

BY AUTHORITY

ORDINANCE NO. **4249**

COUNCILLOR'S BILL NO. **15**

SERIES OF 2024

INTRODUCED BY COUNCILLORS

DeMott, Nurmela

A BILL

FOR AN ORDINANCE CREATING THE WARDS ADVISORY COMMITTEE

WHEREAS, in November 2023, Westminster voters approved an advisory ballot question that read, "Shall the Westminster City Council propose by 2026 a system of electing some or all City Council members from geographic wards rather than at-large?"; and

WHEREAS, City Council has expressed interest in forming a Wards Advisory Committee with the purpose of developing recommendations to City Council on the governance structure of a wards proposal; and

WHEREAS, City Council now desires to adopt the following ordinance creating the Wards Advisory Committee.

THE CITY OF WESTMINSTER ORDAINS:

Section 1. Creation and Term. There is hereby established the Wards Advisory Committee, hereinafter referred to as "the Committee," consisting of up to seven (7) regular members to be appointed by the City Council, with each Councilor naming one (1) individual to the Committee.

Section 2. Advisory Members. In addition to the regular members identified above, the Committee shall further consist of one (1) City Councilor appointed by the Mayor, one (1) member of the City Clerk's Office, and one (1) attorney from the City Attorney's Office. Such members shall serve in an advisory capacity to the Committee, shall have the right to participate in all meetings of the Committee, but shall not have the right to vote.

- (A) The City Clerk's Office member shall: (1) provide perspective and logistical guidance relating to the conduct of elections and similar matters; and (2) be responsible for recording the minutes of the meetings, storing the Committee's records, and ensuring Committee members receive meeting agenda materials.
- (B) The City Attorney's Office member shall act as the Committee's legal advisor.

Section 3. Duties of Committee.

- (A) The Committee shall discuss and evaluate, and submit to the City Council no later than July 22, 2024, one or more recommendations for a wards systems of representation for the City of Westminster (hereinafter, "Wards Systems") for the City Council's consideration for referral to the 2024 General Election ballot.
- (B) The Committee's submittal(s) to the City Council shall include only the following: (i) the number of wards or districts; and (ii) the number of Councilors per ward/district and at-large, if any, including a Mayor elected at-large.
- (C) The drawing of ward/district boundaries or maps shall not be part of the Committee's scope of duties at this time. In the event a Wards System is approved by Westminster voters, the City Council may choose to reconstitute the Committee in 2025 to provide input on ward/district boundaries. Accordingly, the Committee shall focus its limited time and

resources solely on the number of wards or districts and the number of Councillors per ward/district and at-large, if any, and shall neither discuss in its meetings nor present in its submittal(s) to the City Council any ward/district boundaries or maps.

- (D) Upon submittal of one or more Wards Systems, the City Council shall decide, at a public meeting, whether to adopt or amend a Wards Systems recommendation by ballot referral ordinance to the 2024 General Election ballot. In the event the City Council does not approve a submitted Wards System for referral to the 2024 ballot, the City Council may instruct City staff to bring forward an alternate ballot proposal for voter consideration, or may table the question until a later time.

Section 4. Meetings; Quorum. The Committee shall decide on meeting dates and times. A record of the minutes of each meeting shall be kept and placed in the office of the City Clerk for public inspection. Except as provided by Westminster Municipal Code (W.M.C.) section 2-1-6(A), all meetings of the Committee shall be open to the public. Each member of the Committee shall be required to vote on each item before the Committee unless a conflict of interest has been determined to exist. A quorum shall consist of a majority of those members entitled to act, and a decision of a majority of the quorum of such members shall control.

Section 5. Officers; Duties. The Committee shall elect a Committee Chair and Vice-Chair at the Committee’s first meeting.

- (A) The Chair shall preside at all meetings, shall rule on all points of order or procedure unless overruled by a majority vote of the members present, and shall sign any documents for the proceedings of the Committee over which the Chair presided.
- (B) In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. In the absence of both the Chair and Vice-Chair, the City Clerk’s Office member shall call the Committee to order and call the roll of members. If a quorum is present, the Committee shall choose, by majority vote of those present, an acting chair for the meeting.

Section 6. By and through this ordinance, the Wards Advisory Committee is exempt from the restrictions contained in section 2-1-1(B), W.M.C., and, thereby, current members of City boards and commissions shall be authorized and eligible to serve on the Wards Advisory Committee. Further, in the event any part of this ordinance conflicts, or is inconsistent, with any other provision of the Westminster Municipal Code, this ordinance shall control as to the subject matter of hereof and shall be interpreted in a manner that bests accomplish the goals and intent of this ordinance.

Section 7. This ordinance shall take effect upon its passage after second reading. The title and purpose of this ordinance shall be published prior to its consideration on second reading. The full text of this ordinance shall be published within ten (10) days after its enactment after second reading.

INTRODUCED, PASSED ON FIRST READING, AND TITLE AND PURPOSE ORDERED PUBLISHED this 13th day of May, 2024.

PASSED, ENACTED ON SECOND READING, AND FULL TEXT ORDERED PUBLISHED this 20th day of May, 2024.

ATTEST:



City Clerk

Nancy McNally

Mayor

APPROVED AS TO LEGAL FORM:

David Frankel

City Attorney’s Office