



HOME RULE CHARTER COMMISSION
Wednesday, November 13, 2019
Public Meeting Room / Eagle Town Hall
200 Broadway Eagle, CO

*This agenda and the meetings can be viewed at www.Townofeagle.org.
Times listed are approximate and are subject to change.*

CALL TO ORDER - 6:00 PM

OATHS OF OFFICE - 6:05 PM *Each Commission Member will read their Oath into the record.*

ROLL CALL - 6:20 PM

ADOPTION OF AGENDA - 6:20 PM *Opportunity for amendment or deletions to this evenings agenda.*

PUBLIC COMMENT - 6:25 PM *Citizens are invited to comment on any item not on the Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person per topic unless arrangements have been made for a presentation with the Town Clerk. Those who are speaking are requested to sign in.*

BUSINESS ITEMS - 6:30 PM *Items and / or Public Hearings are listed under Business may be old or new and may require review or action by the Commission.*

1. Welcome
2. Introductions - Town Manager, Town Attorney, Town Clerk and Commission Members
3. Background on Home Rule and Purpose of Charter
4. Organization
 - a. Adoption of proposed meeting schedule
 - b. Adoption of Basic Structure of Meetings
 - c. Adoption of Home Rule Charter Commission Organization and Procedures
 - d. Nominations for Chair and Vice Chair - Vote
5. Discussion of Basic Philosophy of Charter
6. Presentation of Provisions to Considered and Addressed in Charter
7. Review of Draft Agenda for November 20, 2019

ADJOURN - 8:00 PM

I hereby certify that the above Notice of Meeting was posted by me in the designated location at least 24 hours prior to said meeting.

Jenny Rakow, CMC
Town Clerk

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HOME RULE CHARTER COMMISSION MEETING SCHEDULE

NOVEMBER 13 and 20 – 6:00 p.m. to 8:00 p.m.

DECEMBER 4, 11 and 18 – 6:00 p.m. to 8:00 p.m.

JANUARY 8, 15 AND 22– 6:00 p.m. to 8:00 p.m.

A quorum of at least 7 members must be present in order to hold a meeting.

Agendas and Packets will be provided at least 24 hours prior to the meeting as required by law, with the intention of providing them the Friday before the meeting.

Packets will be published on line on the Town's website and available as a paper packet upon request. Town Clerk will notify the Charter Commission members via email when the agenda and packet is published. Members are requested to pickup their packets at Town Hall between the hours of 8:00 a.m. and 5:00 p.m. or arrange an alternative with the Town Clerk. Accommodations will be made whenever possible.

Questions regarding the agenda and packet can be directed to the Town Clerk, Jenny Rakow.



HOME RULE CHARTER COMMISSION - RULES AND PROCEDURES

1. *Officers.*

- A. ***Officers.*** The Officers of the Charter Commission shall be the Chairperson and Vice-Chairperson. Officers shall be appointed by a majority of the quorum and shall hold office for the duration of the Commission.
- B. ***Duties of Chairperson.*** The Chairperson shall preside at all meetings and shall act as the representative of the Commission.
- C. ***Duties of Vice Chairperson/Secretary.*** The Vice-Chairperson/Secretary shall assume the duties of the Chairperson in the absence of the Chairperson and shall take notes of meetings when the Town Clerk is not available.

2. *Meetings.*

- A. ***Schedule.*** The meetings generally shall be held weekly starting at 5:00p.m and are expected to last about 3 hours. Additional meetings may be added by majority vote of the quorum present at any meeting or upon the call of the Chairperson. The time and date of meetings may be amended or modified by majority vote of the quorum present at any meeting.
- B. ***Place.*** The place of such meetings shall be at the Eagle Town Hall in the Public Meeting Room, located at 200 Broadway.
- C. ***Notice.*** Meetings of the Commission shall be noticed in accordance with the Colorado Open Meetings Law ("OML").
- D. ***Quorum.*** For any meeting of the Commission, a quorum shall consist of seven (7) members. When majority vote of the entire Commission is required, seven votes shall be required. On the absence of a quorum at any meeting, a lesser number may adjourn any meeting to a later date and time.
- E. ***Topics to Be Discussed.*** By a majority vote of the quorum present at any meeting, topics or agenda items previously discussed may be reopened for further discussion.
- F. ***Speaking.*** Commission members shall indicate their desire to address the Commission by raising their hand. The Chair shall recognize all speakers before such speaker may commence to address the Commission. In order to ensure balanced and equal opportunity to address the Commission, the Chair will strive to allow all members wishing to speak to speak before recognizing a second opportunity for any one member to speak.

G. Social Media and Email – E-mail or social media discussion can be subject to OML; do not use e-mail or social media as a substitute for a meeting. Limit use of official business on personal phones and computers as they could be subject to Open Records.

- 3. Amendments.** These rules may be suspended at any meeting for a specific purpose by majority vote of the quorum present. These rules may be amended by majority vote of the entire Commission.
- 4. Activities and Support.** The Charter Commission may make investigations in the preparation of the Charter, and, to the fullest extent practicable, Town of Eagle officials and employees shall cooperate with the Commission by providing information, advice, and assistance.
- 5. Compensation and Expenses.** Commission members shall receive no compensation but may be reimbursed for actual and necessary expenses. Requests for expense reimbursement approvals shall be directed through the Chair. The Commission will attempt to use at all times, in compliance with applicable law, the resources already available at and through the Town offices.
- 6. Public Hearings and Input.** The Charter Commission shall conduct at least one public hearing in preparation of the Charter. The Commission may conduct additional public hearings as determined appropriate and beneficial by the Commission. The Commission shall allow public comment at the beginning of each meeting, while limiting each speaker to three (3) minutes.
- 7. Drafting Provisions.** Drafting shall generally be performed by the Town Attorney’s Office based on direction received from the Commission at each meeting and subject to approval of the Commission at the next meeting.
- 8. Timeline and Referral of Charter.** The Commission shall endeavor to draft the Charter and present to the Town Board of Trustees by January 28th for a April 2020 election; although the Commission has a maximum of 180 days from its inaugural meeting. A majority of the entire Commission shall be required to approve the draft charter for referral to the Town Board of Trustees.

9. Safety What to do in case of Urgent or Emergency Situation:

If Police presence is needed and there is NOT an immediate threat please call 970-479-2200 and request an on duty officer be sent to 200 Broadway Eagle, CO.

If Police presence is needed and there IS an immediate threat please call 911.

If Police presence is needed and you cannot make a phone call, please push the panic alarm at the Mayor’s seat.