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SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987

1745 County Road 102, Guffey, CO 80820 • (719) 689-9479 • www.guffeyfire.net

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POLICY NO. 200-2.06

BOARD MEETING PROCEDURES

Cross-Reference Entry — Governed by BAM v1.1 Chapters 3 and 4

Southern Park County Fire Protection District • Series 200 — Governance & Administration

Policy Number:	200-2.06	Document Number:	20260408_ADMIN_200-2.06_BoardMtgProcedure_sBAMRef_DRAFT-v0.3
Effective Date:	May 12, 2026	Adopted:	May 12, 2026
Reviewed / Revised:	—	Next Review:	Annual — Q1 each year
Approved By:	Board of Directors, SPCFPD	Policy Type:	CROSS-REFERENCE ENTRY
Governing Document:	Board Administrative Rules, Practices and Procedures Manual (BAM v1.1) • Chapters 3 and 4 • Adopted by the Board of Directors on April 8, 2026		
Cross-References:	BAM v1.1 (Chapters 3–4) • Policy 200-2.05 (Board Governance — BAM Ch.1–2) • Policy 200-2.07 (Board Meeting Procedures Policy — adopted March 13, 2026, Res. 2026-03-01) • Policy 200-2.08 (Public Comment Policy — adopted March 13, 2026, Res. 2026-03-02) • C.R.S. § 24-6-402 (Colorado Open Meetings Law) • C.R.S. § 32-1-903 (Regular Meeting Schedule) • HB21-1278 (Remote/Electronic Participation) • Robert’s Rules of Order, Newly Revised		

Cross-Reference Entry: Policy 200-2.06 is a formal cross-reference entry in the Policy Manual. It does not establish operative meeting procedure rules. The governing authority for Board meeting procedures is the Board Administrative Rules, Practices and Procedures Manual (BAM v1.1), Chapters 3 and 4, adopted April 8, 2026. The operative meeting procedures policy is Policy 200-2.07 (Board Meeting Procedures Policy), adopted March 13, 2026 by Resolution 2026-03-01. This entry provides a stable Policy Manual reference point and navigation guide to both.



1. PURPOSE AND NATURE OF THIS ENTRY

The Policy Manual occupies a different structural layer from the Board Administrative Rules, Practices and Procedures Manual (BAM). The BAM is the Board’s internal governance document, governing the Board’s own procedures, meeting conduct, and administration. The Policy Manual governs District-wide administration, personnel, operations, and services. Where the two manuals intersect — particularly on Board meeting procedures, which both the Board and District personnel must understand — the Policy Manual maintains cross-reference entries to avoid duplication while ensuring the Manual is a complete governance index.

Policy 200-2.06 occupies this slot in the 200-Series to: (1) formally acknowledge that Board meeting scheduling, notice, conduct, and agenda management — the matters addressed in BAM v1.1 Chapters 3 and 4 — are governed by the BAM and not restated here; (2) provide a stable citation point so that other policies and resolutions can reference “Policy 200-2.06 (Board Meeting Procedures)” and be understood to point to BAM Chapters 3 and 4; and (3) provide a structured navigation guide to BAM Chapters 3 and 4 for Policy Manual readers who need to locate meeting procedure provisions.

Relationship to Policy 200-2.07. This cross-reference entry coexists with Policy 200-2.07 (Board Meeting Procedures Policy), which is the operative standalone policy adopted by the Board on March 13, 2026. Policy 200-2.07 supplements and operationalizes BAM Chapters 3–4 for day-to-day practice — it is the policy Directors and staff actually follow at every meeting. This entry (200-2.06) is the Policy Manual’s index pointer to the BAM framework; Policy 200-2.07 is the enforceable rulebook built on that framework. In any conflict between Policy 200-2.07 and the BAM, the BAM controls.

What is NOT in this policy. This policy does not establish, restate, or amend any provision of the BAM or of Policy 200-2.07. Nothing in this entry modifies or supersedes either document. In any conflict between language in this cross-reference entry and the BAM, the BAM controls.

2. WHAT BAM CHAPTERS 3 AND 4 GOVERN

The following subjects are governed by BAM v1.1 Chapters 3 and 4. Directors, staff, and volunteers seeking guidance on meeting procedure should consult BAM Chapters 3–4 and Policy 200-2.07 directly. Copies of BAM v1.1 are maintained by the Secretary/Treasurer and posted at www.guffeyfire.net.

BAM Section	Title	Key Content / What It Governs
Chapter 3 — Meetings — Scheduling, Notice and Conduct		
§ 3.1	Types of Meetings	Regular, special, work session, emergency, organizational/annual, and executive sessions; definitions and statutory authority for each
§ 3.2	Regular Meeting Schedule	Established by annual resolution; default schedule at Station 1; posting requirements; C.R.S. § 32-1-903
§ 3.3	Notice Requirements	24-hour advance posting per C.R.S. § 24-6-402(2)(c); website and physical location posting; additional notice methods (email, social media)
§ 3.4	Executive Session	Statutory authority (C.R.S. § 24-6-402(4)); procedure for convening; required electronic recording; 90-day retention; no final action in executive session
§ 3.5	Quorum and Order of Business	Quorum = 3 of 5 Directors; 15-minute late-quorum rule; standard order of business (call to order through adjournment)
Chapter 4 — Agenda Preparation and Meeting Management		
§ 4.1	Agenda Preparation	Board Chair responsibility in consultation with Chief and Secretary; 72-hour packet distribution deadline; action item requirements
§ 4.2	Motions and Voting Procedure	Making and seconding motions; motion types (main, amend, table, postpone, call the question, reconsider); roll call votes for all resolutions; recording each Director’s vote



§ 4.3	Resolutions	When a formal resolution is required; sequential numbering format YYYY-MM-NNN; Secretary maintains official resolution register
§ 4.4	Public Input	Required period at each regular meeting; Chair may limit individual comments; Board not required to respond; see Policy 200-2.08 (Public Comment Policy) for full procedure

3. RELATIONSHIP TO OTHER POLICIES IN THIS SERIES

The following policies in the 200-Series address Board meeting procedures either as operative standalone policies or as companion cross-reference stubs. The table below maps their relationship to BAM Chapters 3–4 and to each other.

Policy	Title	Relationship to BAM Ch.3–4
200-2.06	Board Meeting Procedures — [This Policy]	Cross-reference stub. BAM Chapters 3–4 are the governing authority. This entry provides the Policy Manual citation point and navigation guide only.
200-2.07	Board Meeting Procedures Policy	Adopted standalone policy (March 13, 2026, Res. 2026-03-01) that implements and operationalizes BAM Chapters 3–4 for day-to-day meeting management. Contains the operative rules Directors and staff actually follow. BAM controls in any conflict.
200-2.08	Public Comment Policy	Adopted standalone policy (March 13, 2026, Res. 2026-03-02) implementing BAM § 4.4 (Public Input). Establishes time limits, speaker sign-in, written comment procedure, and Chair authority. BAM § 4.4 controls for the public comment period framework.
200-2.05	Board Governance	Companion cross-reference stub. BAM Chapters 1–2 are the governing authority for Board composition, fiduciary duties, ethics, conflicts of interest, and governance structure.
200-2.01	Code of Ethics and Conduct	Supplements BAM § 2.3 for all personnel; for Directors, the conduct standards at meetings in BAM § 3.4.2 and § 3.5 also apply directly.
200-2.04	Confidentiality and Non-Disclosure	Implements BAM § 2.3.3 for all personnel; executive session content is the most meeting-specific confidentiality obligation governed by BAM § 3.4 and C.R.S. § 24-6-402(2)(d.5).

Key distinction — this entry vs. Policy 200-2.07: Policy 200-2.06 (this document) is a Policy Manual index pointer: it holds the slot, directs readers to the BAM, and documents the landscape. Policy 200-2.07 is the adopted operative rulebook: it contains the actual notice requirements, quorum rules, agenda procedures, executive session protocol, and minutes requirements that govern every Board meeting. When in doubt about what to do at a meeting, consult Policy 200-2.07 and BAM Chapters 3–4 — not this entry.

4. STATUTORY AND REGULATORY FRAMEWORK

Board meeting procedures are governed by the following Colorado statutes and regulations in addition to the BAM. All District meeting conduct must comply with these authorities. Policy 200-2.07 § 3 provides the operative cross-references; this section identifies them for Policy Manual readers.

C.R.S. § 24-6-402 Colorado Open Meetings Law (OML). Requires that all meetings of a quorum of the Board at which public business is discussed or formal action may be taken be open to the public. Establishes executive session topics, notice requirements, and recording obligations. Violations may invalidate Board action.

C.R.S. § 32-1-903 Regular Meeting Schedule. Requires special districts to establish their regular meeting schedule and post it as specified. Governs notice when the schedule changes.

C.R.S. § 24-6-402(2)(d.5) Executive Session Recording. Requires that all executive sessions be electronically recorded. Recordings are retained a minimum of 90 days and are not public records.



HB21-1278 (C.R.S. § 24-6-402) Remote and Electronic Participation. Authorizes Board members to participate in and vote at meetings by telephone or electronic means, provided they can hear and be heard simultaneously. Public access must be maintained for virtual and hybrid formats.

5. HOW TO OBTAIN THE BAM AND POLICY 200-2.07

BAM v1.1 and Policy 200-2.07 are official District documents and public records. Both are available at the following locations:

- On the District website at www.guffeyfire.net (posted within 30 days of adoption per BAM § 10.1 and Policy 100-1.06 § 5(h));
At Station 1, 1745 County Road 102, Guffey, CO 80820, during regular business hours;
From the Secretary/Treasurer upon request; and
In the District's official records: BAM v1.1 (Document No. 20260408_GOV_BoardAdminManual_v0.8); Policy 200-2.07 (Document No. 20260313_ADMIN_200-2.07_BoardMtgPolicy_v1.2).

All newly elected or appointed Directors shall receive copies of both documents as part of their Board orientation per BAM § 7.2.3. The Secretary/Treasurer shall distribute updated copies whenever either document is amended.

6. AMENDMENT

This cross-reference entry shall be updated whenever BAM v1.1 is amended in a way that changes the chapter or article structure referenced in § 2, or whenever the relationship between Policy Manual 200-Series policies and BAM Chapters 3-4 materially changes. Amendment of this entry requires a majority Board vote per Policy 100-1.06 § 5. Amendment of the BAM itself requires four of five Directors per BAM § 10.2.3, independent of any amendment to this entry. Amendment of Policy 200-2.07 requires a majority Board vote per Policy 100-1.06 § 5, also independent of this entry.

7. SEVERABILITY

If any provision of this entry is held invalid or unenforceable, the remaining provisions and the governing authority of the BAM and Policy 200-2.07 are unaffected.

PASSAGE AND ADOPTION.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed public meeting, by the following vote:

Table with 4 columns: Director, AYE, NAY, ABSTAIN. Rows include Sean English (Board Chair), Mike Brandt (Secretary/Treasurer), Mike Parrish, Mike Smith, and Jennifer Taylor.



ATTESTATION.

IN WITNESS WHEREOF, the undersigned duly authorized officers hereby attest to the adoption of this policy.

Sean English

Board Chair — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Brandt

Secretary/Treasurer — Board of Directors,
SPCFPD

Date: May 12, 2026

Mike Parrish

Board Member — Board of Directors, SPCFPD

Date: May 12, 2026

Mike Smith

Board Member — Board of Directors, SPCFPD

Date: _____

Jennifer Taylor

Board Member — Board of Directors, SPCFPD

Date: May 12, 2026

CERTIFICATION.

I, Mike Brandt, Secretary/Treasurer of the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, hereby certify that the foregoing is a true and correct copy of Policy 200-2.06 duly adopted by the Board of Directors at a duly noticed public meeting, at which a quorum was present and acting throughout.

Mike Brandt

Secretary/Treasurer — Southern Park County Fire Protection District

Date: May 12, 2026



Document Revision History

Document: 20260408_ADMIN_200-2.06_BoardMtgProceduresBAMRef_DRAFT-v0.3 Policy: 200-2.06 — BOARD MEETING PROCEDURES (BAM Ch.3-4 Cross-Reference)

Table with 4 columns: Ver., Date, Author, Changes / Status. Rows include v0.1 (Initial adoption), v0.2 (BAM version reference update), v0.3 (BAM cross-reference correction), and V1.0 (Formally adopted).

Governing documents: BAM v0.8 (Chapters 3 and 4), adopted April 8, 2026, Document No. 20260408_GOV_BoardAdminManual_v0.8; Policy 200-2.07 (Board Meeting Procedures Policy), adopted March 13, 2026, Resolution No. 2026-03-01, Document No. 20260313_ADMIN_200-2.07_BoardMtgPolicy_v1.2. See also: Policy 200-2.05 (Board Governance — BAM Ch.1-2); Policy 200-2.08 (Public Comment Policy — BAM § 4.4, adopted March 13, 2026, Res. 2026-03-02); C.R.S. § 24-6-402 (Colorado Open Meetings Law); C.R.S. § 32-1-903 (Regular Meeting Schedule); HB21-1278 (Remote/Electronic Participation); Robert’s Rules of Order, Newly Revised.

— END OF POLICY 200-2.06 —

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