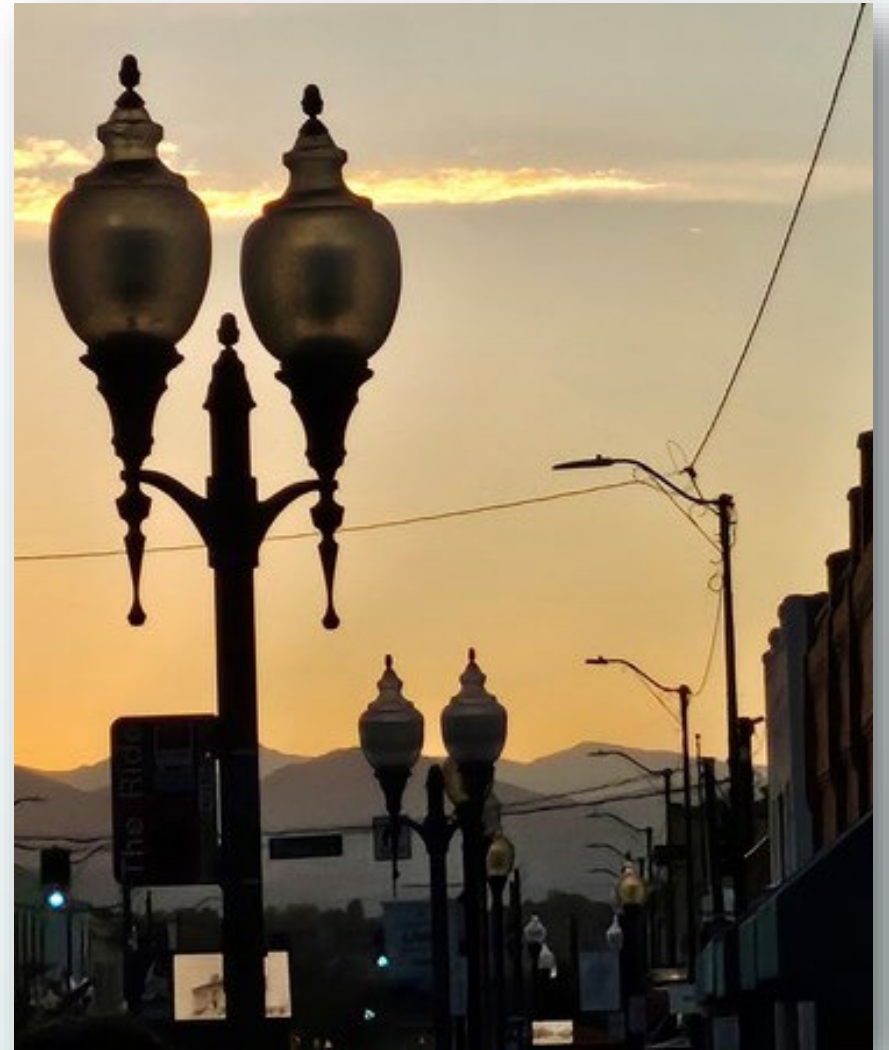


Council Protocols and Standards Of Conduct and Board/Board and Commission Appointment Process

JANUARY 13, 2026

Reid Betzing, City Attorney
Colleen L. Norton, City Clerk



COUNCIL DOCUMENTS

- **Legislative Rules**
 - Provides an outline of types of meetings held by Council as well as council-appointed boards and commissions as well as guidance for conduct of meetings regarding format, sequence, and cadence
- **Rules of Engagement**
 - General expectation of preparedness and informed participation
- **Protocols and Standards of Conduct**
 - Broader directive on expectations and conduct not only of but at council meetings, up to and including accountability of all council members for interactions with the each other, staff, and the public
- **Horizon 2027 Strategic Plan**
 - Roadmap for achieving long-term outcomes aimed at fostering a vibrant, sustainable, and resilient community

COUNCIL'S PROTOCOLS AND STANDARDS OF CONDUCT

- I. Purpose and Intent
- II. Meeting Protocols
- III. Confidential Information
- IV. Making Public Statements
- V. Council/Board and City Employee Communications
- VI. Involvement in Administrative Functions
- VII. Council Conduct with Boards and Commissions
- VIII. Council Meetings with Boards and Commissions
- IX. Council/Board and Commission Conduct with the Public
- X. Personal Expectations
- XI. Accountability of Council/Board Members

ADOPTION PROCESS FOR COUNCIL PROTOCOLS AND STANDARDS OF CONDUCT

- **February 2, 2016:** City Council adopted the document
- **February 7, 2017:** Section II B. was amended to add clarifying language to regarding expectations of decorum from council, board members, and the public.
- **May 15, 2018:** Section II A. was amended to include the process for handling of written comments received by the clerk's office prior to a meeting and how and when those written comments are shared with council.
- **February 1, 2022:** Section VIII B. was amended to remove references to the library and museum boards and replace those references with the TMB and NGAB.
- **April 5, 2022:** Addition of Section XI. Accountability of Council/Board members, including potential levels of reprimand.

**Questions on
Protocols and
Standards of
Conduct?**



Littleton

BOARD AND COMMISSION APPOINTMENT PROCESS

Upon completion of an annual recruitment and subsequent interviews, council will use the following process to make recommendations for appointment for each board individually:

- Determine total number of positions available for each board
 - Note any applicants no longer available to select (possibly appointed to another body)
 - Note any applicants added to consideration (not appointed to another body)
- Using summaries provided for each board with vacancies, council members will note on paper choices to fill each vacancy and pass those to the city clerk to be tallied

BOARD AND COMMISSION APPOINTMENT PROCESS

- Beginning with all regular positions available for appointment:
 - Is there someone reapplying to continue serving on the board?
 - If yes and they received consensus, they are recommended for reappointment
 - If no, council may opt to move up alternates (Planning Commission and Historical Preservation Commission only) to fulfill a regular seat, thereby creating a vacancy for the alternate in addition to any other regular seats
 - This process continues until all regular and alternate positions are filled by consensus

BOARD AND COMMISSION APPOINTMENT PROCESS

- Appointments for all boards and commissions will be reviewed in this order:
 - Planning Commission
 - Historical Preservation Commission
 - Transportation & Mobility Board
 - South Metro Housing Options
 - Licensing Commission
 - Appeals & Adjustment Commission
 - Arts & Culture Board
 - Election Commission* (discussion to combine w/Licensing Commission)
 - Next Generation Advisory Board
 - Capital Improvement Sales Tax Board
 - Environmental Stewardship Board

**Questions on
Boards and
Commissions
Appointment
Process?**



Littleton