

**DRAFT**  
**NATIONAL WESTERN CENTER**  
**CITIZENS ADVISORY COMMITTEE**  
**GUIDELINES AND CRITERIA**

**The following draft guidelines and criteria are presented as the starting point for an organizational framework for CAC. Once reviewed and edited by members, the committee may adopt the document. The guidelines and criteria can be revisited and revised as the membership deems necessary.**

**HISTORY AND PURPOSE**

The National Western Center Citizens Advisory Committee (NWC- CAC) was convened in 2013 by the MOU Partners to provide an opportunity for the community to learn about the proposed National Western Center and provide input and feedback during the master planning process. With the passage of Ballot Measure 2C in November of 2015, the committee continues in its advisory capacity to the Executive Oversight Committee (EOC) of the Office of the National Western Center (NWCO).

**DUTIES**

Among other responsibilities, the Citizens Advisory Committee:

- Provides input to the Executive Oversight Committee (EOC) regarding projects and issues related to the development of the National Western Center;
- Assists in communicating elements of the NWC project to the residents and stakeholders in the GES neighborhoods;
- Advises the Executive Oversight Committee regarding the needs and desires of the GES neighborhoods in relation to the NWC project;
- Identifies potential concerns and helps find workable solutions that address the needs of the community at-large;
- Ensures transparency and communication between the partners, the city and the surrounding neighborhoods.

## **MEMBERSHIP**

This NWC- CAC is a diverse group that represents many interests. Voting members of the group include:

- Residents of Globeville, Elyria and Swansea neighborhoods
- Community and business leaders
- Community non- profit organizations
- Riverside Cemetery
- VISIT Denver
- Historic Denver
- **Add a Student from Middle or High School?**

The NWC Partners are non-voting members of the committee and include:

- National Western Stock Show
- City and County of Denver
- Colorado State University
- Denver Museum of Nature & Science
- History Colorado

CAC recognizes that, from time to time, it may need to replace members who resign or expand its membership.

To do so, the committee will use the guidelines that follow:

- Candidates for membership must be residents, business people or representative from organizations serving the Globeville, Elyria, Swansea and RiNo neighborhoods.
- Candidates who have expressed interest in joining the committee will be required to attend two meetings and write a letter of intent to the committee facilitators. The letter should outline why the potential member is interested in joining the committee and what skills and interest they bring to the group. That letter will be distributed to members of the committee for review.
- Following attendance at two meetings and receipt of a letter of intent the committee will vote on membership. Members will be admitted by majority vote.

- Members who fail to attend 3 meetings in a calendar year will be asked to step down from the committee and a replacement will be named.

Voting membership of the committee will not exceed 25 members.

### **MEETINGS**

The CAC meets on the last Thursday of every month and may have additional work sessions if deemed necessary by the members and facilitators.

The meetings are facilitated by non-voting members of the committee. Committee members are asked to:

- Treat other members with respect both during the CAC meeting and outside of the meeting.
- Talk one at a time, waiting to be recognized by the facilitators.
- Limit side conversations.
- Be patient when listening to others speak and do not interrupt them.
- Stay on the topic being discussed.
- Not revisit a subject once it has been discussed by the group.
- Contact the facilitators if they feel they cannot talk about issues or concerns during a meeting.

### **VOTING AND APPROVAL OF MOTIONS**

When action is required on an agenda item or other issue before the committee, the members will vote on the issue. A simple majority of voting members present is needed to pass a motion made by any committee members.

### **COMMUNICATION**

Committee communication will be conducted primarily via email and on the committee website at [www.nwc-cac.com](http://www.nwc-cac.com). Those members who do not have computers or email will receive all communications via

U.S. Mail. On occasion members may be contacted via phone if an issue is time sensitive.

### **Committee Agendas and supporting materials**

Agendas and supporting materials (to the extent possible) for upcoming meetings will be emailed/mailed to members one week prior to regular committee meetings. The material will also be posted on the committee website.

### **Process for feedback on agenda items**

While the intention is that agenda items will be discussed fully during meetings, there will be times when additional review and comment is necessary. If a member wishes to provide additional input regarding an agenda item, or if a presenter asks for written comments on a project or proposal, comments may be submitted via phone to Liz Adams at 303-592-5494; via email to [NWCCAC@crlassociates.com](mailto:NWCCAC@crlassociates.com) or via mail to: NWC-CAC 1600 Lincoln St. #1800, Denver CO 80264.

### **Electronic review and approval of items**

From time to time, the committee may have to respond to a time sensitive matter before a meeting occurs. In this case the matter will be emailed or mailed to members with an opportunity for comment and approval.

### **Newsletter Communication**

The committee maintains a general interest mailing list that includes members of the CAC. A committee newsletter, known as The Roundup, will be published via email on the 15<sup>th</sup> of every month. The newsletter will communicate future meeting dates, link to agendas and materials as well as provide summaries of NWC issues and community meetings, issues and events.