

**2022**

**MAYORS' SUMMIT**

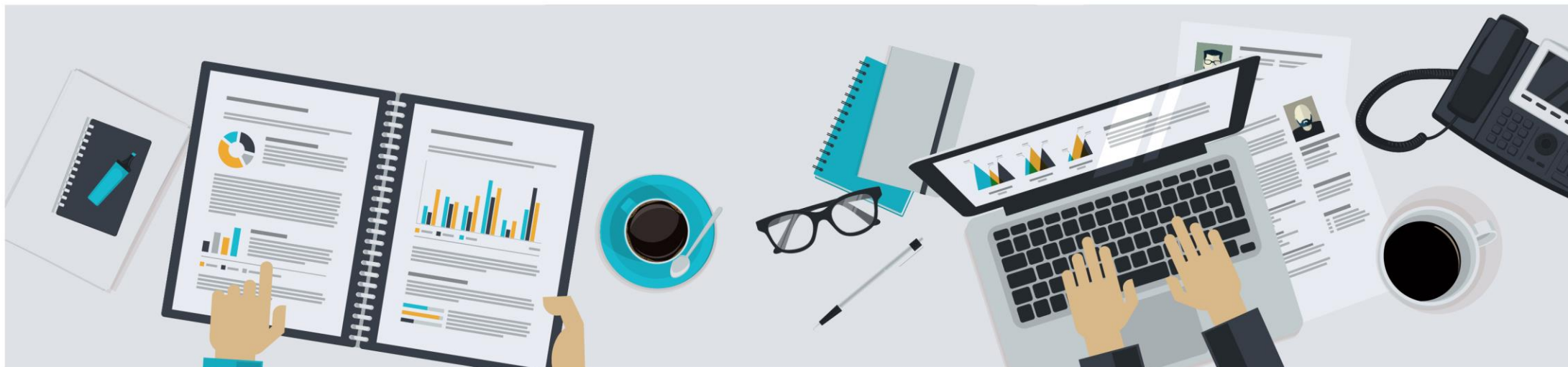
**hello**

**Effective  
Meetings**

Robert Sheesley  
CML General Counsel



COLORADO  
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# Agenda

What is an effective meeting?

- *Meeting purpose & outcomes*
- *Members, staff, and the public*
- *Mayoral role*

Legal standards for public meetings

- *Open Meetings Law*
- *Other laws and policies*
- *Quasi-judicial hearings*

Meeting procedures

- *Purpose*
- *Procedural basics*



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# What's an effective meeting?

***Purpose &  
Outcomes***

- What is a meeting?
  - A time for the board or council to conduct business to make policy and fulfill legal functions
  - Source of legitimacy
  - What is a meeting *not*?
- The ideal meeting:
  - Efficient
  - Focused
  - Lawful
  - Fair
  - Respectful
  - Understandable
- What does the next day look like?



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# What's an effective meeting?

***Members,  
Staff &  
The Public***

- What challenges can each pose to an effective meeting?
  - Lack of preparation
  - Individual priorities/single issue focus
  - Denial of outcomes/holding grudges
  - Senseless obstruction or chaos
  - Refusal to follow rules of procedure and decorum
- How can you counter?
  - Focus on the body and its purpose
  - Prepare, explain, and train
  - *"It's not about you..."*



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# What's an effective meeting? *Mayoral Role*

- Manage multiple competing roles
  - As board or council member
  - As facilitator
  - As chairperson
- Be a “secure” leader
- Demonstrate:
  - Impartiality
  - Fairness
  - Professionalism
  - Respect for all
  - Stability
  - Proper concern for legal compliance and risk



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# Legal Standards for Public Meetings

## *Open Meetings Law*

- Three or more members discussing public business or policy-making
- Agendas & notice
  - Specific information “where possible”
- Executive sessions
  - Limited purposes
    - Council or board members are not “personnel”
    - Attorney conferences are to receive legal advice
  - Strict statutory compliance
  - Substantive motions
  - Purpose is deliberation



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# Legal Standards for Public Meetings

*Laws & Policies*

- Colorado Revised Statutes
- Charter provisions
  - Quorum
  - Mayor duties and power
  - Voting standards
  - Public comment
  - Special meetings
- Ordinances
  - Meeting times and locations
  - Posting locations
- Council or Board policies
  - Procedural rules
  - Public hearing procedures
  - Agenda creation
  - Expectations



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# Legal Standards for Public Meetings

*Quasi-Judicial  
Hearings*

- Application of existing criteria to specific facts developed at a hearing
  - Decision requires competent evidence in the record aligned with legal criteria
- Checking conflicts and impermissible bias
- Explain, explain, explain
- Running the hearing:
  - Fair opportunity to be heard
  - Managing time
  - Focus members on asking questions and receiving answers





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# Meeting Procedures

## *Purpose*

- Everyone plays by the same rules
  - Clear expectations
  - Fairness to all involved
  - Understandable proceedings and results
  - Certainty of results
- Efficiency
- Legal compliance
- Establishes decorum
- Overall effectiveness



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# Meeting Procedures

## *Procedural Basics*

- Procedures are unique to your municipality
  - Are they flexible and fair?
- Quorum
- Mechanisms for efficiency:
  - Special meetings
  - Consent agenda
  - Limiting debate and comment
  - Meeting time limits
  - Agenda management
  - Agenda order



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# Meeting Procedures

## *Procedural Basics – The Motion*

- The body acts by motion
  - Should be clear and concise
  - May require a second
  - Chair should clarify or restate the motion
  - Debate and subsidiary motions
  - Vote on main motion
- Did it pass or fail?
  - Legal standards & secret ballots
  - Motion variations
- Reconsideration and rescission
- Points & what they really mean



# thank you

Robert Sheesley  
(303) 831-6411  
[rsheesley@cml.org](mailto:rsheesley@cml.org)



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