

PROCEDURES AND GENERAL INFORMATION FOR  
REGULAR COMMITTEE MEETINGS AT THE  
PIKES PEAK AREA COUNCIL OF GOVERNMENTS

The purpose of these *Procedures* is to provide general guidance for regular committee meetings of the Pikes Peak Area Council of Governments (PPACG). These include the meetings of the Board of Directors and meetings of the various committees and sub-committees. The *Procedures* are also published to provide members of the general public with information on what to expect at public meetings of PPACG. All committee meetings of the PPACG are open to the public and the media, except Closed Executive Sessions.

These *Procedures* are general, i.e., they cover procedures for all the PPACG committees. This means that the actual procedures for each committee may vary at times, but will generally follow these *Procedures*. Any question of parliamentary procedures will be settled according to the latest revision of *Robert's Rules of Order*, except when they are inconsistent with the Bylaws of each committee. These *Procedures* cover the following topics:

1. Notice and Schedule of Committee Meetings
2. Agendas
3. Order of Business in Regular PPACG Committee Meetings
4. General Procedures for Presenting Information Items at Regular Committee Meetings
5. General Procedures for Presenting Action Items at Regular Committee Meetings
6. Quorum Requirements of PPACG Committees
7. Closed Executive Session

1. NOTICE AND SCHEDULE OF COMMITTEE MEETINGS. All regular committee meetings of the PPACG are publicized no less than 24 hours in advance of the meeting time. Notification is placed on our public notice board, located in the foyer of our building located at 15 S. 7<sup>th</sup> St., Colorado Springs, CO, 80905. Meeting notices are also found on our web site: [www.ppacg.org](http://www.ppacg.org). PPACG's regular committee meetings follow a predictable schedule, as shown below:

Board of Directors	9:00am	2 <sup>nd</sup> Wednesday of each month
Air Quality Technical Committee	1:30pm	4 <sup>th</sup> Wednesday of each month
Community Advisory Committee	3:00pm	3 <sup>rd</sup> Wednesday of each month
Regional Advisory Council	9:30am	4 <sup>th</sup> Thursday of each month
Socioeconomic Advisory Committee	2:00pm	2 <sup>nd</sup> Friday of each quarter (Feb., May, Aug., Nov.)
Specialized Transportation Advisory Committee	10:30am	3 <sup>rd</sup> Tuesday of each quarter (Mar., June, Sept., Dec.)
Transportation Advisory Committee	9:00am	4 <sup>th</sup> Monday of each month
Transportation Enhancement Sub-Committee	10:30am	4 <sup>th</sup> Friday of each month
Water Quality Management Committee	1:30pm	4 <sup>th</sup> Tuesday of each month

These are the regular committee meetings of the PPACG. Occasionally, these meetings change dates and times from the schedule listed above. Also, the PPACG holds other public meetings for specific purposes, such as Public Hearings and Public Input Meetings. These irregular, or exceptional public meetings are also publicized in advance on our Notice Board and on our web site, through mass mailings, and occasionally, on other notice boards throughout the region, in public libraries, etc.

2. AGENDAS. The PPACG prepares an agenda for each regular committee meeting, and publicizes the agenda no less than 24 hours in advance of the meeting. The agenda can be found on its Notice Board and on the web site, [www.ppacg.org](http://www.ppacg.org). The agendas are also available for members of the public at the meetings.

### 3. ORDER OF BUSINESS IN REGULAR PPACG COMMITTEE MEETINGS

- A. Call to Order / Roll Call / Introductions. The Chairperson will call the meeting to order promptly at the time assigned, and will ask those present (committee members and members of the public) to introduce themselves. Staff will also circulate sign-up sheets for committee members and members of the public.
- B. Agenda Approval. Committee members will be asked to approve the agenda. Committee members may request a change in the order of items; the members present must approve these changes.
- C. Public Comment (for items not on the agenda). This is an opportunity for citizens of our region to raise issues and to comment on topics of relevance to the PPACG mission that are not on the agenda. Committee members may respond to public comment, but it is not necessary. Citizens may be asked to use a sign-up sheet to provide their names, address, and the subject they wish to speak about (if used, the sign-up sheet will be collected at the beginning of the meeting and used by the Chairperson to request specific public comment). The Public Comment part of the agenda is usually limited to a total of twenty (20) minutes, and individual citizens must limit their comments to a maximum of three (3) minutes. The Committee chairperson may also, at her/his discretion, ask others who have not used the sign-up sheet, if they wish to speak. Citizens are requested not to duplicate the comments of other citizens preceding them. If citizens begin to comment on agenda items, the Committee Chairperson may interrupt the individual and rule the individual out of order.
- D. Approval of Minutes of Previous Meetings. Committee members will be asked to approve the minutes of previous meeting(s).
- E. Items of Unfinished Business. If items requiring action by the Committee were postponed from previous meetings, these items will be heard before new business items.

- F. Items of New Business. These are all new items for the Committee to consider, and include “information items” and “action items”. The purpose of *information items* is to provide information to Committee members and members of the public are generally not invited to comment. The purpose of *action items* is for the committee to make decisions; in general, the public will be invited to comment on action items.
- G. Other Agenda Items. Depending on the committee, other agenda items may be included, such as, *Reports, Member Reports, Member Announcements, Next Meeting Schedule*, etc.
- H. Adjournment. Committee meetings must be adjourned by a majority vote of the members present.

4. GENERAL PROCEDURES FOR PRESENTING INFORMATION ITEMS AT REGULAR COMMITTEE MEETINGS OF PPACG.

Information items on the agenda are for the general edification of Committee members. Committee members are not requested to take any approval action for these items. Members of the public will generally not be invited to provide input, with the exception of item C below.

- A. Staff shall give an overview of the item. In some cases, PPACG staff will ask additional persons to take part in the presentation, including consultants.
- B. Members of the Committee may ask questions of the staff member making the presentation. These can be questions of clarification, evidence, procedure, etc.
- C. Members of the Committee may discuss the matter, and may also wish to ask individuals in the audience for information concerning the topic.

5. GENERAL PROCEDURES FOR PRESENTING ACTION ITEMS AT REGULAR COMMITTEE MEETINGS OF PPACG.

- A. PPACG staff shall give an overview of the item. In some cases, the staff will ask additional persons to take part in the presentation, including consultants. PPACG staff members will report any recommendations from other PPACG committees on the item, and may make independent recommendations themselves.
- B. Members of the Committee may ask questions of the staff member making the presentation. These can be questions of clarification, evidence, procedure, etc.
- C. The chairperson will invite members of the public to comment on the item (unless there was a public hearing on the item at the same committee meeting). The purpose of this is to allow citizens of our region to voice their opinion(s) on the action items being discussed. Committee members may respond to public comment but it is not necessary. Citizens may be asked to use a sign-up sheet to provide their names,

address, and the subject they wish to speak about (if used, the sign-up sheet will be collected at the beginning of the meeting and used by the Chairperson to request specific public comment). Individual citizens must limit their comments to a maximum of three (3) minutes. The Committee chairperson may, at her/his discretion, ask others who have not used the sign-up sheet if they also wish to speak. Citizens are also requested not to duplicate the comments of other citizens preceding them. Citizens who do not follow these procedures may be interrupted by the Chairperson and ruled out of order.

- D. After the public comment period is closed, the item will return to the Committee members for discussion. Committee members may also ask staff members, citizens or agency representatives in the audience to clarify points or ask additional questions.
  - E. When the committee discussion has ended, the Chairperson may ask for a motion. Motions will generally take the form of approving, not approving, amending, postponing, etc., the requested action, but may also include variations. One of the voting members will make a motion, and a different voting member will second the motion. The members may have a discussion concerning the merits of the motion. The vote will be taken and reported by the Chairperson. A majority of the members present are required before a motion may be approved. Tie votes do not constitute a majority.
  - F. If the Committee decides to postpone the requested action, the date for continued discussion will be announced by the Chairperson to the public.
6. **QUORUM REQUIREMENTS.** A quorum is required before PPACG committees can conduct business. In the absence of a quorum, the only actions that can be taken are to recess, take measures to obtain a quorum, or adjourn. Any other business transacted without a quorum is null and void. The numbers required for a quorum vary for the different committees of the PPACG. See below the quorum requirements for PPACG committees.
- A. Board of Directors (BOD): A quorum is made up of those Board members present at any meeting, unless the Chairperson, at his/her discretion, declares that there is an insufficient number of Board members present to adequately determine the matters pending before such a meeting. Notwithstanding the above, any Board member present may call for a quorum, and then the quorum shall consist of a majority of the voting members of the Board. A majority of the nineteen (19) voting members of the Board is ten (10).
  - B. Air Quality Technical Committee (AQTC): There are ten (10) voting members of the AQTC. Three (3) individuals (thirty percent, rounded up) of the voting membership constitutes a quorum.
  - C. Citizen Advisory Committee (CAC): There are seventeen (17) voting members of the CAC. Six (6) individuals (thirty percent, rounded up) of the voting membership constitutes a quorum.

- D. Regional Advisory Council (RAC): There are twenty-one (21) voting members of the RAC. Seven (7) individuals (thirty percent, rounded up) of the voting membership constitutes a quorum.
- E. Socio-Economic Advisory Committee (SAC): There are fifteen (15) voting members of the SAC. Five (5) individuals (thirty percent, rounded up) of the voting membership constitutes a quorum.
- F. Specialized Transportation Advisory Committee (STAC): There are seventeen (17) voting members of the STAC. Nine (9) individuals (fifty percent, rounded up) of the voting membership constitutes a quorum.
- G. Transportation Advisory Committee (TAC): There are thirteen (13) voting members of the TAC. Four (4) individuals (thirty percent, rounded up) of the voting membership constitutes a quorum.
- H. Transportation Enhancement Subcommittee. There are seventeen (17) voting members of the Transportation Enhancement Subcommittee. Six (6) individuals (thirty percent, rounded up) of the voting membership constitutes a quorum.
- I. Water Quality Management Committee (WQMC): There are twenty-one (21) voting members of the WQMC. Seven (7) individuals (thirty percent, rounded up) of the voting membership constitutes a quorum.
7. **CLOSED EXECUTIVE SESSION.** The Board of Directors may decide to go into Closed Executive Session. The Colorado Open Meetings law provides that Closed Executive Sessions can be initiated by an affirmative vote of two thirds of the quorum present. The motion to go into Executive Session shall state the reason(s). Any one or more of the following matters may be discussed in closed executive session:
- Real, personal or other property transactions,
  - Specific legal advice from an attorney,
  - Matters required to be kept confidential by federal or state law,
  - Specialized details of security arrangements or investigations,
  - Certain matters involving negotiations or negotiators,
  - Personnel matters (unless the employee who is the subject of the meeting requests that the meeting be open), or
  - Documents protected by the mandatory nondisclosure provisions of the open records act.