# TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

## Town Council

### Board Meeting Date: 4/2/2019

**File #:** 19-184, **Version:** 2

**SUBJECT: Staff Report**
**Board of Trustees Governance Polices**

**DEPARTMENT: Administration**

**PRESENTER: Malcolm Fleming, Town Administrator**

**TIME ESTIMATE: 45 Minutes**

**FISCAL INFORMATION: N/A**
Cost as Recommended:
Balance Available:
Budget Line Item Number:
New Appropriation Required:

**STAFF RECOMMENDATION:**

**Staff asks the Board of Trustees to provide staff with (1) comments on proposed edits to the current Board Rules of Order and Procedure, and (2) direction on whether to prepare for Board consideration a formal Governance Guide.**
**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

Issue No. 21 on the 2019 Work Plan is "Clarifying Board priorities and fostering constructive conflict". The Board tackled the "Clarifying Board priorities" part of the issue during the January 13th retreat, and the 2019 Work Plan is the result. Nice Work!

The objective of the "fostering constructive conflict" part of the issue is further described in the detailed description for the issue as, "…the Board adopts and adheres to a clear governance policy and/or guidelines to foster constructive conflict around ideas with the intent being informed decision making on the best solution/approach on each issue." With that objective in mind, staff proposes two actions. First, consider updating the Board's Rules of Order and Procedure to reflect current practices. Attachment 1 is the current Rules with staff's suggested edits.

Second, staff asks the Board to discuss and provide direction for staff on whether to prepare a formal Governance Guide for Board consideration. Attachment 2 is an example of a relatively concise guide adopted by Plano, Texas.  If the Board wants to adopt something similar for Erie, staff will research this issue further and prepare a formal Governance Guide for Board consideration at a later date.

TOWN OF ERIE                                    Page 1 of 2                                    Printed on 5/17/2024
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**ATTACHMENTS:**
1. Board of Trustees Rules of Order and Procedure with suggested edits.
2. Plano, Texas, City Council Governance Guide