



**The City of Durango's  
Boards and Commissions  
Rules and Procedures  
Manual**

# DURANGO CITY COUNCIL

Dean Brookie, Mayor  
Christina Rinderle, Mayor Pro Tem  
Keith Brant, Councilor  
Dick White, Councilor  
Sweetie Marbury, Councilor

## CITY MANAGER

Ron LeBlanc

Adopted August 1981  
Revised August 2004  
Revised July 2006

Updated 4/30/15

**CITY OF DURANGO  
BOARDS AND COMMISSIONS**

**REGULATORY BOARDS OR COMMISSIONS**

Design Review Board  
Local Licensing Authority  
Durango Planning Commission  
Historic Preservation Board  
Board of Adjustment

**ADVISORY BOARDS OR COMMISSIONS**

Airport Commission  
Board of Ethics  
Community Relations Commission  
Durango Utilities Commission  
Library Advisory Board  
Mayor's Youth Advisory Commission  
Multi-Modal Advisory Board  
Natural Lands Preservation Advisory Board  
Parks & Recreation Advisory Board  
Public Art Commission

**OTHER CITY BOARDS**

Business Improvement District  
Community Corrections Board  
Election Commission  
Retirement Plan Board

## TABLE OF CONTENTS

ARTICLE I	-DEFINITIONS .....	1
ARTICLE II	-PROCEDURES FOR AND ESTABLISHMENT OF BOARDS AND COMMISSIONS.....	2
ARTICLE III	-NAME, PURPOSE, DUTIES AND RESPONSIBILITIES .....	3
ARTICLE IV	-RELATIONSHIP WITH OTHER ENTITIES .....	4
ARTICLE V	-BOARD OR COMMISSION BUSINESS OUTSIDE OF MEETINGS .....	5
ARTICLE VI	-MEMBERSHIP .....	6
ARTICLE VII	- MEETINGS .....	9
ARTICLE VIII	-VOTING.....	11
ARTICLE IX	-OFFICERS.....	11
ARTICLE X	- RULES OF PROCEDURE FOR AGENDA.....	13
ARTICLE XI	-REMOVAL, RESIGNATION, AND VACANCIES.....	14
ARTICLE XII	-ADMINISTRATIVE SUPPORT ....	15
ARTICLE XIII	-ADMINISTRATIVE RESPONSIBILITY .....	16
ARTICLE XIV	-AMENDMENTS .....	16
EXHIBIT A	-AGENDA FORM.....	17
EXHIBIT B	-APPLICATION FORM .....	18

## ARTICLE I - DEFINITIONS

The following definitions shall apply to terms used in these Rules and Procedures:

<b>Ad Hoc Board or Commission</b>	A Board or Commission established by the City Council, the functions of which are limited to a specific task or program, and which has a termination point.
<b>Ex Officio Member</b>	A non-voting member of a Board or Commission by virtue of office.
<b>Advisory Board or Commission</b>	A Board or Commission established by resolution or ordinance, the recommendations of which are advisory in nature.
<b>Regulatory Board or Commission</b>	A Board or Commission established by ordinance or Charter or resolution which has decision making authority in accordance with State statutes or City Code.
<b>Joint Board or Commission</b>	A Board or Commission composed of members of both City and County governments.
<b>Committee</b>	A group which may be established by the City Council which has a specific charge. Normally a committee is an administrative device appointed through the City's administrative system. A Committee is not subject to these rules and procedures.
<b>Council Liaison</b>	A City Councilor who maintains communication and mutual understanding between a Board or Commission and the City Council.
<b>Emeritus Member</b>	A Board or Commission member who has served the maximum number of terms, but continues to serve as a non-voting member.
<b>Alternate Member</b>	A member of a Board or Commission appointed to serve in the absence of a regular member in order to provide continuity and a quorum. When serving in the absence of a regular member, an alternate member shall be considered as a regular member for all purposes, including, but not limited to, the establishment of a quorum and the right to vote.

## **ARTICLE II - PROCEDURES FOR ESTABLISHMENT OF BOARDS OR COMMISSIONS**

**Section 1. General Authority:** The framework for City Boards or Commissions is established by City Charter, Article X, Section 7, and the Council Resolution No. 2004-47, which adopts these "City of Durango Rules and Procedures for Boards and Commissions."

Boards and Commissions may develop bylaws in addition to these rules and procedures, bylaws as a separate document.

Boards and Commissions serve the City Council in two manners: *Advisory* - A Board or Commission whose work, actions, and recommendations are advisory to the City Council; and *Regulatory* - a Board or Commission that has been vested, by the City Council, with regulatory powers or administrative decision-making powers.

**Section 2. Establishment of Boards and Commissions:** The creation of a Board or Commission requires formal action by the City Council, either by ordinance or resolution.

**Section 3. Conflicts with Enabling Ordinance or Resolution:** The purpose of these rules is to govern all Boards and Commissions, and any conflicts with enabling ordinances or resolutions should be resolved by amending the Rules and Procedures for Boards and Commissions.

**Section 4. Certain Boards and Commissions Exempt:** The Airport Commission, the Business Improvement District, the Election Commission, the Durango Local Licensing Authority, the Retirement Plan Board, the Firefighter's Old Hire Pension Board of Directors, and the Police Officers' Old Hire Pension Board of Directors are exempt from these Rules and Procedures.

## **ARTICLE III - NAME, PURPOSE, DUTIES AND RESPONSIBILITIES**

**Section 1. Name:** Each Board or Commission shall have a name and it shall be stated in the enabling ordinance or resolution for that Board or Commission.

**Section 2. Purpose:** Each Board or Commission shall have a purpose and it shall be stated in the enabling ordinance or resolution for that Board or Commission.

**Section 3. Duties and Responsibilities:** Each Board or Commission shall have its duties and responsibilities stated in the enabling ordinance or resolution. Duties and responsibilities shall include, at a minimum, the following:

### **A. Duties**

- a. To initiate, review, and make recommendations to the City Council and City staff on matters related to its area of responsibility.
- b. To assist administrative departments of the City in defining programs which meet the needs of the residents of the City of Durango.
- c. To provide public information for groups interested in its area of responsibility.
- d. If a regulatory Board or Commission, to follow all laws and procedures governing its area of concern.
- e. To perform other duties such as the City Council may require.

### **B. Responsibilities**

- a. To submit reports, as required, to the City Council.
- b. To meet as necessary to accomplish its duties and responsibilities.
- c. To hold public meetings and hearings as may be required.
- d. To set and review goals and objectives in accordance with the management system authorized by the City Council.
- e. To make recommendations to the City Council relative to needed policies, ordinances, and programs to achieve the purposes of the Board or Commission.

## **ARTICLE IV - RELATIONSHIP WITH OTHER ENTITIES**

**Section 1. Overall Coordination:** As advisory representatives of the City Council, Boards or Commissions may need to facilitate agreements among governmental units and individuals, when requested to do so, for specific projects or other related matters. Boards or Commissions shall do so by:

- A. providing a forum for discussion and study of matters which are of mutual interest to governmental units and members of the City Council;
- B. discovering, clarifying, and comprehensively planning for the solution of problems within the area of responsibility of the Board or Commission which come to the attention of the Board or Commission.

**Section 2. Relationship with the City Council:** The Board or Commission is to review, recommend, and advise the City Council on policy matters regarding its area of responsibility. All actions of a Board or Commission, except decisions of regulatory Boards or Commissions governed by ordinance or statute, shall be subject to the approval and confirmation of the City Council. No action of a Board or Commission shall relieve the City Council of its responsibilities or usurp the authority granted to the City Council, excepting those regulatory Boards or Commissions which have direct review by the court system. Advisory Board or Commission conflicts associated with this relationship shall be expeditiously referred in writing to the City Council through the City Manager.

**Section 3. Relationship with Administrative Staff:** Boards or Commissions shall work closely with department directors and the City Manager. A Board or Commission may call upon specific administrative departments to provide information upon which the Board or Commission can make informed decisions. The City Council may establish close working relationships with specific departments through the designation of a member of such a department as an ex officio member of the Board or Commission. Department members designated as ex officio Board or Commission members shall attend all Board or Commission meetings and participate in Board or Commission discussions, provide background information, and advocate positions on potential Board or Commission actions. A Board or Commission may call upon other City administrative departments for information or assistance by directing a request through the ex officio member to the City Manager. The department representative shall not vote on Board or Commission actions. City departments may provide staff reports to the City Council through the City Manager. Such reports may supplement, agree with, or take positions opposed to the recommendations of the Board or Commission. If a staff report is prepared relating to a decision by a Board or Commission, a copy of the report shall be provided to the chairperson of the Board or Commission. Conflicts associated with the relationship between a Board or a Commission and City staff shall be directly and expeditiously referred in writing to the City

Manager.

## **ARTICLE IV - RELATIONSHIP WITH OTHER ENTITIES** **(continued)**

**Section 4. Relationships with other Private and Public Agencies:** Boards or Commissions may call upon private and public agencies in order to have adequate information to make decisions and prepare recommendations. A Board or Commission shall provide guidance, advice, and appropriate actions as requested by such bodies. However, prudence should be practiced so that no action of a full Board or Commission or its individual members can be interpreted as an official position or action of the City Council. Conflicts associated with this relationship shall be expeditiously referred in writing to the City Council through the City Manager.

**Section 5. Relationships with Joint Boards or Commissions:** Joint Boards or Commissions, unless otherwise agreed upon by the City Council and the County Commissioners, shall follow the rules and procedures adopted by the City Council when considering City business. Members of the Joint Boards or Commissions shall work to expedite the work of the joint Board or Commission in all cases.

## **ARTICLE V - BOARD OR COMMISSION** **BUSINESS OUTSIDE OF MEETINGS**

**Section 1. Attendance at City Meetings:** Board or Commission members shall attend scheduled City meetings when required to carry out the work of the Board or Commission.

**Section 2. Special Assignments:** At the discretion of the Board or Commission chairperson, Board or Commission members may undertake special assignments outside of committee meetings that are required for the efficient dispatch of Board or Commission business.

**Section 3. Review of Background Material:** Board or Commission members shall review all background information provided in preparation for regular or special meetings or work sessions.

## ARTICLE VI - MEMBERSHIP

The City Council shall consider the following in determining the composition and membership of each Board or Commission:

### Section 1. Regular Members:

- A. There shall be a minimum of three members on a Board or Commission. The exact number of members shall be specified in the enabling ordinance or resolution. All regular members shall be appointed by the City Council unless otherwise stated in the enabling Ordinance or Resolution.
- B. Applicants for Board or Commission positions will be screened by the City Council. At the time of Council consideration, Council members may consider additional persons for membership recommended by the Council members. Members of Boards or Commissions shall be appointed by a majority vote of the City Council at a regularly scheduled City Council meeting. When screening applicants, the following should be considered:
  - Review of written applications (Exhibit B).
  - Comments and/or recommendations from the chairperson of the Board or Commission regarding incumbents.
  - Comments and/or recommendations from ex-officio members of the Board or Commission.
  - Consideration of an applicant's interest in the board, experience, or knowledge of a particular board's purpose.
- C. When screening applicants, Council will give strong preference to city residents.
- D. Council will give consideration to specific goals and guidelines of skill sets recommended for each board that are outlined in the specific resolution or ordinance.
- E. The length of term of each Board or Commission member shall be 3 years.
- F. The term for each Board or Commission member shall be structured in a manner to provide continuity of programs by staggering the length of terms of its members. Term expiration dates shall be established via resolution such that no more than 60 percent of the terms will terminate annually and such that all terms for any one Board or Commission shall terminate in the same month of the given year.

**ARTICLE VI - MEMBERSHIP**  
**(continued)**

**Section 2. Appointment Process:**

- A. Notification of upcoming term expirations shall be given to the City Council by the City Manager's office.
- B. Advertising for membership to Boards and Commissions and acceptance of applications for openings will be completed on a continual basis. All applications will be kept on file for 1 year. In the event of an impending term expiration, all applicants on file will be contacted to determine current interest.
- C. Prior to the expiration of a term, City Manager's staff will send a letter alerting the current member of the upcoming appointment process. The incumbent's application (either new or original), all new applications, and any pertinent information will be sent to Council for consideration and screening.
- D. City staff will be responsible for organizing requested interviews and any other administrative responsibilities related to the process.

## **ARTICLE VI - MEMBERSHIP** **(continued)**

**Section 3. Expiration of Term:** A member of a Board or Commission whose term has expired will continue to serve until a replacement is appointed or reappointment is made.

**Section 4. Emeritus Members:** In recognition of service and experience, any member who has served the maximum number of terms can individually apply for, be nominated by the majority of the Board or Commission, or be nominated by any member of the City Council, for consideration by the City Council as an Emeritus member. Emeritus members are non-voting members that can serve an unlimited number of 3 year terms.

**Section 5. Associate Members:** A Board or Commission may invite other persons to be associate members of the full Board or Commission. However, such members shall not have the right to vote. Associate members shall be designated as persons who have certain expertise in matters relevant to the functions of a Board or Commission and who may be requested to become Associate member of a Board or Commission on a short term or continuous basis. Such requests for services of an associate member shall have the approval of the City Council or that of the City Manager.

**Section 6. Professional Services:** Although not classified as members, a Board or Commission may from time to time request consultation from persons possessing relevant expertise. Such requests shall have approval of the City Council or the City Manager. If a consultant requires compensation, prior approval must be obtained from the City Council.

**Section 7. Ex Officio Members:** Each Board or Commission may have at least one ex officio member who shall represent the City administration. Said ex officio member shall be designated by title in the enabling ordinance or resolution. Ex-officio members shall not be voting members.

**Section 8. Liability Insurance:** All members of Boards or Commissions are covered under the City's liability insurance program while acting within the scope of their assigned duties.

**Section 9. Compensation:** Board and Commission members shall serve without compensation.

## ARTICLE VII - MEETINGS

**Section 1. Regular Meetings:** Each Board or Commission shall designate a regular meeting date and time to be included in the weekly City's schedule of public meetings.

- A. Notification of regular meetings shall be made by the chairperson, or the designated person to do this task, at least five days prior to each regular meeting and such notification shall be in the form of the Board or Commission agenda following a format provided by the City Manager (See Exhibit A).
- B. In addition to the notice in the regular Board or Commission calendar, it shall be the responsibility of the chairperson of each Board or Commission to provide a copy of each agenda for regular meetings to the news media as a means of notifying the public of all Board or Commission meetings.

**Section 2. Special Meetings:** Special meetings may be called by the Board or Commission chairperson or by three members through a letter or a written request signed by such members to be submitted to the chairperson stating the need for a special meeting.

- A. Notice of meetings so called shall be made in writing by the chairperson to all members with the purpose of the meeting set forth in the notice.
- B. Notice of special meetings shall be provided at least five days' prior to the meeting date. Meetings of an emergency nature may be called by the chairperson notifying members by phone or in person stating the emergency nature of the special meeting. Such meetings are not subject to a prior notice time requirement.
- C. It shall be the responsibility of the chairperson of each Board or Commission to provide a copy of each agenda for special meetings, or other appropriate notification if there is not time for a printed agenda, to the news media as a means of notifying the public of special Board or Commission meetings.

**Section 3. Joint Board and Commission Meetings:** Unless otherwise agreed upon by the City Council and the La Plata County Commissioners, joint City/County Boards and Commissions shall follow the standard City rules and procedures when considering City business.

**Section 4. Quorum Requirements:** A majority of the regular Board or Commission members (vacancies excluded) shall constitute a quorum, for the transaction of official business unless otherwise specified in the enabling ordinance or resolution. The presiding officer may call the meeting to order without a quorum and the Board or Commission may undertake any business before the Board or Commission, but no formal vote shall be taken unless a quorum is present.

## **ARTICLE VII - MEETINGS (continued)**

**Section 5. Attendance at Meetings of Boards or Commissions:** All meetings of City Boards and Commissions shall be open to the public. When the chairperson determines that a topic requires confidential discussion as defined in C.R.S. 24-6-402, 1973, the chairperson may entertain a notion for an executive session for that discussion in accordance with state law. No formal action may be taken by the Board or Commission while in executive session, and all decisions shall be made in public.

- A. Executive Sessions: By majority consent of a quorum, the membership may recess for the purpose of discussing in executive session the following matters:
1. The purchase or sale of any real property by the City which has not yet been disclosed to the public;
  2. Conferences with legal counsel for the City concerning disputes involving the City that are the subject of pending or imminent litigation;
  3. Matters required to be kept confidential by federal law or rules or state statute;
  4. Matters involving negotiations between labor and management, or their duly authorized representatives;
  5. Matters involving details of security arrangements where disclosure might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law; and
  6. Meetings involving consideration of the appointment or the employment of a public official or employee or the dismissal, discipline, promotion, demotion or compensation of or the investigation of charges or complaints against a public official or employee where the applicant, official, or employee has requested an executive session.

## ARTICLE VIII - VOTING

**Section 1. Voting Privileges:** Only regular members of a Board or Commission shall have the privilege of voting on matters or questions before the Board or Commission.

**Section 2. Manner of Voting:** Voting shall be conducted in the following manner:

- A. A majority of the regular members shall constitute a quorum unless otherwise specified in the enabling ordinance or resolution.
- B. Each regular member, including the chairperson, shall have one vote.
- C. When a quorum is present at any meeting, the vote of a majority of members present shall decide any question brought before such a meeting.
- D. Article II, Section 9, titled, Voting, of the City Charter states: “Any member of the council who has a personal or private interest in any matter proposed or pending before the Council shall disclose such interest to the Council and shall not vote thereon, and shall refrain from attempting to influence the decisions of other members of the Council in voting on the matter; provided, however, a member of the Council may vote notwithstanding the personal or private interest if his participation is necessary to obtain a quorum or otherwise enable the Council to act and if he complies with the voluntary disclosure provisions under applicable state law.”

“The restrictions on voting shall apply to members of city boards and commissions as well as members of the City Council.”

## ARTICLE IX - OFFICERS

**Section 1. Method of Selection:** Officers shall be chosen from among the regular membership of a Board or Commission by a majority of the members present at an organizational meeting called for that purpose.

**Section 2. Number of Officers:** Officers shall consist of a chairperson and a vice-chairperson with each Board or Commission reserving the right to select additional officers as it deems necessary.

**Section 3. Duties of Officers:** The following duties shall be undertaken by the respective officers with a right to delegate duties to other Board or Commission members being

reserved to the chairperson.

## **ARTICLE IX - OFFICERS (continued)**

### **A. Chairperson's Duties**

1. To preside at Board or Commission meetings.
2. To call special meetings.
3. To make appointments to committees, subcommittees, or task force groups.
4. To represent the Board or Commission in public and to speak and act on behalf of the Board or Commission.
5. To execute reports on behalf of the Board or Commission.
6. To take initial action on directives from the City Council.
7. To establish the agenda for Board or Commission meetings.
8. To authorize special assignments for Board or Commission members.
9. To inform the Board or Commission of results of all Board or Commission reports or recommendations to the City Council.

### **B. Vice-Chairperson's Duties:**

1. In the absence of the Board or Commission chairperson, shall assume all duties and responsibilities of the chairperson.
2. To assure adequate staff support is provided the Board or Commission in the conduct of its business.
3. To oversee all matters of attendance by regular members at Board or Commission meetings.

### **C. Other Officer's Duties:**

1. Additional officers selected by the Board or Commission shall have their duties delineated by the chairperson before or upon their taking office.

**Section 4. Terms of Office:** Board or Commission officers shall serve for a period of one year unless removed from office or no longer in office due to resignation. Each Board or Commission shall choose and set a date by motion, to consider selection of officers.

**Section 5. Executive Committee:** Boards or Commissions may appoint an executive committee made up of the chairperson, vice-chairperson, and any other persons deemed appropriate by the Board or Commission. The duties of the executive committee shall be determined by the membership of the Board or Commission.

## **ARTICLE X- RULES OF PROCEDURE FOR AGENDA**

**Section 1. Procedures:** All Board or Commission meetings shall be conducted in accordance with *Robert's Rules of Order* except that the presiding officer may, at his or her discretion, dispense with such rules to facilitate the orderly and timely conduct of Board or Commission business.

**Section 2. Agenda:** A typed agenda shall be prepared for each Board or Commission meeting and copies shall be distributed by the chairperson, or designee, to all members of a Board or Commission, the City Manager's Office, and the news media. The agenda shall include at a minimum the following:

- A. Roll Call
- B. Approval of Minutes
- C. Reports of officers, sub-committees and task force groups
- D. Unfinished Business
- E. New Business
- F. Adjournment

**Section 3. Post Meeting Actions:** All actions and recommendations to the City Council, City administrative units, or any other governmental unit by Boards or Commissions shall be communicated to the City Council through the City Manager by memorandum, formal report, or through summary minutes signed by the Board or Commission chairperson or designated representative.

## **ARTICLE XI - REMOVAL, RESIGNATION, AND VACANCIES**

**Section 1. Removal:** Any member of a Board or Commission may be removed by the City Council for the following reasons:

- A. Unexcused absences from three consecutive meetings of the regularly scheduled meetings of the Board or Commission shall be considered as an automatic resignation from the Board or Commission unless action to the contrary is taken by the City Council. In addition, a member who consistently fails to attend meetings, thereby impairing the function of the Board or Commission, may be removed from the Board or Commission by the Council.
- B. Misconduct at meetings, which shall include any act that may seriously interrupt the orderly process of said meetings.
- C. Neglect of duty, which shall include intentionally disregarding duly assigned tasks or deliberately or repeatedly failing to carry out the responsibilities expected of Board or Commission members.
- D. Any member subject to removal shall be provided the opportunity to resign as a first alternative to removal action taken by the City Council.
- F. Consideration of removal shall be referred to the City Council by the chairperson of the Board or Commission or by the City Manager along with the recommendation of the chairperson.

**Section 2. Resignation:** Notification of intent to resign shall be provided in writing to the chairperson who shall be responsible for bringing the matter to the full Board or Commission, City Council, and City Manager's Office no later than the next regularly scheduled meeting.

## **ARTICLE XI - REMOVAL, RESIGNATION, AND VACANCIES (continued)**

**Section 3. Vacancies:** For any and all vacancies that may occur, notice of such a vacancy shall be given to the City Council by the Board or Commission chairperson through the City Manager's office.

- A. Upon a vacancy occurring in the office of the Board or Commission chairperson, the vice-chairperson shall automatically become chairperson for the balance of the unexpired term.
- B. Upon a vacancy occurring in the office of the Board or Commission vice-chairperson, the Board or Commission shall select a vice-chairperson from among its members to serve for the balance of the unexpired term.
- C. For any and all vacancies that may occur, said vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term, if the remainder of the term is more than 2 years. If less than 2 years, a new, 3 year term will begin on the date of appointment of the new member.

## **ARTICLE XII - ADMINISTRATIVE SUPPORT**

**Section 1. Administrative Support:** Secretarial and related administrative support to a Board or Commission may be a function of the ex officio member. When utilized, the staff secretary to a Board or Commission shall have the following duties and any others as may be prescribed by the officers of the Board or Commission upon approval of the department director whose secretarial staff is being utilized:

- A. To cause the minutes of the Board or Commission meetings to be taken, transcribed, and typed in a manner best suited to provide an accurate and complete record.
- B. To give notice of all meetings in accordance with these procedures and the general guidelines of the Board or Commission.
- C. To prepare agendas, reports, and correspondence for the Board or Commission under the direction of the chairperson.
- D. To provide a calendar showing the monthly meeting schedule of the Board or Commission to be forwarded to the City Manager's office. Such calendar should be submitted at the beginning of the calendar year showing all regular monthly meeting dates for the year.
- E. To forward notices of special meetings of Boards or Commissions to the City Manager's office.

## **ARTICLE XIII - ADMINISTRATIVE RESPONSIBILITY**

**Section 1. Orientation of New Members:** The City Manager may designate city staff members who shall provide an orientation session for all new members appointed to Boards or Commissions within thirty days after their formal appointment to a Board or Commission by the City Council. Such orientation shall include, but not be limited to, a review of the enabling ordinance or resolution establishing the particular Board or Commission and a review of these "Rules and Procedures for City Boards and Commissions."

**Section 2. Annual Orientation for Board and Commission Officers:** The City Manager may provide an annual orientation session for all Board and Commission officers.

## **ARTICLE XIV - AMENDMENTS**

Amendments to these Rules and Procedures may be made by resolution of the City Council.

# **EXHIBIT A**

## **SAMPLE AGENDA**

Name of Board or Committee

Location of Meeting

Date of Meeting

Time of Meeting

### **I. PROCEDURES**

- A. Roll Call
- B. Approval of Minutes of Previous Meetings (dates)

### **II. REPORTS**

- A. Officers of Board or Commission
  - 1. List
  - 2.
  - 3.
- B. Subcommittees and/or task force groups
  - 1. List
  - 2.
  - 3.

### **III. UNFINISHED BUSINESS**

- 1. List topics
- 2.

### **IV. NEW BUSINESS**

- 1. List topics
- 2.
- 3.

### **V. ADJOURNMENT**

**EXIHIBIT B**



949 East  
Second  
Avenue  
Durango, • CO  
81301

(970) 375-5005 • Fax (970) 375-5018

<b><u>FOR CITY USE ONLY:</u></b>	
RECEIVED:	_____
INTERVIEWED	_____

Applying for which Board(s) and/or Commission(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

**(HOME)**

**(WORK)**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

In City Limits: yes \_\_\_\_\_ no \_\_\_\_\_

In City Limits: yes \_\_\_\_\_ no \_\_\_\_\_

At which address do you prefer to receive City mail: Home \_\_\_ Work \_\_\_\_\_

Email Address: \_\_\_\_\_

**Educational Experience**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current Occupation**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Past or Present Work Experience Pertinent to this Board or Commission**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Past or Present Volunteer Experience Pertinent to this Board or Commission**

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**Why are you interested in this Board or Commission?**

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**What would you like to accomplish while serving on this Board or Commission?**

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**Would serving on this Board or Commission cause any conflict of interest with your current occupation?**

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**Would you represent any specific segment of the community that has an interest in the activities of this Board or Commission?**

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**Are you currently serving on any other City Board or Commission? If so, please list.**

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\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please return this application to the City Manager's office. Your application will be kept on file for one (1) year in case additional vacancies occur. If you have any questions or need additional information concerning this application, please call the City Manager's office at 375-5005.

*Thank you for your interest in volunteer service to the City of Durango*

**Equal Opportunity Statement**  
The City of Durango does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.