

**RESOLUTION OF THE TOWN OF MOUNTAIN, COLORADO
ESTSABLISHING AND ADOPTING BYLAWS OF AN
EMPLOYEE DEVELOPMENT COMMITTEE**

RESOLUTION No. 2020 – 0417 - 09

RECITALS:

WHEREAS, the Town Council of the Town of Mountain Village, pursuant to the Town of Mountain Village Home Rule Charter Section 3.6(d), has the authority to create and dissolve advisory or fact-finding boards, commissions or committees which are considered necessary or desirable by the Town Council in the course of carrying out its legislative responsibilities of enacting, amending or repealing ordinance; and

WHEREAS, while pursuant to the Town of Mountain Village Home Rule Charter Section 6.1(a)(2)(I) the Town Council does not have the authority to hire, suspend, or dismiss Town Staff, the Town Council does desire to ensure the recruitment, motivation, and retention of a qualified and competent work force of public servants within the Town of Mountain Village (“Town”); and

WHEREAS, the Town Council wishes to create an Employee Development Committee (“Advisory Committee”); and

WHEREAS, the Advisory Committee will provide advice and recommendations to the Town Council in order to meet the Town’s goals and objectives for the recruitment, motivation, and retention of a qualified and competent staff; and

WHEREAS, the Town Council desires to adopt bylaws for purposes of setting forth the operational structure and mission of the Advisory Committee.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Mountain Village, Colorado, that:

Section 1. The Bylaws of the Town of Mountain Village Employee Development Committee attached as Exhibit A are hereby adopted and approved.

Section 2. This Resolution shall be in full force and effect upon its passage and adoption.

ADOPTED AND APPROVED by the Town Council at a regular public meeting held on the 17th day of April 2020.

TOWN OF MOUNTAIN VILLAGE,
TOWN COUNCIL

By: 
Laila Benitez, Mayor

ATTEST:


Susan Johnston, Town Clerk

APPROVED AS TO FORM:


Jim Mahoney, Assistant Town Attorney

**BYLAWS OF THE TOWN OF MOUNTAIN VILLAGE
EMPLOYEE DEVELOPMENT COMMITTEE**

**ARTICLE I
Formation and Authority**

Section 1 Name. The name of this Committee shall be the Employee Development Committee (The "Committee"). The Committee is authorized by the Town of Mountain Village ("Town") Town Council to perform the tasks set forth herein. The Committee shall not have any binding authority on the Town and shall be limited to the scope specifically set forth herein.

Section 2 Formation. This Committee shall be formed at the direction and approval of the Town Council. This Committee is organized pursuant to Section 3.6(d) of the Town Charter, which states that the power to create and dissolve advisory or fact-finding boards, commissions, committees in the course of carrying out its legislative responsibilities.

Section 3 Authority. In the performance of the Responsibilities outlined in Article II of these Bylaws, the Committee shall comply with all requirements and provisions of local and state law, including but not limited to the Town Charter and Municipal Code. Specifically, the provisions of Article VI of the Town Charter, which states that all Town personnel, other certain expressly stated administrative staff, shall be hired, suspended or dismissed by the Town Manager, with the advice and consent of the Mayor. The Committee shall at all times act in an advisory capacity to the Town Council and shall not have the authority to unilaterally make employment decisions or make changes Town compensation and benefits packages.

**ARTICLE II
Responsibilities**

Section 1 Tasks. With the purpose of ensuring the recruitment, motivation, and retention of a qualified and competent work force and advising the Town Council with regard to the same, the Committee shall be tasked with the following:

- A. Task 1: Market Research.** The Committee shall benchmark employee compensation and benefits structure to corporate and municipal entities of similar size and scope and provide the Town recommendations concerning its employee compensation and benefits policies. Such a benchmark shall be conducted at least every two years and shall be conducted on a consistent basis in order to establish a reliable trend over time.
- B. Task 2: Internal Goals and Metrics.** The Committee shall review the Town's goals for recruitment, retention and engagement of a competent workforce and provide policy recommendations concerning those goals. With the Human Resources Department, the Committee shall develop recommendations to Council for policies concerning both initiatives to develop and metrics to track effective employee recruitment, retention and engagement.

- C. Task 3: Leadership, Development and Performance. The Committee shall, in an advisory role to Council, Town Manager, and the Human Resources Department, ensure there are robust processes regarding employee development, employee performance assessment and any significant competency gaps with respect to the Town leadership team. Additionally, The Committee shall ensure that leadership positions are clearly defined regarding key competencies and deliverables.
- D. Task 4: Succession Planning and Employee Development. The Committee shall engage with the Office of the Town Manager to ensure the Town has a robust process surrounding employee development and review succession plans on an annual basis.
- E. Task 5: Additional Requests. At the request of the Mayor and Town Council, perform further review and further advise within the scope of the above outlined tasks and in accordance with the limitations imposed by the local and state law, including but not limited to the Town Charter and Municipal Code.
- F. Task 6: Annual and Periodic Reporting. The Committee shall provide periodic updates to the Town Council, regarding the above listed tasks.

ARTICLE III Membership

Section 1 Appointments.

- A. The Town Council shall appoint the Members of the Committee. There shall be a total of not more than four (4) Members of the Committee, which shall include two (2) currently serving Town Council Members, the Town Manager, and the Human Resources Director.
- B. The Town Council may discuss candidates prior to appointment to the Committee as an action at its regular meeting.

Section 2 Purpose. The responsibilities of the Committee members are outlined in Article II.

Section 3 Term. The Committee shall continue at the discretion of the Town Council. Town Councilors appointed to the Committee shall serve for a period of two (2) years provided they meet the qualifications as set forth herein.

Section 4 Qualifications. Members of the Committee shall be either currently serving Town Council Members, and must meet all qualifications of such, or current employees of the Town.

Section 5 Replacement. Upon the vacation, removal or expiration of a Committee member seat, a replacement Committee member(s) shall be appointed by the Town Council following the same process as the original appointment.

Section 6 Removal. A Committee member may be removed from the Committee by majority vote of the non-committee members of the Town Council. Either Member may request the Town Council to remove a Committee member who is absent from 50% of the regularly scheduled meetings within a 12-month period. (In case of extenuating circumstances, the Committee may choose to make an exception to this point).

ARTICLE IV Officers and Staff Support

Section 1 Officers. Due to limited membership, the Committee shall not elect officers. Membership shall share duties and responsibilities to efficiently and appropriately conduct the business of the Committee.

Section 2 Staffing Support. The Human Resources Department, the Town Manager, and other Town Staff at the discretion of the Town Manager shall provide staff support to the Committee to accomplish the tasks set forth above or as directed by the Town Council. Secretarial duties for the Committee will be maintained by the Human Resources Department. Secretarial responsibilities involve the following:

1. To keep minutes at the discretion of the Committee; and
2. To keep records of the Committee; and
3. To attend all Committee meetings; and,
4. To assist with other matters as the Committee may direct to accomplish the tasks outlined above.

The Committee shall not direct any Town Staff member in any manner in how to perform their duties as a Town employee.

ARTICLE V Meetings

Section 1 Regular Meetings. The schedule for the meetings shall be collectively determined by Committee Members, in consultation with the complete membership. The Committee shall hold meetings at regular intervals necessary to accomplish the Responsibilities listed in Article II. The Committee shall not be required to hold a minimum number of meetings per year; however, the Committee shall use best efforts to hold at least three (3) regular meetings per year, to be held within the first three fiscal quarters. Attendance by Committee members shall be in person.

Section 2 Special Meetings. The Committee shall hold special meetings at the request of any two (2) Members and upon unanimous approval of the complete membership.

Section 3 Order of Business. At regular meetings of the Committee, the following outline presents the recommended order of business:

- On an annual basis the Committee shall review the leadership team succession plan.

- The Committee shall, at least every two years, evaluate any changes to the salary and benefit programs to ensure competitive compensation plans and reasonable employee retention.
- On an annual basis The Committee shall evaluate the performance review and staff development process to ensure it remains a robust and value creating.

Section 4 Voting. Due to limited membership, the Committee shall not have voting authority; rather any and all actions arising out of the Committee regular meetings shall require unanimous consent of the members. Any such action of the Committee is intended only to provide a means of creating a recommendation to the Town Council for consideration.


Section 5 Quorum. A majority of members of the Committee shall be necessary to constitute a quorum for the transaction of business.

Section 6 Rules of Order. Unless otherwise specified in these bylaws, the Committee will follow procedures outline in Robert's Rules of Order, Newly Revised.

Section 7 Agenda. A Member or appointed staff shall prepare the agenda with input from other Members of the Committee, and copies distributed in advance of the meeting. Other items of the agenda shall include but not be limited to disposition of minutes of the previous meeting and Committee reports, as well as old and new business.

ADOPTED AND APPROVED by the Town Council at a regular public meeting held on the 17th day of April 2020.

TOWN OF MOUNTAIN VILLAGE,
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