

**NATIONAL WESTERN CENTER
CITIZENS ADVISORY COMMITTEE
GUIDELINES AND CRITERIA
Adopted 8/28/16**

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, have meaningful input on, and be a major participant in, the development of the proposed National Western Center and provide input and feedback throughout the implementation of the Master Plan. With the approved funding streams, the committee continues in its advisory capacity to the Executive Oversight Committee (EOC) and subcommittees 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) and its related subcommittees 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 opportunities and concerns and helps find workable solutions that address the needs of the community at-large;
- Promotes transparency and communication between the partners, the city and the surrounding neighborhoods.
- Works to ensure that the National Western Center build-out meaningfully benefits the adjacent communities in the short- and long-terms.

MEMBERSHIP

The NWC-CAC is a diverse group that represents many interests. The voting members of the group include, but are not limited to, the residents, community groups and business leaders located in Globeville, Elyria, and Swansea, as well as state-wide partners with an interest in the area.

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

- Western Stock Show Association
- 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 voting membership must be residents, business people or representative from organizations serving the Globeville, Elyria, Swansea and other neighborhoods impacted by the NWC Master Plan.
- 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. A discussion among Members and the proposing Member will be allowed. Members will be admitted by majority vote of members present.
- Members who have 3 unexcused absences in a calendar year will be asked to step down from the committee and a replacement will be named.

- Size of membership of the committee will be determined by the membership.

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.
- Respect the limited time for discussion of topics. Each Member will limit their comments to what is necessary to contribute to the discussion at hand and be as concise in their remarks as possible.

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. 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 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 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.

Public Comment

Meeting agendas shall include time allotted for members of the public to make comments before the committee.