

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF ALAMOSA COUNTY**

**RESOLUTION NO: 2020 – G – 3**

**RE: ADOPTING PROCEDURES FOR EMERGENCY MEETINGS**

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**WHEREAS**, the Colorado Open Meetings Law, C.R.S. §24-6-401, *et seq.*, exercises authority over meetings of local governments, including meetings of the Board of County Commissioners of Alamosa County (hereinafter, the "Board"); and

**WHEREAS**, the Colorado Open Meetings Law applies to any meeting convened in person, by phone or electronically to discuss public business relating to the policy-making function of the Board; and

**WHEREAS**, when a meeting is convened to discuss public business and is a meeting at which any formal action occurs or at which a majority or quorum of the Board is expected to be in attendance, then such meetings are open to the public and public notice shall be given and minutes taken; and

**WHEREAS**, the Colorado Open Meetings Law contains no reference to emergency meetings; however, C.R.S. §30-10-303(2) allows the Board to call an emergency meeting provided it has adopted procedures therefor; and

**WHEREAS**, the Board wishes to adopt Procedures for Emergency Meetings; and

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The County Attorney or the County Administrator shall be contacted to call the emergency meeting, which can be held even in the event that proper public notification is not attainable.
2. The meeting may be held in person, via telephone or electronically.
3. At the onset of the meeting, a member of the Board shall describe the circumstances constituting the emergency under which the meeting is taking place, and acknowledge that the notice requirement may be affected by the type of meeting involved. For purposes of these procedures, "emergency" is defined as "an unforeseen combination of circumstances or the resulting state that calls for immediate action."
4. When the meeting is held in person or via telephone, an audio recording must be made or the Clerk to the Board (or Deputy) must be present to take minutes of the meeting.

5. When the meeting is held electronically, a copy of the electronic record must be provided to the Clerk to the Board (or Deputy) on all communications so that minutes may be prepared. Note that e-mail between elected officials to discuss pending legislation or public business is open to the public.
6. Any action taken at the emergency meeting must be scheduled for ratification as a consent calendar item on the Board's next regular meeting for which the agenda has not already been posted.
7. County staff will undertake all reasonable efforts to notify the general public and press of the emergency meeting, including existing electronic distribution lists.

**EXECUTED and APPROVED** by the Board of County Commissioners of Alamosa County, Colorado, at a duly noticed public meeting held on the \_\_11th\_\_ day of March, 2020, at Alamosa, Colorado, and it shall be effective upon its adoption.



**BOARD OF COUNTY COMMISSIONERS  
ALAMOSA COUNTY, COLORADO**

By: *Michael Yohn*  
Michael Yohn, Chair

ATTEST:

Michael Yohn	<u>Aye</u>	Nay	Abstain	Absent
Helen Sigmond	<u>Aye</u>	Nay	Abstain	Absent
Darius Allen	<u>Aye</u>	Nay	Abstain	Absent

*Belina Ramirez*  
Belina Ramirez  
Deputy Clerk to the Board