

**Town of Erie
Ordinance No. 011-2025**

**An Ordinance of the Town Council of the Town of Erie Repealing
and Reenacting Chapter 5 of Article 3 of the Erie Municipal Code,
Regarding the Sustainability Advisory Board**

Whereas, the responsibilities of the Sustainability Advisory Board have changed, and the Town Council wishes to update the Erie Municipal Code accordingly.

Now therefore be it Ordained by the Town Council of the Town of Erie, Colorado, as follows:

Section 1. Chapter 5 of Title 3 of the Erie Municipal Code is hereby repealed in its entirety and reenacted as follows:

3-5-1 - Board created.

The Sustainability Advisory Board ("SAB") is hereby created. The SAB shall be an advisory committee of the Town, subject to the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, and the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*

3-5-2 – Purpose and duties.

A. *Purpose:* The purpose of the SAB is to promote and encourage the development, public awareness and proper use of sustainability practices throughout the Town's planning area.

B. *Duties:* The duties of the SAB are as follows:

1. To advise the Town Council on matters relating to the planning, development, maintenance and management of sustainability activities throughout the Town's planning area;

2. To provide feedback on sustainability-related plan development, including the Town's Sustainability Plan, Climate Action Plan and other Town guiding documents;

3. To occasionally survey the community to understand local perspectives on the progress of sustainable activities and the desires for additional sustainable activities;

4. To support efforts with the Sustainability Division, Boulder and Weld Counties and neighboring jurisdictions, Town staff and other Town boards, commissions and committees in the identification and promotion of sustainability activities;

5. To assess sustainability-related provisions of the Town's plans and ordinances, and if determined to be necessary, recommend amendments to the Town Council;

6. To recommend grants or other sources of funding for sustainability activities;

7. To promote sustainability education and awareness at Town events or at the request of interested individuals or groups; and

8. To perform such other functions associated with sustainability as the Town Council may from time to time direct.

3-5-3 - Membership; compensation.

A. The SAB shall consist of seven (7) members, one of whom may be an individual between sixteen (16) and twenty-one (21) years of age, and all of whom shall be residents of the Town.

B. If any member ceases to reside in the Town, their membership shall immediately terminate.

C. All members of the SAB shall serve without compensation.

3-5-4 - Appointment; terms of office; removal.

A. *Appointment:* All members of the SAB shall be appointed by the Town Council.

B. *Terms of office:*

1. The first four (4) members appointed to the SAB shall each be appointed for a four (4) year term.

2. The next three (3) members appointed to the SAB shall each be appointed for a two (2) year term.

3. Following the initial terms, all terms shall be four (4) years, except as necessary to maintain the stagger.

C. *Removal:*

1. The Town Council may remove any member of the SAB for the following reasons:

a. A conflict of interest;

b. A violation of any law, regulation, or policy;

c. Neglect or malfeasance of duty; or

d. Failure to attend three (3) consecutive regularly-scheduled meetings without a leave of absence approved by a majority of the SAB.

2. Prior to removing any member of the SAB, the Town Council shall provide written notice to such member, including the reasons for the proposed removal, and an opportunity to be heard at a public meeting of the Town Council.

3-5-5 - Officers and committees.

A. *Election:* At its first regular meeting of each year, the SAB shall elect its Chair, Vice Chair and Secretary.

B. *Terms:* The terms of the Chair, Vice Chair and Secretary shall be for one (1) year.

C. *Vacancies:*

1. A vacancy in the office of Chair shall be filled automatically by the Vice Chair, and a new Vice Chair shall be elected at the next regular meeting.

2. A vacancy in the office of Vice Chair or Secretary shall be filled at the next regular meeting.

3. The officer elected to fill a vacancy shall serve until the next following election of officers.

3-5-6 - Meetings.

A. *Open meetings:* All meetings of the SAB shall be open to the public, and notice of such meetings shall comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* At each meeting, the SAB shall allow for public comment, with reasonable time limitations.

B. *Regular meetings:* The SAB shall hold one regular meeting at the Erie Town Hall each month. The SAB shall determine the yearly schedule of meetings and provide such schedule to the Town Clerk for publication. Alternative dates, times, or places may be approved by the SAB, as long as notice of such meetings is published on the Town website and such meetings are held in public places.

C. *Special meetings:* The Chair may call a special meeting at any time, upon notice to the remaining members of the SAB.

D. *Quorum:* A quorum shall be one-half of the total number of actual members of the SAB, rounded up to the nearest whole.

E. *Voting:*

1. A majority vote of those members present is required for all actions of the SAB.

2. All members, including the Chair, may vote on any item, except in the case of a conflict of interest.

F. *Minutes*: The SAB shall keep minutes of all meetings and shall file such minutes with the Town Clerk.

3-4-7 - Relationship to Town Council and Town staff.

A. The SAB shall biannually prepare a written report which shall then be presented orally to the Town Council at a Town Council meeting, with the first report and presentation occurring after the first of the year and the second prior to the start of the Town's budget consideration for the following year.

B. Staff will be available to attend SAB meetings quarterly at the request of the SAB board chairperson.

C. A member of the Town Council shall be appointed as the liaison to the SAB. The liaison will attend regular SAB meetings and be the conduit of bidirectional information to and from the Town Council. The liaison is not a member of the SAB, nor is the liaison entitled to a vote.

Section 2. *Severability*. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Town Council hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one, or part, or parts be declared unconstitutional or invalid.

Section 3. *Safety*. The Town Council finds that the adoption of this Ordinance is necessary for the protection of the public health, safety and welfare.

Section 4. *Effective Date*. This Ordinance shall take effect 10 days after publication following adoption.

Introduced, Read, Passed, and Ordered Published this 8th day of April, 2025.

Andrew J. Moore

Attest:

Debbie Stamp, Town Clerk