



<b>TITLE</b>	<b>Broomfield Board of Health Procedures</b>	
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<b>DIRECTOR APPROVAL</b>	 <hr/> <b>Signature</b>	<hr/> <b>_11/6/2025_</b> <hr/> <b>Date</b>

**Section I. PURPOSE:**

This document establishes the procedures for the Broomfield Board of Health to operate in accordance with [State Statute](#) and [Broomfield Municipal Code](#).

**Section II. MEETING PROCEDURES:**

**A. Regular Meetings:**

1. The Board of Health shall propose an annual regular meeting schedule prior to January 1st of every year. The Board may reschedule or cancel a regular meeting, upon the discretion of the Chair or a majority vote of the Board.
2. All Board meetings shall be conducted in accordance with Colorado open meetings law. As required by the Colorado law, all Board meetings shall be open to the public whenever there is a quorum of members present and at which any public business is discussed or at which any action may be taken. This does not, however, apply if the meeting is a chance meeting or social gathering of Board Members at which discussion of public business is not the central purpose, or if it is an executive session held in compliance with the Colorado Open Meetings Law.
3. The meeting notice and agenda for the meeting for the Board of Health



of each calendar month shall be posted on the Board of Health webpage and Broomfield's designated webpage no less than twenty-four (24) hours prior to the date of the meeting.

**B. Special Meetings:**

1. A special meeting of the Board of Health may be called by the Chair, the Public Health Director, or a majority of the Board of Health at any time, provided that at least three days' notice (fewer than three days' notice in the case of an emergency) is given to all Board Members.
2. The meeting notice and agenda for the special meeting of the Board of Health shall be posted on the Board of Health webpage and the City's designated webpage no less than twenty-four (24) hours (less than 24 hours in the case of an emergency) prior to the date of the meeting.

**C. Study Sessions:**

1. Study sessions may be called by the Chair at any time or by the majority vote of the Board Members present at any regular Board Meeting or Special Meeting. The Public Health Director may schedule study sessions upon notice to the Board of Health. The Board of Health Administrator shall use diligent effort to give advance notice to each Board Member of the time and purpose of the meeting, provided that notice will not be necessary for a study session called at a Board of Health meeting at which a quorum is present.

**D. Quorum:**

1. A majority (three members) of the Board Members of the Board of Health constitutes a quorum.

**E. Attendance and Absences:**

1. Attendance of all Board Members is required at regular meetings. In the event of an unavoidable absence, the Board Member is expected to notify, prior to the meeting, either the Chair or Director of Public Health.
2. In the event a Board Member is unable to attend a Board meeting, no substitute member shall be appointed to act in the absent Board Member's place.

**F. Electronic Participation and Remote Meetings**

1. If the City Manager or Public Health Director determines that an in-person meeting is not practical or prudent due to a health, weather, or other emergency affecting Broomfield and that items on the agenda can be heard remotely, the meeting may be conducted remotely by webinar or other electronic means. The Public Health Director will notify all Board Members and provide the public with notice and instructions on how to attend the meeting remotely.
2. The expectation is that all Board Members will appear in person, with the exception that a Board Member may participate remotely in no more than two meetings per year. A Board Member may attend remotely for good cause when in person attendance is not feasible and when an arrangement for remote participation at the meeting is



- possible, as determined by the Public Health Director.
3. To participate remotely, a Board Member member will:
    - a) Notify the Public Health Director at the earliest possible time, but no less than two (2) hours prior to the meeting time.
    - b) Be present and ready to join at least ten (10) minutes before the meeting start time and confirm that audio and video are operational.
    - c) Join in from a private location with no or very low background noise and free from distractions.
    - d) Join from a location with a strong internet connection. If the connection fails, one attempt for reconnection will be made and if that attempt fails, the Board Member will be considered absent for that portion of the meeting.
    - e) Appear with a neutral background.
    - f) Join with camera on for the entirety of the meeting unless excused by the Chair. Joining from a telephone is not allowed.
  4. If the Chair is participating remotely and the Vice-Chair is participating in person, the Vice-Chair will preside over the meeting. If both the Chair and Vice-Chair are absent or participating remotely, then the Board will select a temporary Chair to preside over the meeting.
- G. Motions and Voting
1. With a quorum present, when a question is put, Board Members shall vote either "Yes," or "No," unless excused from voting.
  2. The Board may act by majority vote of the Board.
- H. Rules of Order:
1. Robert's Rules of Order Newly Revised shall be used at all Board Meetings.
- I. Sub-Committees:
1. The Board may establish such sub-committees as it deems advisable and assign each sub-committee specific duties or functions. The Chair of the Board shall designate the Members of each sub-committee and shall name the chair of each sub-committee. The chair shall fill vacancies on sub-committees as they are created.
- J. Agendas and Minutes:
1. The Public Health Director, or the Director's designee, shall prepare a written Agenda showing the order of business. The Agenda will be delivered to each Board member on or before Friday prior to the meeting.
  2. The order of the agenda may be changed by a majority vote of the Board Members present.
  3. The Public Health Director, or the Director's designee, shall attend and shall keep the minutes of each regular or special meeting of the Board of Health.
  4. On or before the Friday preceding each regular meeting of the Board of Health, the Board of Health Administrator shall cause to be delivered to each Board Member a copy of the minutes of the preceding regular



and/or special meeting.

5. Minutes will not be read if each Board Member has been provided with a copy of the minutes in advance of the meeting at which they are to be approved.
6. Minutes shall be signed by the Chair and by the Board of Health Administrator of the meeting for which the minutes are approved.

K. Time of Adjournment:

1. Any agenda items that haven't been addressed or that are still under discussion at the time of adjournment shall be continued to the next regularly scheduled meeting. Prior to adjournment a majority of Board Members present may vote to extend the time for a current discussion or to address additional agenda items.

## Section III. BOARD OF HEALTH OFFICERS:

A. Officer Positions:

1. The Officers of the Board of Health shall be a Chair, a Vice-Chair and a Secretary and such other officers as deemed necessary by the Board.
2. The Chair shall preside at all meetings and perform such other duties that parliamentary custom requires.
3. The Vice-Chair shall act as the Chair in the absence of the Chair.
4. The Public Health Director will serve as secretary of the Board and shall act in an ex-officio capacity. The Public Health Director may utilize assistance from staff to perform the functions of the Secretary, including but not limited to issuing public notices of all Board meetings, attending Board meetings, keeping and providing minutes of all Board meetings, and maintaining custody and control of the records and books of the Board.

B. Elections:

1. The Chair and Vice-Chair shall be elected annually from the membership of the Board at the May meeting or at the first Board meeting after the occurrence of a vacancy in an officer position.
2. Newly elected officers shall assume office immediately after elected and will remain in office until a new officer is elected.
3. The Chair and Vice-Chair shall be eligible for re-election.

## Section IV. HEARING PROCEDURES:

A. General Public Hearing Procedures. Public hearings will be conducted in accordance with the following procedures, as applicable to the matter before the Board of Health.

1. The Chair will:
  - a) Declare the public hearing open;
  - b) Announce the public hearing procedures;
  - c) With the consent of the Board, establish reasonable time limits and allocations for the hearing;



- d) Ask for an introductory presentation by Public Health staff, if appropriate;
    - e) Ask for the licensee's or applicant's presentation, if appropriate;
    - f) Ask for public comments, if appropriate. Any person desiring to speak or question a witness must be recognized by the Chair and state their name and neighborhood for the record.
  2. Each side of an issue will be given an opportunity to be heard and to present their case.
  3. Any person speaking or presenting any information at the hearing may be questioned by the Board and by Public Health staff.
  4. Following any questions, the Chair will declare the public hearing closed and the matter will be considered by the Board.
- B. For hearings involving licensing matters, the following additional procedures will govern.
  1. All proceedings will be recorded.
  2. All testimony will be given under oath or affirmation.
  3. The rules of evidence shall conform to the extent practical to those in civil, non-jury cases, but the Board of Health may receive and consider evidence not so admissible if the evidence has probative value. The Board of Health may receive all or part of the evidence in written form if it will expedite the hearing.
  4. Any person who gives testimony shall be subject to cross examination by Public Health staff, the Board of Health, or by a party in interest. Any person who is cross-examined may offer rebuttal evidence at the conclusion of such cross examination.
  5. Decisions of the Board of Health
    - a) The Board of Health may continue any hearing to receive additional evidence.
    - b) After all evidence is presented, the Board of Health will deliberate.
    - c) After deliberation, the Board of Health may continue the hearing to the next meeting for the purpose of adopting findings and issuing its decision, or the Board of Health may close the hearing and adopt its findings and issue its decision at that time. No further evidence may be introduced or considered by the Board of Health after the hearing is closed.
    - d) The Board of Health's final determination shall be made in open session.
    - e) The decision of the Board of Health shall be in writing and shall be supported by written findings.
- C. Board of Public Health decisions that may require public hearings:
  1. Secure transportation license denial, suspension, or revocation
  2. Onsite wastewater treatment system permit denial, suspension, or revocation
  3. Other Public Health programs



## Section V. OTHER:

- A. Media: All media requests shall be directed to the Public Health Sr. Communications Specialist. No Member shall respond to media requests, unless asked to do so by the City Council or the Public Health Director.

## Section VI. Rules of Decorum:

- A. INTENT. The intent of these rules is to:
  - 1. Provide a safe and secure setting for Board of Health, the public, and staff to attend to business;
  - 2. Enable Board of Health to conduct effective meetings without interruption in a manner that can be heard and viewed by all in attendance;
  - 3. To the extent public comment is permitted, to ensure that the public has a full opportunity to be heard during any public hearings;
  - 4. Limit interruptions, unreasonable delay or duplication of comments, presentations or discussion; and
  - 5. Develop an atmosphere of civility that is respectful of diverse opinions.
- B. PUBLIC COMMENTS. There is no general public comment period. Public comment is limited to those agenda items recognized by the chair as allowing public comment. Members of the public must limit their comments to the specific agenda item, subject to reasonable time limits and sign up requirements imposed by the Chair. Each person addressing the Board may be asked to give their name and neighborhood or city/county of residence for the record. The Chair, with the general consent of the Board, may limit the time of any and all addresses.
- C. RULES FOR THE PUBLIC. During Board of Health meetings, the following rules apply to the public:
  - 1. Any speaker must first be recognized by the Chair, must introduce themselves, and make all remarks to the Board.
  - 2. An attendee at a Board meeting may not disrupt, disturb or otherwise impede the orderly conduct of the meeting, including failing to obey any lawful order of the Chair to be seated, to refrain from addressing the Board or to leave the meeting room.
  - 3. An attendee at a Board of Health meeting may not threaten or attempt to intimidate any other person present at the Board meeting.
  - 4. In accordance with the fire code occupancy limits and to allow for a safe exit, unless addressing the Board or entering or leaving the room, an attendee should be seated in the seats provided for the public or in wheelchairs or other assistive devices and refrain from blocking doors or aisles.
  - 5. An attendee must silence their cell phone, pager, tablet, computer or any other electronic device so as to avoid disrupting the meeting.
  - 6. Animals are prohibited in the meeting room except for service animals permitted under the ADA. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.



- 7. Signs and posters are not permitted during Board of Health meetings.
- D. ENFORCEMENT OF PUBLIC DECORUM. The Chair of the Board is responsible for maintaining the order and decorum of meetings.
  - 1. If an attendee fails to follow the rules in this section, the Chair may announce that the attendee has failed to follow the decorum rules and order the attendee out of the meeting room.
  - 2. The Chair may interrupt any speaker who is violating the rules of decorum or otherwise disrupting a meeting.
  - 3. The Chair should attempt to provide a verbal warning to any attendee that is violating the rules of decorum, but the verbal warning is not required as a condition of ordering the attendee from the meeting room if there is imminent threat or danger.
  - 4. After leaving or being ordered to leave the meeting room, the attendee may not attend any remaining portion of the meeting from which the attendee was ordered to leave without permission granted upon motion adopted by a majority vote of the Board members in attendance.
  - 5. In addition to any other authority of the Chair, the Chair may call a recess during which time the members of the Board may be instructed by the Chair to leave the meeting room.
  - 6. If necessary for the safety of the Board and public, the Chair may order the meeting room cleared of all attendees. The meeting may continue only if the proceedings are televised or otherwise recorded so that they are available to the public.
  - 7. Nothing in these Rules limits, prohibits, or alters that authority of a police officer to enforce any applicable laws, including but not limited to disturbing the peace, trespassing, harassment, and interference with public employees and officials.

Any amendments to these Procedures require a vote of the majority of the Board of Health.

Applicable References and/or Regulations	Link
Broomfield City Ordinance No. 2022	<a href="https://drive.google.com/file/d/1yKm4O12SKEZ7QBSUw_Rf5QEwa0PXv51L/view?usp=sharing">https://drive.google.com/file/d/1yKm4O12SKEZ7QBSUw_Rf5QEwa0PXv51L/view?usp=sharing</a>

Revision	Date
Approved by the Board of Health at Regular Meeting	05.04.2023
Updated meeting procedures with rules for virtual and hybrid meetings	11.07.2024



Added Rules of Decorum section	11.06.2025
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Authorized Partner/Collaborator	Date
City & County Attorney Office	04.03.2023, 10.2023, 10.2025