



# COLORADO

## Parks and Wildlife

Department of Natural Resources

### OUTDOOR EQUITY BOARD POLICY

Title: General Operations  
Effective Date: May 13, 2022

#### I. PURPOSE

The policy is intended to establish guidelines to facilitate effective Board operations.

#### II. AUTHORITY

CRS §§ 33-9-203 (Outdoor equity board - creation - terms - per diem and expense reimbursement); 33-9-204 (Outdoor equity board – duties); 33-9-205 (Outdoor equity grant program – creation); 33-9-206 (Outdoor equity fund).

#### III. POLICY STATEMENT

The Outdoor Equity Board is responsible for the governance of the Outdoor Equity Grant Program. The duties and responsibilities of the Board include creating an outdoor equity website, administering the grant program and awarding grants, establishing policies as necessary or expedient for the conduct of its affairs, establishing grant reporting requirements, compiling an annual report detailing the programs that are awarded grants, and presenting the annual report to the Department of Natural Resources and Parks and Wildlife Commission. CRS § 33-9-204. This policy will facilitate the Board’s operations and enable it to efficiently fulfill its duties.

#### IV. IMPLEMENTATION

##### A. **Board Appointments**

##### 1. Board composition and terms of office

The Board will be comprised of nine voting members (three of whom must be youth members) and three non-voting members as described in CRS § 33-9-203. Voting members are appointed by the Director of the Division of Parks and Wildlife (the “Director”) in consultation with the Executive Director of the Department of Natural Resources. CRS § 33-9-203(4)(a).

Voting Board members serve four-year terms of office except that the term for two of the youth members is two years, and the term for the third youth member is one year. Additionally, the initial term for voting Board members shall be staggered as described in CRS § 33-9-203(7)(b). Voting Board members may serve no more than two terms. CRS § 33-9-203(4)(d).



## 2. Vacancies

Vacancies on the Board may be created by resignation, expiration of appointed terms, or removal with cause from the Board by the Director. If a vacancy on the Board occurs, a successor will be appointed as soon as possible by the Director to fill the unexpired term.

### **B. Election of Officers**

The officers of the Board shall consist of a Chair and a Vice Chair who shall be elected by secret ballot at the annual meeting, which will normally be the first regular meeting held after January 1st each year. Each officer shall hold office for twelve months or until a successor has been duly elected. The new officers take over immediately upon election. The Director shall designate a staff member to serve as secretary to the Board.

The duties and powers of the officers are as follows:

#### 1. Chair

- a. Conduct and preside at all meetings of the Board.
- b. Maintain contact with the Division of Parks and Wildlife and its staff.
- c. Call special meetings in accordance with the meeting procedures.
- d. Sign documents, correspondence, and resolutions of the Board.
- e. Establish subcommittees as needed and appoint members thereof, and perform other duties designated by the Board.
- f. Provide direction to staff regarding meeting agendas and approve final agendas.

#### 2. Vice Chair

- a. During the absence, disability or disqualification of the Chair, the Vice Chair shall exercise or perform all duties of the Chair.

#### 3. Secretary

- a. Record and keep all minutes of Board meetings.

### **C. Duties of the Board**

The duties and responsibilities of the Board are set forth in CRS § 33-9-204 and include the following:

1. Administer the grant program and award grants

The Board's primary duty is to administer the Outdoor Equity Grant Program and award grants subject to available monetary appropriations.

All grant applications must be submitted on a form approved by the Board and made available on the Board's website. In drafting and updating the form, the Board will strive to ensure that applications are concise, straightforward, objective, inclusive and accessible to all interested parties. CRS § 33-9-204(1)(c)(III).

Grant applications must be submitted by the deadlines specified on the Board website. The website will also set forth the time frame for when grants will be distributed. CRS § 33-9-204(1)(c)(II).

2. Create an outdoor equity website

The Board will create a website where it will post the grant application form, grant application/distribution time frames, and other information pertinent to Board operations. CRS § 33-9-204(1)(a).

3. Establish grant reporting requirements

The Board will establish meaningful quantitative and qualitative grant reporting requirements that allow grantees to highlight who they are serving and how they are serving them, including reports on the ethnic and racial makeup of the participants of programs funded, the ages and localities of program participants, the types of programming funded, and other relevant criteria that the Board sees fit to. CRS § 33-9-204(1)(d).

4. Compile an annual report

The Board will compile an annual report that details information about the programs that are awarded grants including: The ethnic and racial makeup of the participants, the ages and localities of participants, the types of programs, and other relevant information that the board sees fit. CRS § 33-9-204(1)(e).

5. Present the annual report

The Board will present the report to the Department of Natural Resources and Parks and Wildlife Commission and make the report publicly accessible, including posting the report on the Board's website. CRS § 33-9-204(1)(f)(I).

6. Establish policies

The Board will establish policies as are necessary or expedient for the conduct of its affairs and its meetings and post those policies on its website. CRS § 33-9-204(1)(c).

**D. Board Meetings**

1. Time, Location and Number of Meetings

The Board will meet as often as is necessary to carry out its duties. The dates and locations of regularly scheduled meetings will be determined by the Board and an annual schedule of these meetings will be made public. Special meetings may be called by the Chair or the Director.

2. Attendance

Lack of attendance at Board meetings may be a cause for removal. Missing two or more meetings without an adequate excuse over a twelve-month period shall constitute cause for removal.

3. Quorum

A simple majority of the voting members of the Board will constitute a quorum. No official business can be conducted without a quorum present. The decision or formal act of the members present at any meeting of the Board at which a Quorum is present will be the act of the Board.

4. Annual Meetings

The first regular meeting each year after January 1st shall be the annual meeting for the purpose of the election of officers. Any rescheduling of the annual meeting requires a majority vote of the Board.

5. Public Attendance

All meetings of the Board, except executive sessions, shall be publicly noticed and open to the public in accordance with Colorado's Open Meetings Law.

6. Executive Session

The Board may conduct business in executive session, which will be closed to the public, under the following conditions:

1. The executive session is held during a regular or special meeting of the Board.
2. After consultation with its Attorney General's representative, the Board announces to the public present at the meeting the topic of discussion and the specific provision of CRS § 24-6-402 authorizing the executive session.
3. Two-thirds of the Board (6 out of 9 voting board members) votes in the affirmative to conduct business in executive session.
  - a. Discussions that occur in an executive session shall be recorded as specified in The Colorado Open Meetings Law. CRS § 24-6-402.
  - b. No adoption of any proposed policy, position, resolution, rule, regulation, or formal action will occur at any session that is not open to the public.

7. Subcommittees

Subcommittees, standing or special, may be created by the Chair, with the approval of a majority of the Board members. Subcommittees may be created as deemed necessary to carry on the work of the Board.

8. Minutes

Minutes of any meeting of the Board or its committees will be taken and recorded. Such records will be open to public inspection following approval by the Board. Recorded information will include 1) the time and location of the meeting, 2) names of Board members present, and 3) actions taken by the Board.

9. Conduct

Meetings may be conducted according to Roberts Rules of Order at the discretion of the Chair. The Chair may employ whichever components of Roberts Rules of Order they deem appropriate.

10. Remote Participation

Members of the Board may participate remotely in Board meetings, including for the purpose of establishing a quorum of the Board. Remote participation by a member will be recorded in the meeting minutes.

**E. Communications**

When making public statements, a Board member will state whether they are communicating as a spokesperson on behalf of the Board or as an individual. A Board member will not communicate as a spokesperson unless authorized to do so.