



**ADDENDUM**  
**LARIMER COUNTY BOARDS AND COMMISSIONS**  
**MEMBERS CODE OF CONDUCT**

This addendum to Administrative Policy and Procedure 100.1K establishes conduct rules and guidance for any member of any board, commission, or committee established by Larimer County. Members of a board or commission, by nature of their appointment, are representatives of Larimer County and as such, are expected to act with respect and courtesy toward each other, county staff, and members of the public. All members serve as volunteers and agree to abide by these policies in their role as board members.

Members will receive communications, including text messages, related to their appointed Board through the email and phone number provided in their application materials, or as provided to the Staff Contact, and will ensure the Staff Contact has up-to-date contact information.

Members will attend Board meetings regularly and will notify the staff liaison or administrative contact in the event they are unable to attend at the earliest possible opportunity. Board members who are unable to attend three (3) consecutive regular meetings or four (4) meetings within a calendar year may be replaced by the Board of County Commissioners.

Members will recognize the role of their Board. Knowing the role of your appointed Board helps put the place of the Board and the Board's actions into the larger context of the business of Larimer County.

Members will be prepared for meetings by reviewing reports and other documents provided by your board's liaison or director prior to the meeting. Members are responsible for being engaged in the work of the board by communicating well, participating in discussion, exhibiting a willingness to work with the group and make compromises and maintaining a professional demeanor. Being informed about legislation and other issues affecting your board's work will also help you make informed decisions.

Members will, at the time of any Board meeting, utilize the technology necessary to effectively participate in the meetings, including a computer enabled with a camera and microphone, as meetings may be held remotely. Any background or other images visible during such a remote participation will be appropriate, professional, and support Larimer County's Guiding Principles.

Images that promote or advertise parties other than Larimer County cannot be used.

Members will keep an open mind, leaving personal agendas out to achieve the best outcome for Larimer County. Although board and commission members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and not that of an exclusive group or interest. As such, members will make fair decisions, giving unbiased consideration to all issues.

Members agree to respect all board members, treating them as equitable partners in decision-making, creating an inclusive environment that welcomes all members as collaborators who share the power to influence the work of the board or commission.

At times, minors or youth members may participate, attend or interact with Larimer County boards, commissions and programs. Members must be mindful of their position of trust and be respectful of our youth community. Interactions with minors must be limited to convey programmatic information, and Members may not have contact with such minors or youth members outside of official program, board or commission activities.

Members will attend any required trainings and are strongly encouraged to attend training that enhances their ability to effectively serve.

Members will keep in mind that they are one member of a committee, that the authority of the Board comes from the entire group, not just one member, and decisions are thus in the nature of a consensus. Therefore, when speaking publicly:

- a. Members should remind listeners that board actions are recommendations (unless otherwise provided by law) and that final action will be taken by the County Commissioners. Remember that your actions and statements as a board or commission member assume special significance, and if not responsibly discharged, could result in a situation detrimental to the Larimer County's best interests.
- b. As an individual member of a board or commission, you must not represent your own views or recommendations as those of the board or commission unless the majority of the body has officially voted to approve such action. Board or commission members making recommendations or expressing views which have not been approved by a majority of the board should indicate they are expressing individual opinions and are not speaking on behalf of the board or the County.

Members will abide by all applicable state laws, County policies, and other doctrines relating to the conduct of Board meetings.

- a. Board and commission members sometimes receive confidential information from County staff. Such information should not be used for the private benefit of the board or commission member or any other individual. Additionally, disclosure of the information is prohibited if a reasonable person would consider that the disclosure would injure the financial interests of the County. Inappropriate disclosure of confidential or sensitive information can subject board and commission members to civil, criminal or regulatory consequences.
- b. Gifts and Favors: the acceptance of honoraria (compensation for speech or participation in public events as an official of the County) is prohibited. The acceptance of any other gift or favor from persons doing business with the County or desiring to do business with the County is also prohibited if the gift or favor might reasonably be construed as compensation for an official decision or as something that would tend to impair the board, commission, or committee member's independence of judgment in the performance of his or her official duties. Members should be familiar with and comply with Colorado Constitution Article XXIX, Section 3 and related requirements.

- c. If, a board or committee member has a financial interest in a decision when the decision entails some foreseeable, measurable financial benefit to the individual member or relative they must declare a conflict of interest and recuse themselves from the decision. Even if a member does not have a financial interest in a decision or recommendation, a personal interest may also create a conflict of interest. The test for a personal interest is whether, in the judgement of a reasonably prudent person, the board, commission, or committee member would realize or experience some direct and substantial benefit or detriment different in kind from that experienced by the general public.

Members who know firsthand that a colleague has violated this policy or any ethical or legal standards, shall take action to prevent any further violations from occurring, including speaking with the member and/or reporting the incident to the staff liaison. If it is a staff liaison who has violated ethical or legal standards, the member will report to the commissioner liaison. The commissioner liaison along with the County Manager's office will assist in resolving these types of situations.

Members will not discriminate against any person based on race, gender, creed, color, religion, national origin, age, public assistance status, marital status, familial status, sexual orientation, veteran status, physical or mental disabilities, or any other category protected by law.

Should any member need to resign from their Board, they will notify the Larimer County Commissioner's office and board liaison as soon as practical and submit a notice of resignation to them.

At times the Board of County Commissioners may need to cancel, reschedule, suspend or terminate operation or meeting of a board or commission (if not otherwise required by law) due to staffing, resources or other county concerns. Members will be notified as soon as reasonable under the specific circumstances.