her return.

More than three (3) absences by a COG member at regularly scheduled meetings will initiate a review by the Chairperson, who shall have the discretion to petition the BOCC for removal and a new appointment.

### **5.3 Meetings by Telecommunications**

With consent of the Chairperson, any or all COG members may participate in a meeting through any means of communication by which all persons participating in the meeting may hear or be privy to communications from each other during the meeting, such as by phone or video conference. A COG member participating in a meeting by this means is deemed to be present in person at the meeting. No meetings may be held via email.

### **5.4 Notice of Meetings**

Notice of all meetings shall be posted in compliance with the Colorado Open Meeting Law, C.R.S. § 24-6-401, *et seq.*

### **5.5 Governance of Meetings**

The governance of the COG meetings shall follow Robert's Rules of Order to the maximum extent practicable.

### **5.6 Standard of Conduct for Members**

Each COG member shall perform his or her duties, including, without limitation, their duties as a member of the COG, in good faith, and in a manner the COG member believes to be in the best interests of the COG and the County.

## **ARTICLE VI**

### **QUORUM AND VOTING**

#### **6.1 Quorum and Voting**

A quorum at all meetings of the COG shall consist of a majority of COG voting members. Each voting member is entitled to one (1) vote. A majority of the voting members present at a meeting at which a quorum is present is required for formal COG action. No proxy votes are allowed.

## **ARTICLE VII**

### **MISCELLANEOUS**

#### **7.1 Minutes and Records**

There shall be minutes of all regular meetings of the COG and said minutes of the meeting shall be approved by the members of the COG at its next regular meeting. Copies of the minutes shall be forwarded to COG members prior to the next scheduled meeting. Minutes and records shall be open to the public and subject to the Colorado Open Records Act, C.R.S. §24-72-201.

#### **7.2 Staff Support**

Staff support will be provided from the Office of the County Administrator.

#### **7.3 Amendments**

The power to alter, amend, or repeal these Bylaws and adopt new Bylaws shall be solely vested in the authority of the El Paso County Board of County Commissioners.