

Title: Administrative Policy Cultural Council	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 4
	Effective Date October 23, 2012
Policy Custodian Clerk to the Board	Adoption/Revision Date October 23, 2012

Adopting Resolution(s): CC12-380

References (Statutes /Resos/Policies): § 32-13-101, et seq, Colorado Revised Statutes (1989 Supplement); CC89-920, CC92-224, CC07-153

Purpose: To establish the Jefferson County Cultural Council, specify its membership and terms, define its responsibilities, and provide procedures.

Policy: Cultural Council

A. Establishment

The Jefferson County Cultural Council (the "Council") was established by the Jefferson County Board of County Commissioners in accordance with the authority conferred by the Scientific and Cultural Facilities District Act (the "Act"), § 32-13-101, et seq, Colorado Revised Statutes (1989 Supplement).

B. Responsibilities

1. Duties

- a. The Council shall develop and submit to the Board of Directors of the Scientific and Cultural Facilities District an annual plan specifying the distribution of a percent of the revenues collected in Jefferson County for the purpose of supporting scientific and cultural facilities, in accordance with the Act (§ 32-13-107(3)(c)(II), C.R.S.). Such annual plan shall be submitted to the Board of County Commissioners for approval before submission to the Board of Directors of the Scientific and Cultural Facilities District.
- b. Jefferson County's share of the tax revenues generated in accordance with the Act, ("Funds" or the "Fund") shall be used to support non-profit organizations, which meet the requirements of section 501 (c)(3) of the federal Internal Revenue Code of 1986, as amended, whose primary purpose is to provide for the enlightenment and entertainment of the public through the production, presentation, exhibition, advancement, or preservation of art, music, theater, dance, zoology, botany, or natural history or agencies of local government, which have such primary purpose, benefiting Jefferson County residents (in accordance with § 32-13-103(4), (7) and § 32-13-107(3)(b)(I)(A), C.R.S.).
- c. Distribution of Funds: Funds are available for general operating support and special projects as set forth in the Bylaws of the Council.

2. Staff and Office

- a. The Council may designate locate, and relocate its business office and such other offices or divisions as in its judgment are needed to conduct the business of the Council. The office will be located within the boundaries of Jefferson County.
- b. Staff support for the Council may be provided by the Clerk to the Board or a designee.

3. Meetings

- a. All regular and special meetings of the Council shall be held at times set in accordance with the Council Bylaws. All meetings will be held in accordance with the Colorado Open Meetings Law (§ 24-6-401, et seq., C.R.S. (2011)).
- b. Quorum. A quorum of the Council shall be four members. No official business of the Council shall be conducted without a quorum present.
- c. Meeting Location. All the meetings of the Council or any Committee or Task Force thereof shall be held within Jefferson County and shall be open to the public. No vote or other formal action shall be taken in any session which is closed to the general public.

C. Remuneration

Members of the Committee shall not be compensated.

D. Bylaws

1. The Board may adopt bylaws governing any aspect of its membership, meetings and actions not set forth herein or governed by Federal, State, or local law other county policy or regulation.
2. The Bylaws may be amended by at least four Council members present and voting at any regularly scheduled meeting of the Council or at any special meeting of the Council called for that purpose, provided that in either instance notice of proposed revisions or amendments has been delivered or mailed to each Council member not less than ten days prior to the meeting at which such revisions or amendments are considered.

E. Membership

1. Composition. The Council shall be composed of representatives to be appointed by the Board of County Commissioners as follows: There shall be seven members of the Council: two members shall represent respectively each of the three Jefferson County Commissioner Districts, and one shall be at large. The composition of the residences of the members shall reasonably reflect the ratio of county citizens residing in incorporated and in unincorporated areas of Jefferson County.
2. Terms
 - a. Members serve at the pleasure of the Board of County Commissioners, and may be removed with or without cause, at the discretion of the Board of County Commissioners.
 - b. Council Members' terms shall be for three years or until their successors have been chosen as appropriate. No member shall serve more than two succeeding three year terms. Before the conclusion of a Council member's first three-year term, the Council may recommend renewal or non-renewal of that member's appointment by majority vote in writing to the Board of County Commissioners.
 - c. Officer terms shall be for one year. No Council Member shall serve as Officer in the same office for more than two succeeding one-year terms.

3. Vacancies

Vacancies on the Council shall be created either by the resignation of a member, expiration of a member's term, or removal of the member from the Council by the Board of County Commissioners. New appointments shall be made in accordance with the Board Appointments Policy.

F. Funding Guidelines

1. The Council shall not discriminate against a grant applicant because of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual preference, age, physical handicap, veteran status, or political service or affiliation.
2. The distribution of funds shall be made in accordance with § 32-13-107(3)(c), C.R.S. to organizations who meet Scientific and Cultural Facilities District eligibility requirements and any other requirements as set forth in the Act. Specific funding guidelines are set forth in the Council Bylaws.