

**CITY OF CASTLE PINES
RESOLUTION NO. 26-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES,
COLORADO ADOPTING CITY COUNCIL PROCEDURES, PROTOCOLS FOR
CITY COUNCIL AND BOARDS AND COMMISSIONS AND 2026-2027 CITY
COUNCIL GUIDING PRINCIPLES**

WHEREAS, the City Council is authorized to adopt policies, procedures and guidelines to govern the conduct of Council business; and

WHEREAS, in accordance with Section 3.9 of the Castle Pines Home Rule Charter, the City Council is directed to prescribe procedures and rules of order governing Council meetings; and

WHEREAS, the City Council previously adopted Council procedures and rules of order in 2024; and

WHEREAS, the City Council desires to update its procedural rules to incorporate executive session procedures and to provide uniform protocols to guide Council as well as other City boards and commissions; and

WHEREAS, the City Council further desires to update and affirm guiding principles regarding its commitment to work together for the benefit of the community of Castle Pines; and

WHEREAS, the City Council's intention in adopting the documents identified in Section 1 of this Resolution is to promote good governance in every aspect of City government.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO:

Section 1. The City Council hereby adopts the following policy documents to replace those policy documents approved via Resolution No. 22-11 and authorizes City staff to publish such documents on the City's website:

1. City Council Procedures and Rules of Order;
2. City Council and Boards/Commissions Protocols; and
3. 2026-2027 City Council Guiding Principles.

Section 2. This Resolution is effective upon adoption.

**INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO BY A VOTE OF 6
IN FAVOR, 0 AGAINST, AND 1 ABSENT THIS 27th DAY OF JANUARY, 2026.**



ATTEST:

Tobi Duffey

Tobi Duffey, MMC, City Clerk

BY:

Tracy Engerman

Tracy Engerman (Mar 11, 2026 10:56:02 MDT)

Tracy Engerman, Mayor

Approved as to form:

Linda Michow

Linda Michow (Feb 26, 2026 12:33:08 MST)

Linda C. Michow, City Attorney

ATTACHMENT 1
CITY COUNCIL PROCEDURES AND RULES OF ORDER



2026-2027 City Council Guiding Principles

Our Vision

Castle Pines strives to be a cohesive and welcoming Colorado community that celebrates our distinct neighborhood identity, fosters a vibrant outdoor lifestyle, and promotes responsible growth in our living, working, and recreational spaces.

Our Action

Your Castle Pines City Council and city staff are committed to delivering exceptional municipal services by excelling in operations and fostering a culture of bold innovation. We embrace a proactive stance and promise to drive forward our vision through purposeful and decisive actions.

Our Strategic Objectives

We will honor our past while ensuring a successful future through excellence in:

Actions to ensure long-term **financial resiliency and vitality**

Constructing **reliable and safe infrastructure**

Building our community through **intentional and responsible development**

Continuous outreach and engagement to **foster a united community**

Supporting **high-performing operations** through our top-notch city government

Attracting a wide variety of top-tier businesses to maximize our **economic strength**

Our Role

As elected officials of a Home Rule Council/Manager form of government, we are the legislative and governing body of the City. As a group, we set policy and adopt laws, ordinances, resolutions, and an annual budget as we deem appropriate. The City Charter charges the City Manager and the staff to manage the day-to-day activities of our municipal government, such as preparing the annual budget, hiring staff, enforcing laws and regulations, and carrying out Council policy directives.

Our Commitment To Work Together

As elected officials, we will:

Listen - We will listen to what fellow Council Members, community members, visitors, and staff have to say. Listening with an open mind builds trust.

Lead - We will serve as a model of leadership and civility to the community. We will strive to inspire public confidence in City government. We will demonstrate honesty and integrity in every action and statement.

Seek Consensus - We will seek common ground among competing interests and strive for consensus.

Disagree Agreeably - We may disagree with each other but will treat the opinions of others with respect. We will use a professional tone and temperament even when we don't agree. Our disagreements can lead to constructive solutions to real problems.

Respect the Will of the Majority - While we may not all agree with the Council's final decision, we will uphold the decision of the majority and not undermine it. If we want to affect change, we will do so in a constructive manner consistent with Council policies and procedures.

Respect the Rights of the Minority - We will be sensitive to the feelings and concerns of those who do not agree with the majority. We will respect their position and refrain from criticizing them for disagreeing with the remainder of the Council.

Treat Everyone with Respect - We will not publicly embarrass or humiliate our fellow Council Members, citizens, or staff. We will be aware of our body language, our tone of voice, and the words we use to ensure we are maintaining decorum and respecting our colleagues. While disagreements are expected and acceptable, we will maintain an atmosphere of goodwill and respect. We will focus on ideas and suggestions rather than question motives, intelligence, or integrity. We will demonstrate respect for the democratic process and respect for the community we serve.

Treat Staff as Professionals - We respect the role of staff as professionals and depend on the City Manager to manage staff performance and depend on them to implement Council direction.

Share information - In order for all Council Members to have the same information, we will share relevant information and use the Council Update on our agenda as the primary vehicle to share information.

Make Decisions in the Open - We will be transparent and conduct our business, not just by the letter of the Open Meetings law, but with the spirit of it as well.

Communicate the Decisions of Council - We will accurately communicate the majority decisions of the City Council, even if we disagree with the decision; and by so doing, affirm the respect and integrity of our decision-making process.

Nurture the Value of the Individual and Recognize the Strength of the Team - We believe the Council's legal and political strength is maximized when we work as a team. Constituents expect their elected officials to work together for the common good of the City and our constituents.

Trust Your Judgment; Make Tough Decisions - The voters elected us to make informed decisions. We realize some of the most difficult decisions are those that represent the greater good, sometimes against the wishes and desires of individual citizens.

Personal City Council Commitment:

To ensure we are committed to working together for the greater good of the Castle Pines community, each member of City Council adheres to the following personal expectations:

Responsibility.

- I understand that the community expects me to serve with dignity and respect and be an agent of the democratic process.
- I avoid actions that might cause the public to question my independent judgment.
- I do not use my office or the resources of the city for personal or political gain.
- I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the city and its citizens.

Fairness.

- I promote consistency, equity, and non-discrimination in public agency decision-making.
- I make decisions based on the merits of an issue, including research and facts.
- I encourage diverse public engagement in decision-making processes and support the right of the public to have access to public information concerning the conduct of the city's business.

Respect.

- I treat my fellow city officials, staff, board and commission members, and the public with patience, courtesy, civility, and respect, even when we disagree on what is best for the community and its citizens.

Integrity

- I am honest with all elected officials, staff, board and commission members, and the public.
- I am prepared to make decisions for the best interest of the public, whether those decisions are popular or not.
- I take responsibility for my actions even when it is uncomfortable to do so.

Council Member Chris Eubanks

Council Member Deborah Metzger Mulvey

Council Member Nate Winegar

Council Member Ron Cole

Council Member Geoff Blue

Council Member Kori Salazar

Mayor Tracy Engerman

ATTACHMENT 2
CITY COUNCIL AND BOARDS AND COMMISSIONS PROTOCOLS



CITY COUNCIL PROCEDURES AND RULES OF ORDER

Proposed February 27, 2026

The Council hereby adopts the following procedures and rules of order under the authority of Section 3.9 of the Castle Pines Home Rule Charter. The purpose of these procedures is to establish a framework for the orderly conduct of meetings. The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.

These procedures, in conjunction with Robert's Rules of Order Newly Revised, shall govern the conduct of all Council Meetings; however, in handling routine business, Council may, by general consent, use a more informal procedure than that set forth in this procedure. Council may suspend these rules of procedure at any given time by a vote of four Council members or two-thirds of Council members present, whichever is greater.

1. Legislative Body and Officers

- a) City Council
The City Council is the legislative and governing body of the City. Each member shall be addressed as Council Member (last name).
- b) Mayor – Presiding Officer
The Mayor shall be the Presiding Officer at meetings of the Council and shall be addressed as Mr./Ms. Mayor or Mayor (last name). The Mayor is a member of the City Council.
- c) Mayor Pro Tem
The Council shall elect one of its members to serve as Mayor Pro Tem. The Mayor Pro Tem is nominated and appointed, by a majority vote of Council members present, at the organizational meeting in January.
- d) Temporary Chair
 - 1. In the event of the absence or disability of both the Mayor and Mayor Pro Tem that would prevent them from attending any meeting of the City Council, the City Clerk shall call the meeting to order and call the roll. The Council shall then proceed to elect, by a majority vote of those present, a temporary chair of the meeting.
 - 2. The temporary chair serves as Presiding Officer until the arrival of the Mayor or Mayor Pro Tem. Upon conclusion of the agenda item or business currently before the Council, the Temporary Chair relinquishes the chair

2. Meetings

- a) Regular Meetings
 - 1. The City Council shall conduct regular meetings on a regular day and time as set by the City Council. When a regular meeting date falls on a holiday

or a day of special observance that is officially recognized by the City, the regular meeting shall be canceled and the City Council may, at the Council's discretion, reschedule the meeting for another date and time.

2. When a regular meeting must be canceled due to unforeseen or unanticipated circumstances, such as but not limited to emergency, absence of a quorum, or failure of a required public notice, the Mayor is authorized to instruct staff to cancel the regular meeting, and the Mayor may reschedule the meeting to another date and time. The City Clerk shall prepare notice of the rescheduled meeting and shall cause the notice to be delivered, at least 24 hours in advance of the rescheduled meeting date, by electronic mail, to each member of City Council, the City Manager, City Attorney, and posted at the City's designated posting place.

b) Special Meetings

1. Special meetings of the City Council may be called by the Mayor or any three (3) members of the Council by notice to each Council Member via electronic mail. Such advance written notice shall set forth the date, hour, place, and purpose of such meeting. The City Clerk shall prepare the notice and cause the notice to be delivered by electronic mail to each member of City Council, the City Manager, City Attorney, and posted at the City's designated posting place.
2. A special meeting may also be called and notice thereof given by majority consent of Council present at any regular meeting, subject to the time and notice requirements set forth hereinabove; however, that further written notice of such special meeting will not be necessary for those Council members present.

c) Study Sessions

The Council may conduct study sessions. Study sessions shall be limited to the presentation of information to the Council and the Council's discussion of the information. Public comment shall not be taken at study sessions. Council may offer and accept reports, direct the City Manager, and provide general guidance concerning public business under discussion. A quorum of Council is not required in order to hold a study session. No official business shall occur during a study session.

d) Executive Sessions.

1. The City Council may call and may conduct one or more executive sessions during any regular or special meeting of the City Council. No advance notice of an executive session shall be required, and the intent to hold an executive session need not be noted on a meeting agenda.
2. The City Council shall comply with applicable requirements of the Colorado Open Meetings Law, C.R.S. §§ 24-6-401 through 24-6-402, in the calling and conduct of executive sessions.
3. Council intends to be as specific as possible as to the purpose of the executive session in all motions made by Council to enter an executive session.

4. During an executive session, the Mayor shall serve as the presiding officer and chairperson. The City Attorney shall serve as the recording secretary of an executive session. The City Clerk or the City Attorney shall be responsible for the preservation of the recording for the required 90-day period.
5. The Mayor, Council members, and participants shall have an affirmative obligation to immediately voice objection *during the executive session* regarding the propriety of an executive session and the session's conformance with the Open Meetings Law.
6. Attendance at Executive Sessions.

Required attendees at an executive session shall include the legislative body of the City (Mayor and all members of the City Council) present at the meeting unless the Mayor or a Council member is unable to attend due to a conflict of interest. If a Council member or the Mayor has a conflict of interest, as defined under City ordinance or Council policy, regarding the subject matter of the executive session, he or she shall so state on the record, shall abstain from voting on the motion to go into executive session, and shall not participate in the executive session nor be entitled to listen to a recording of the executive session, as contemplated in this Policy. If a member of Council or the Mayor believes that another Council member or Mayor has a conflict of interest, as defined under City ordinance or Council policy, he or she shall raise the potential conflict for a vote by the Council. If a majority of a quorum present determines a conflict of interest exists, the Council member or Mayor with the conflict of interest shall abstain from voting on the motion to go into executive session, and shall not participate in the executive session nor be entitled to listen to a recording of the executive session, as contemplated in this Policy. The City Manager and City Attorney shall attend all executive sessions unless the subject matter of the executive session relates to either position and/or a majority of a quorum of Council present votes to exclude the City Manager and/or City Attorney.
7. Invitees to Executive Sessions.

By consensus of a quorum present, the administrative staff of the City, consultants, or other persons may be invited to attend an executive session.
8. Remote Participation.

No remote participation is permitted for executive sessions.
9. Recording of Executive Sessions.

Executive session discussions of the City Council shall be electronically recorded by or through the recording secretary for the executive session, except that:

 - a. Electronic recording shall not be required for two successive meetings of the City Council while the regularly used electronic equipment is inoperable; or
 - b. If, in the opinion of the attorney who is representing the City and who is in attendance at the executive session, all or a portion of the discussion

during the executive session constitutes a privileged attorney-client communication, no record shall be required to be kept of the part of the discussion that constitutes a privileged attorney-client communication. Any electronic record of the executive session discussion shall reflect that no further record was kept of the discussion based on the opinion of the attorney representing the City, as stated for the record during the executive session, that the discussion constitutes a privileged attorney-client communication.

10. Individual Recording and Written Notes.

Persons in attendance during an executive session shall not take written notes, personally record, or engage in a transcription of the discussion during any executive session, with the exception of the recording secretary during a malfunction of the recording equipment. Persons in attendance may make abbreviated notations only as may be reasonably necessary to permit the person to later recall information such as dates, names, and other data needed to follow up on actions subsequent to the executive session or to permit such person to participate in the discussion.

11. Public Access to Recording.

No portion of the recording of an executive session shall be open for public inspection or subject to discovery in any administrative or judicial proceeding, except upon the consent of a majority of all members of the City Council, or as provided in C.R.S. § 24-6-402(2)(II)(C) and section 24-72-204(5.5), or as specifically provided for in this Policy. Should a majority of all members of the City Council consent to disclosure of an executive session recording in accordance herewith, the procedure in this policy for access to such recording shall be followed.

12. Council Member Access to Recording.

A member of the City Council may, *without* prior approval or consent of the City Council, listen to a recording of an executive session in the following circumstances and in accordance with the following procedures:

- a. The Council member must have either attended the executive session or was properly excused from attendance at the regular or special meeting during which the executive session was held.
- b. The Council member shall contact the City Clerk to arrange a mutually available date and time for listening to the executive session recording. The City Clerk shall cause the recording to be duplicated. The City Clerk shall provide to the Council member the duplicated recording together with access to a private room, suitable for secure and confidential listening by the Council member.
- c. No person may accompany a Council member during the listening of the executive session recording except for: (1) other Council members who are also qualified to listen to such recording pursuant to this policy; (2) the City Manager, if the Manager was in attendance during the executive session; and (3) the City Attorney, if the City Attorney was in attendance during the executive session.
- d. No Council member may copy, record, or otherwise transcribe all or any portion of an executive session recording.

- e. No Council member may remove the recording of an executive session from the private room designated for listening of the recording except for the purpose of returning the recording to the City Clerk or the Clerk's designee.

13. Administrative Staff Access to Executive Session Recordings.

The City Manager and/or the City Attorney may, *without* prior approval or consent of the City Council, listen to a recording of an executive session only in the following circumstances and in accordance with the following procedures:

The Manager or Attorney who seeks to listen to the recording shall have attended the executive session;

The review of the recording is necessary for the purpose of performing the Manager's or Attorney's official functions

No person may accompany the City Manager or the City Attorney during the listening of the executive session recording.

14. Council May Authorize Access to Executive Session Recordings.

Nothing in this Policy shall limit or preclude the City Council from authorizing access to a recording of an executive session, except that such authorization shall require the consent of a majority of all members of the City Council. Should a majority of all members of the City Council consent to disclosure of an executive session recording in accordance herewith, the procedure for access to such recording shall be followed.

15. Retention of Executive Session Recording.

The recording of an executive session shall be retained for not less than ninety (90) days after the date of the executive session. The City Manager shall provide for a procedure to manage retention of executive session recordings in accordance with this Policy.

e) Quorum

A majority of the members of the Council in office shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later date and time.

f) Meetings to be Public

All regular meetings, study sessions, or special meetings of the City Council shall be open to the public as required by the Colorado Open Meetings Law, and the public shall have a reasonable opportunity to be heard as provided by these *Rules of Order and Procedures*.

g) City Attorney

The City Attorney or the City Attorney's designated representative shall attend all regular and or special meetings of the City Council and shall attend other meetings and sessions of the City Council as requested by the Council.

h) City Clerk / Minutes

1. The City Clerk shall attend and shall keep the minutes of each regular or

special meeting of the City Council.

2. The minutes of meetings shall record what action was taken rather than what was said.
3. Minutes shall list the number of votes in favor of an issue and against an issue, along with the names of the Council Members voting against the issue.
4. At any time prior to the City Clerk's certification of the minutes as approved by the Council, the Clerk may change the minutes to correct spelling or typographical errors, provided that such a change does not alter the substance or meaning of the minutes. Council is encouraged to provide non-substantive changes to the City Clerk outside of Council meetings and prior to Council approval of the minutes.
5. Upon acceptance of the minutes by Council, the City Clerk and the Mayor shall sign the minutes.

i) Public Comment

Public Comment is a time set aside for citizens to address the Council concerning City business not otherwise on the agenda for a public hearing.

Procedure for public comment:

1. To accommodate all people wishing to speak, speakers are requested to sign up and limit comments to no more than three (3) minutes for an individual or five (5) minutes for a person representing a group. Based on the number of people who have signed up for Public Comment, the Mayor/Chair may reduce the three (3) and five (5) minute time limits.
2. Depending on the business at hand, the scheduled public comment portion of the agenda will be held to an overall time limit of 30 minutes. Speakers may only speak once and may not cede time to other commenters. When that time expires, the speaker may be permitted to complete a sentence but should make no further remarks.
3. At the discretion of the Mayor, public comment may be closed and reopened at a later time or date to be announced.
4. Individuals may comment regarding items on the Council agenda or about any other topic they wish to address to the City Council related to the business of the City. Comments specific to agenda items scheduled for public hearings should be reserved and delivered during the public hearing to ensure compliance with due process. Commenters who are called upon by the Mayor to speak are the only persons allowed to speak during the allotted time.
5. All comments should be addressed directly to the Council. City Council members and the Mayor typically do not respond during public comment.

6. Courtesy, civility, and respect for others is expected. Comments or other interruptions from the audience intended for commenters or others are not permitted. Cheering, snapping, clapping, and other disruptions are not allowed during or upon completion of any public comment.
7. Signs, banners, and other distracting items are not allowed in the City Council chambers. Staff will request that materials remain outside the room, or persons carrying them may be asked to leave.

j) Consent Agenda

During approval of the Consent Agenda or prior to approval of the Consent Agenda, a Council member may make a motion requesting that one or more items be removed from the Consent Agenda and added to General Business. Any motion to remove Consent Agenda items must be seconded and voted upon before an item is removed from the Consent Agenda. Items removed from the Consent Agenda will be considered in correct numerical order with the other items on General Business.

k) General Business

Presentations by outside organizations, updates, and consideration of Ordinances, Resolutions, and Motions are all a part of General Business. Items where substantial public comment is expected are generally placed first on the agenda, but critical items or items of extreme public interest may be placed first when deemed appropriate by the Mayor or City Manager.

l) Council Reports

Council reports are intended to inform other Council Members about meetings and information that are of value and beneficial to the body as a whole, including sharing information learned from meetings attended by Council Members or informing the public on community events or City construction projects. With the consensus of the majority of the Council, staff may be given substantive direction.

m) Attendance and Absences

All Council members are expected to attend all regular, special, and study session meetings.

1. In the event any Council Member is unable to attend any meeting of the City Council, such member shall advise the Mayor, City Manager, or City Clerk in advance of the meeting.
2. The Presiding Officer shall excuse the absence of any member where:
 - a. The Council member contacted the Mayor, City Manager, or City Clerk in advance of the meeting regarding the reason for the absence; and
 - b. The reason for the absence is due to circumstances that were unforeseeable or unavoidable, such as but not limited to emergencies, illness, vacations scheduled well in advance of a meeting, last-minute familial obligations, or work obligations.

n) Telephonic/electronic Meetings

1. A member or all members of the City Council may participate in a

regular or special meeting or study session by telephone or electronic means of participation only as follows:

- a. Electronic participation must permit clear, uninterrupted, and two-way communication for the participating Council Member(s) or City boards and commission member(s). Remote participants must keep their camera on during the entire meeting. Should the Mayor determine that the participation does not meet these requirements, the Mayor shall retain the authority to terminate the electronic participation.
- b. The Mayor or Chair may adjourn the meeting if Electronic Participation results in interference in the meeting process; e.g., where the telephone or electronic connection is repeatedly lost, the quality of the connection is unduly noisy, or a participating member is unable to hear other speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.
- c. To the maximum extent feasible, the public is provided an opportunity to listen to or otherwise monitor the meeting in real time.
- d. All votes of the City Council, City boards, and commissions during such meetings are conducted by roll call.
- e. Minutes of City Council Meetings and Meetings of City boards and commissions are taken and recorded, and such records are open to public inspection.
- f. Full and timely notice is given to the public, setting forth the time of the meeting, that the meeting will be held in an electronic format, and providing access information for the meeting.

2. Arranging Electronic Participation

The City shall initiate electronic participation no more than ten (10) minutes prior to the scheduled meeting time.

3. Public Hearings

Legislative Public Hearings may be held during hybrid or fully virtual meetings. Council Members may participate remotely in Legislative Public Hearings that are held in person. Quasi-Judicial Public Hearings shall not be held virtually, except in the case of a health pandemic, natural disaster, or other declaration of emergency affecting the City ("Emergency"). Council Members shall not participate remotely in Quasi-Judicial Public Hearings held in-person.

4. Standard of Substantial Compliance.

The standard for public participation is substantial compliance. Technological errors preventing a particular member(s) of the public from participating in a public hearing shall not invalidate the hearing proceedings, unless City Council determines that such error fails to comply with due process requirements under applicable law.

3. Agenda

- a) Items are placed on the agenda by the City Manager in consultation with the Mayor. Council members with items for future agendas should contact the City Manager and request that the agenda item be added. The requested agenda item will be added to a Study Session of the Regular City Council Meeting agenda within 90 days.

- b) Order of agenda

The staff will set the order of the agenda, which will be generally as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comment
6. Presentation of Minutes
7. Consent Agenda
8. General Business
9. City Manager's Report
10. Council Member Reports
11. Mayor's Report
12. Executive Session (as needed)
13. Adjournment

4. Rules of Speaking

- a) To be recognized, a Council member or staff member addresses the Mayor. The Mayor shall recognize Council members or staff.
- b) The Mayor recognizes by calling out the Council Member's name. Only one person may have the floor at a time. A person shall not speak while another has the floor except in the case where a Council member makes a "Point of Order." A "Point of Order" relates to conduct that would not be considered appropriate conduct of the meeting; for example, if the Mayor moved on to a vote on a motion that permits debate without allowing discussion or debate or if comments that are being made are duplicative or not germane to the topic at hand. After a Council Member finishes speaking, the Mayor generally recognizes the next person who first asks for the floor after it has been relinquished.
- c) When necessary, the Mayor may call a recess to reframe the tone and temperament of the meeting.
- d) Questions and/or comments are rotated. Each individual Council member is given the opportunity to ask questions or make comments before Council members are allowed to speak for a second time, except in circumstances when responding to a question from a fellow Council member. The Mayor may end the discussion or debate to vote on the policy questions before the Council.

- e) The Mayor may intervene in Council debate in order to determine whether the Council wishes to postpone the Council action if more information or staff work appears to be warranted to facilitate a Council decision.
- f) Any Council Member may appeal a ruling of the Mayor to the Council. If the appeal is seconded, the member making the appeal may briefly state their reason for same, and the Mayor may briefly explain their ruling, but there shall be no debate on the appeal. The Mayor shall then put the question, "Shall the ruling of the Chair be upheld?" If a majority of Council Members present vote "Yes," the ruling of the Mayor is sustained; otherwise, it is overruled.

5. Procedure in Handling Motions (general/most common usage motions)

a) Classes of Motions

When an item is before the Council, the following types of motions shall govern.

1. **Main:** Basic motions introduce items of business before Council. A basic motion might be: "I move to approve Resolution Number....."
2. **Motions to Amend:** A main motion may be changed by moving to amend it. A motion to amend takes the main motion that is currently before the Council and seeks to change it in some way. A motion to amend might state: "I move to amend the motion approving Resolution Number __ to add a new condition of approval as follows:...."
3. **Motions to Withdraw:** A motion to withdraw allows the maker of the motion to withdraw their motion prior to when the Mayor calls for the vote.

b) Debate on Motions

Motions are subject to discussion. Each of the foregoing classes of motions is subject to discussion and debate subject to the decision of the Mayor to move on and take action. Non-debatable motions are those motions that, when made, must be immediately called on by the Mayor for a vote by the Council without debate or discussion. Motions that are not debatable include:

- Motion to adjourn to the next regularly scheduled meeting;
- Motion to recess, with the Mayor determining the length of recess;
- Motion to fix the time to adjourn;
- Motion to postpone an item;
- Motion to withdraw a motion; or
- Motion to limit debate.

c) Majority and Supermajority Votes

- Voting ultimately decides all questions and items before Council. Most decisions and motions require a simple majority to pass. A simple majority means the majority of Council members present if a quorum exists (e.g., 3 out of 4, if only 4 members are present). Certain decisions require a super-majority to pass.
 - Emergency ordinances require the concurrence of three-fourths of the City Council present;
 - Motion to limit debate or to move the question requires the concurrence of two-thirds of the Council members present to pass;
 - Motion to suspend these Rules of Order and Procedures requires the concurrence of two-thirds of the Council members present to pass.
- d) Tie Votes: No Right to Abstain
In the case of a tie vote, the motion fails. Council Members may not abstain from voting.
- e) Conflict of Interest
A Council Member may be recused if such member has a direct financial conflict of interest (as defined in Sec. 2-8-30 of the municipal code), in which case the member shall declare the conflict. If a Council Member believes they may have a conflict of interest, such member must confer with the City Attorney prior to the meeting, whenever possible. In the event of a declared financial conflict of interest, the Council Member must immediately leave the City Council chambers before there is any discussion or consideration of the item.
- f) Motions to Reconsider
A motion to reconsider a decision previously passed may only be made at the same meeting or at the next regular Council meeting. The motion must be made by a Council Member who voted in the majority on the original motion. A member who voted in the minority cannot make a motion to reconsider.

6. Procedure in Handling Ordinances and Resolutions

- a) All ordinances require two readings with publication and a public hearing. First reading of an ordinance is typically placed on the consent agenda.
- b) On the second reading of an ordinance, the Mayor reads the title of the item set forth on the agenda and opens the public hearing, followed by a staff presentation. After the presentation, Council has an opportunity to ask questions of staff. Public hearings of ordinances involving applications before the City Council shall include an opportunity for an applicant to present evidence in support of their application, and rebuttal of any public comment. The Mayor will then open the public comment portion of the public hearing. After public comment is heard, the Mayor will close the public comment portion of the public hearing. The Mayor then

requests an appropriate motion. Once seconded, the Mayor restates the question or may ask the Clerk to restate the motion, followed by a discussion by Council. The City Manager, City Attorney, and staff may respond to questions raised by Council, if any. After any discussion, the Mayor restates the question and requests a vote. After a vote is taken by the City Clerk, the City Clerk shall declare the ordinance adopted, defeated, or continued. If the public hearing is not continued, it is then closed.

- c) Resolution titles are read by the Mayor and followed by a staff presentation if requested. The Mayor will ask for a motion. Once seconded, the Mayor restates the question, followed by a discussion by Council. The City Manager, City Attorney, and staff may respond to questions raised by Council, if any. After any discussion, the Mayor restates the question and requests a vote. After a vote is taken by the City Clerk, the City Clerk shall declare the resolution adopted, defeated, or continued.

7. Voting

Council may vote by means of a roll call voice vote or an electronic voting system.

8. Parliamentary Procedure

Except as otherwise provided herein, all matters of procedure are governed by Robert's Rules of Order Newly Revised.

9. Amendments

These Rules of Order and Procedures may be amended by a majority vote of the Council Members present at a Council meeting at which a quorum exists. Any proposed amendments shall be submitted in writing to each member of Council at least ten (10) days in advance of the City Council meeting at which such amendments are to be considered.

10. Variations in Procedures

Minor deviations or variations to these Rules may occur organically during a Council meeting. Any such minor variation or deviation shall not constitute a violation of due process.

ATTACHMENT 3
2026 CITY COUNCIL GUIDING PRINCIPLES



CITY COUNCIL AND BOARDS/COMMISSIONS PROTOCOLS

Proposed February 27, 2026

I. Purpose and Intent

Public servants have a responsibility to carry out their duties with integrity. In order to preserve the confidence and trust of the public, City Council, and staff, the Castle Pines City Council has adopted these Protocols to provide uniform guidelines to direct the conduct of the City's Council and Planning and Zoning Commission, as well as any future boards or commissions the City Council may create hereinafter referred to as Boards. The primary goal of these protocols is to establish a highly effective Council and Boards/Commissions that ensure exceptional governance in Castle Pines.

Non-substantive changes to this document may be made and then distributed to Council/Boards/Commissions.

II. Meeting Protocols

- a. All Boards/Commissions shall follow the City Council Procedures and Rules of Order as amended from time to time.
- b. All members of the City Council, including the Mayor and Mayor Pro-Tem, as well as individual members of any appointed boards/committees, have equal votes. No Council/Board member has more influence or opportunity than any other Board Member, and all should be treated with equal respect.
- c. Council/Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as the Board may "agree to disagree" on contentious issues.
- d. Honor the role of the Presiding Officer in maintaining order. It is the responsibility of the Presiding Officer to keep the comments of Council/Board Members on track during public meetings. Council/Board Members should honor efforts by the Presiding Officer to focus discussion on current agenda items. If there is disagreement about the Presiding Officer's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- e. Council/Boards are expected to attend meetings having reviewed all the materials.
- f. Council/Board Members with different points of view should seek to find common ground in a respectful manner to benefit the community as a whole.
- g. Council/Board Members should be aware of their tone and temperament at all times.

- h. Council/Boards shall make the public feel welcome and refrain from partiality, prejudice or disrespect toward any individual participating in or attending a public forum. Members of City Council/Boards will be fair and impartial in listening to public testimony.
- i. Council/Board Members should practice civility, professionalism, and decorum in discussions and debates. Members should be aware of their tone and temperament during discussion and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Council expects civility among and between Council, Boards, and members of the public while in meetings.
- j. Any person who makes threatening or obscene remarks or becomes disruptive or who makes threats against any person or against public order and security while in the Council Chamber shall be removed from the meeting at the direction of the Presiding Officer.
- k. Council/Boards shall always show respect for each other and City staff.
- l. Members of the Council/Boards, staff, and the public shall refrain from sidebar conversations and outbursts, including clapping, jeering, and snorting.
- m. Council expects all Council/Board members to keep an open mind without prejudgment, to work collaboratively, openly discuss and evaluate options, and listen to the concerns of other Council/Board members.
- n. To maintain efficiency, Council/Board Members should simply state their assent, rather than restating a point. The Presiding Officer may move on from duplicative or off-topic comments.
- o. Council/Board Members should ask the Presiding Officer to intervene if the discussion becomes repetitive or off-topic.
- p. Members should feel comfortable communicating the reasoning for their voting decision during the debate. After the decision has been made, all members shall support the body's decision and move forward.
- q. It is improper for any Council/Board member to state or attempt to state the vote or sentiments of any absent Council/Board member.
- r. Council/Boards agree to bring non-substantive changes to items on the agenda to staff outside of a public meeting and retain substantive items for public discussion with Council/Boards.
- s. The City Council is responsible for making policy. The City staff is responsible for implementing policy.

III. Confidential Information

Council/Board members will be provided with information that is confidential within an executive session or through written communication. Disclosure of confidential information to outside parties or individuals is a violation of the confidential attorney-client or other legal privilege. The privilege is held by the City Council/Board as a whole. Only the City Council/Board acting at an open meeting can waive this privilege. It is a breach of these protocols and a violation of public duty for any individual Council or Board member to provide confidential information to an outside third party. This protocol shall not be construed as

prohibiting the City Manager and City Attorney from distributing confidential information to other City management staff to the extent reasonably necessary to implement Council direction or fulfill their responsibilities to the organization. Any other person receiving such information is also subject to the privilege and may not waive the privilege.

IV. Making Public Statements Including Via Social Media

- a. Council/Board members who engage in personal use of social media separate from the City's social media may not use the trademark, logo, or name of the City or that of any City department or program, nor may they use their affiliation with the City in association with that personal use. Council/Board members may not speak as a representative of the City in the course of their personal use of social media. In cases where a Council/Board member's personal use of social media may be perceived as being on behalf of the City, such as if an individual identifies themselves as a City official or is widely known to be a City official, that individual shall include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the City of Castle Pines.
- b. When giving a written or oral opinion concerning issues facing or involving the City, all Council/Board members shall refrain from making statements on behalf of the City or the body upon which they serve unless such person has explicitly been authorized by the respective body.
- c. No Council/Board member shall make commitments on behalf of the Council/Board/City without express authorization from such Council/Board or City Manager.
- d. Council/Board members should practice civility, professionalism, and decorum in discussions, debate, and social media. Members should be aware of their tone and temperament in public communications and, especially, in written media and social media. While difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action, Council/Board Members should consider if their comments may also violate the City Council Procedures and Rules or Order or this document.

V. Council/Boards and City Employee Communications

- a. Council/Board members will receive information that is substantive and relevant to the Council/Board's policymaking authority.
- b. Email communications by and among Council/Board members are subject to the Colorado Open Meetings and Open Records laws, and therefore, may be subject to disclosure. Council/Board Members shall refrain from communicating on public business items among three or more members. They shall avoid the use of "reply all" to prevent potential violations of the Open Meetings law.
- c. Council/Boards should seek direction from the City Manager if there is any doubt regarding the appropriate level of contact with City employees.
- d. Council/Boards should notify the City Manager's office in advance of public meetings about key questions, clarifications, and discussion points related to the Council packet, projects, or any policy question they would like addressed during the public meeting.
- e. For routine questions or requests (e.g., code complaints, questions regarding agenda items),

Council/Boards should contact the City Manager's office.

- f. It is the responsibility of the City Manager to ensure evenness of information when Council/Board Members submit questions related to any aspect of Council/Board business. The City Manager will ensure all substantive information for Council/Board Members is communicated evenly.
- g. If a Council/Board Member disagrees with the City Manager's response to a request, the Council/Board Member should present the issue to the entire Council/Board.
- h. Council/Boards should initiate legal questions through the City Attorney's office and inform the City Manager of the inquiry.
- i. Any Council/Board member's request for additional information that would take a significant amount of staff time/resources (ie., over 30-minutes of staff time) or should one Council/Board member's cumulative number of requests have negative impact to staff resources or their ability to do the work of the City, shall be referred back to the Council/Board to receive a majority opinion that it merits an investment of City resources.
- j. Critical or negative comments about staff shall only be made to the City Manager outside of any public meeting to maintain a professional and respectful environment.

VI. Council Conduct with Boards

- a. The City Council may establish various Boards and Commissions as a means of gathering community input and recommendations to Council. Council members shall refrain from having any ex-parte communications with Boards concerning issues and/or applications before any quasi-judicial body.
- b. Since the attendance of three or more Council members constitutes a legal Council meeting, the Council members should advise the City Clerk at least 24 hours in advance of their planned attendance at another function where discussion of City business is anticipated so the appropriate and timely public notice can be prepared and posted.

VII. Council Meetings with Boards and Commissions and Liaisons

- a. Council may meet with the Council-appointed Boards on an as-needed basis.
- b. The Mayor may appoint a Council liaison to any Board/Commission/Committee as deemed appropriate. The role of the liaison shall be to convey current and relevant information on Council activities and to provide input as requested. This is not a voting position, nor shall the liaison participate in the business of the Board.

VIII. Violations

- a. Violations of these City Council/Boards/Commissions Protocols may result in the following pursuant to the procedure provided in Section VIII.b below:
 - i. Admonishment during a public meeting on the record
 - ii. Public Censure
 - iii. Removal of appointments to formal and informal seats on various boards and commissions

- iv. Removal as Chair Pro Tem
 - v. Removal of Chairperson
 - vi. Removal as Mayor Pro Tem
- b. The City Council may consider any alleged violation of these Protocols at a duly noticed public meeting following receipt of a written complaint. The City Council will provide the Council/Board/Commission member who is the subject of the complaint with an opportunity to appear at the meeting and be heard, or provide a written response, prior to the scheduled meeting date. Should the City Council find that a violation has occurred by a preponderance of the evidence, the City Council may decide the appropriate sanction as provided in Section VIII.a above.