

## Community Development Advisory Board (CD Board)

### OPERATIONAL GUIDELINES

1. All members of the CD Board have the responsibility to protect the best interests of the citizens of Jefferson County and to avoid the appearance of any conflict of interest in the performance of their duties.
2. The CD Board shall strive to promote public confidence in this Board by assuring people of the impartiality and integrity of its membership. As such, all members will ensure that their actions present neither a conflict of interest nor the appearance of a betrayal of the public trust.
3. All members of the CD Board shall comply with the Code of Ethics as set forth at 24-18-101, C.R.S., et. seq. Such members shall disclose any conflict of interest to the Director of Workforce & Community Development and shall not vote on any matter or make any recommendations or influence the decisions of other members when a conflict of interest exists as set forth in said Code of Ethics.
4. If, at the time of consideration of an agency's grant application or within one year prior to the grant application, any member of the CD Board serves or served as a volunteer, member of the board of directors, consultant, agent, contractor, or staff member of such agency, such board member shall abstain from voting on such grant application and shall not sit with the CD Board when such grant application is being discussed, considered, or voted upon by the CD Board. Such Board member may sit with the public. The CD Board member shall not provide comments concerning such agency or such grant application to other board members.
5. The operational guideline set forth in Section 4. above shall also apply to CD Board members when a grant application of a Competitive Agency is being considered. A Competitive Agency shall be defined as an agency providing the same services and competing for the same funding dollars as the organization which the CD Board member is serving or has served in the past year, as a volunteer, member of the board of directors, staff member, consultant, agent or contractor of such agency.
6. If the CD Board questions the credentials and/or qualifications of a grant applicant and suspects there may be some misrepresentation in the application, the Board is to immediately advise the Director of Workforce & Community Development, who may investigate further at his/her discretion. No board member shall investigate the credentials and/or qualifications of an applicant without the prior written authorization of the Program ManagerCommunity Development.
7. All meetings of the CD Board or its committees are to be in compliance with the Open Meetings Law and the Open Records Act.
  - a. Agendas for committee or board meetings shall list matters to be discussed or decided upon and shall be posted 24 hours or more prior to the meeting at the designated posting location.
  - b. Any discussion, oral or written, of committee or board business between three or more board or committee members or a majority of the board or committee, whichever number is less, shall occur in open meeting with the agenda properly posted.
  - c. No executive sessions of the board or committee shall be held without first consulting with the Program Manager of Community Development.