

Department of Human Services
Advisory Board and Committee Representation Policy

Effective: 4/2010
Revised: 11/2013

Purpose

In order to ensure advisory boards and committee represent community interests, not individual or outside organization interests, the following guidelines must be followed in forming non-city council appointed Department of Human Services (HS) boards and advisory committees.

Policy

Board or committee appointees are considered as public officials per the Boulder Revised Code (B.R.C.) 1981, 2-7-15: “Public official” or “official” means any person holding a position with the city by election and any person holding a position as an appointee of the city council or the city manager serving on any city board, commission, task force or similar body.

Members of the public who may serve on HS boards or committees:

- City of Boulder residents
- Some committees may require city residency

Members of the public who may not serve on HS boards or committees:

- City of Boulder employees;
- Relatives of HS employees;
- Members of the public with relationships with HS employees which, in the eyes of the general public, may be seen as creating a conflict of interest;
- Members of the public who have a business contract or relationship with the city in the area in which the board or committee has influence;
- Individuals and individuals representing organizations who receive funding from the City of Boulder;
- People who serve as a result of an exchange for consideration (i.e., gifts, discounts, serving on a HS board or committee is done in exchange for someone from HS serving on the organization’s board or committee);
- Anyone having any other real or perceived conflict of interest. A conflict of interest includes any situation in which, considering all circumstances, a reasonably prudent person observing the situation would expect a tendency to make a decision other than an objective one.

A conflict of interest arises after member appointment:

- If a situation arises where an item comes before a board or committee and an individual finds himself/herself falling into one of the prohibited criteria above, the individual must recuse himself/herself from discussions and decisions related to the item.

Other considerations:

- Board and committee representation should mirror the make-up of the community the board/committee serves. Economic, racial, gender and age diversity, among other aspects should be considered.
- The official Human Services Advisory Boards and Committees application should be completed by all applicants and the section process identified followed.

Selection approval:

- Division Managers and the HS Director must give approval of the final selection of new board and committee members.
- In some cases, this approval may be required by other individuals or governing bodies at the direction of the HS Director.

The B.R.C. 1981, Chapter 3, Boards & Commissions and Chapter 7, Code of Conduct applies to this policy.