



CHAPTER 2: ADMINISTRATION

ARTICLE 4: TRUSTEES

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See Ord. #09-1983
See Ord. #04-1996

Adopted Oct. 6, 1983

CHAPTER 2: ADMINISTRATION

ARTICLE 4: TRUSTEES

2-4-1 Qualifications

Trustees shall be qualified electors who have resided within the limits of the Town for a period of at least twelve (12) consecutive months immediately preceding the date of the election; provided that in case of annexation, any person who has resided within the annexed territory for the time prescribed shall be deemed to have met the residence requirements for the Town to which the territory was annexed. (C.R.S. 31-4-301(1), 1973)

2-4-2 Term of Office

Trustees shall be elected to serve a four-year (4) term. At each regular election, three Trustees shall be elected to serve four-year terms. Notwithstanding (Colorado Constitution, Article XVIII, Section 11), the elected officials of the Town of Grand Lake are authorized to serve more than two consecutive terms of office, and the limitation on terms of office of (Colorado Constitution, Article XVIII, Section 11) is eliminated. (C.R.S. 31-4-301(5), 1973, 1979 Supp.)

2-4-3 Compensation

Trustees shall receive such compensation as may be fixed by Ordinance.(C.R.S. 31-4-403, 1973)

2-4-4 Oath

Before entering upon the duties of the office, a Trustee shall take an oath or affirmation of office. (C.R.S. 31-4-401(1), 1973)

2-4-5 Procedure- Regular and Special Meetings

(A) Regular Meetings

The Trustees shall hold regular meetings on the second and fourth Monday of each month at 7:30 p.m. provided, however, that when the day fixed for any regular meeting of the Board falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday. All regular meetings of the Board will be held in the Town Hall of the Town. The second meeting of each month may be omitted without public notice.

(B) Special Meetings

The Mayor may convene the Board at any time. Whenever a special meeting shall be called, a Summons or a Notice in writing signed by the Mayor shall be served upon each member of the Board either in person or by Notice left at his place of residence, stating the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted thereat, except such as is stated in the



Notice. If the Mayor is absent from the Town a special meeting may be convened by a majority of the Board. Notice of meeting may also be given by direct communication or by telephone call from the Mayor or the Town Clerk to the Trustee or his spouse.

(C) Quorum

No action shall be taken unless a quorum is present. A majority of the Trustees shall constitute a quorum. A lesser number may adjourn from time to time and compel the attendance of absent members. Any member of the Board, at any regular or special meeting, may, in writing, demand the attendance of the absent members, which said demand shall be entered on the record forthwith by the Clerk, who shall thereupon notify the absent members of the time and place of the meeting.

(D) Agenda

All reports, communications, ordinances, resolutions, contracts, documents, or other matters to be submitted to the Board shall, at least six (6) working days prior to each meeting, be delivered to the Town Clerk, whereupon the Clerk shall immediately arrange a list of such matters according to the order of business. Each Trustee, the Mayor, and the Town Attorney will be furnished with a copy of the order of business, together with a copy of the Minutes of the last preceding meeting, prior to the council meeting and as far in advance of the meeting as time for preparation will permit.

(E) The Order of Business of a Board meeting shall be as follows:

1. Call to Order. The Mayor shall take the chair at the hour appointed for the meeting, and shall call the Board to order. The Mayor or temporary chairman shall preserve the order and decorum, decide all questions of order and conduct the proceedings of the meeting in accordance with the Rules of Procedure, (Refer to CHAPTER 2:ADMINISTRATION ARTICLE 5: RULES OF PROCEDURES) unless otherwise provided by Ordinance. Executive Session is permitted only in accordance with the provisions of (C.R.S. 29-9-101, 1973, As Amended).
2. Roll Call. Before proceeding with the business of the Board, the Clerk or his deputy shall call the roll of the members, and the names of those present shall be entered in the Minutes.
3. Reading the Minutes. Unless a reading of the Minutes of a Board Meeting is requested by a member of the Board, the Minutes of the preceding meeting, which have been furnished by the Clerk to each Trustee, shall be considered approved if correct, and errors rectified if any exist.
4. Reports of Officers. The Town officials and/or committees shall present such reports as may be required by the Board.
5. Old Business. The Board shall consider any business that has been previously considered and which is still unfinished.
6. New Business. The Board shall consider any business not heretofore considered, including the introduction or reading of Ordinances and Resolutions.
7. Petitions. Petitions, remonstrances, communications, and comments or suggestions from citizens present, shall be heard by the Board. All such remarks shall be addressed to the Board as a whole, and not to any member thereof. Such remarks



shall be limited to a reasonable time and such determination will be in the discretion of the presiding officer. No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer.

8. Other Business. Prior to adjournment the Board shall, as it deems necessary, consider such business as is not specifically provided for herein.
9. Adjournment. The Board may, by a majority vote of those present, adjourn from time to time to a specific date and hour. A Motion to Adjourn shall always be in order and decided without debate.

(F) Resolution or Motion Required – Roll Call Vote

Every subject coming before the Board for its action shall be submitted by Resolution or Motion. The Clerk shall call the roll and the vote thereon shall be taken by ayes and nays.

(G) Vote Required

All Ordinances, all Resolutions or orders for the appropriation of money, all Resolutions or orders to enter into contracts, and all appointments of officers, shall require for the passage or adoption the concurrence of a majority of all the members elected to the Board. In all other matters a majority of the votes cast is sufficient for passage except in cases of special emergency, for the preservation of the public peace, health or safety, and then only by the affirmative vote of three-fourths (3/4) of the members of the Board. (C.R.S. 31-16-103, 1973) (C.R.S. 31-16-108, 1973)(C.R.S. 31-4-302, 1973, Amended 1981)

(H) Publication of Ordinances

All Ordinances, as soon as may be possible after their passage, shall be recorded in a book kept for that purpose and shall be authenticated by the signature of the presiding officer of the Town and the Clerk. All Ordinances of a general or permanent nature and those imposing any fine, penalty, or forfeiture, following adoption and compliance with the provisions of (C.R.S. 31-16-104, 1973, As Amended), shall be published in some newspaper published within the limits of the Town or, if there are none, in some newspaper of general circulation within the limits of the Town. Such Ordinances shall not take effect until thirty (30) days after publication, except for Ordinances calling for special elections or necessary for the immediate preservation of the public health or safety which shall take effect immediately upon adoption and compliance with the provisions of (C.R.S. 31-16-104, 1973, As Amended), if they are adopted by an affirmative vote of three-fourths (3/4) of the members of the Board of Trustees. The reasons making the Ordinances necessary for the immediate preservation of the public health or safety shall be set forth in a separate Section of said Ordinances. Codes may also be adopted by reference as provided by State Law. (C.R.S. 31-16-105, 1973)

(I) Committees

Any question pending before the Board may be referred to the appropriate committee, or to a special committee, for its consideration and report. When a question has been referred to a committee, such committee shall report thereon with its recommendation at the next meeting.



(J) Suspension of the Rules

Any of the provisions of this Section may be temporarily suspended in connection with any matter under consideration by a recorded vote of three-fourths (3/4) of the members present, except that this shall not be construed to permit any action that is contrary to State Statute.

(K) Ordinances Approved by the Mayor.

Refer to 2-1-3(B).