

From: [Kevin Bommer](#)
To: [Kevin Bommer](#)
Subject: 2024-2025 CML Policy Committee: Appointments, dates, and instructions for proposing legislation
Date: Wednesday, July 24, 2024 3:40:45 PM
Attachments: [image001.png](#)
[CML Policy Committee Roster as of 07-24-2024.pdf](#)
[CML Policy Committee Roles and Responsibilities.pdf](#)

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To: CML Member Mayors, Managers, Attorneys and Clerks
Cc: 2023-2024 Policy Committee Members
From: Kevin Bommer, executive director
Date: July 25, 2024
Subject: 2024-2025 CML Policy Committee - appointments, dates, & instructions for proposing legislation

In preparation for the 2025 legislative session, Colorado Municipal League (CML) member municipalities are now asked to appoint/confirm representatives who will serve on the League's 2024-2025 Policy Committee, as well as for municipal members to submit any legislative or policy proposals for committee consideration and recommendation to the CML Executive Board. Each representative will be expected to read and adhere to the *Policy Committee Roles and Responsibilities*, as outlined in the attachment and covered in more detail below.

CML Policy Committee membership eligibility

Each CML member municipality is entitled to designate at least one representative to the League's Policy Committee. Cities with a population over 100,000 are entitled to appoint two representatives. Municipalities may also designate an alternate in the event a voting member is unable to attend. Alternates may attend meetings but may only vote if a voting member is not in attendance.

Appointments and reappointments to the committee are good through June 2025. **Please note that appointees from the 2023-2024 policy committee (including any members added after April) are presumed to carry over unless the League staff is otherwise informed.** CML asks member municipalities to review the current policy committee roster (Attachment A) to verify their policy committee representative and alternate. If a member municipality has a change in their policy committee representatives, they should email the updated information to Kevin Bommer at kbommer@cml.org by August 31.

The CML Policy Committee is an essential part of the policy development process at CML, and all municipalities are encouraged to take advantage of the opportunity to have their voices heard as part of the discussion on legislation and policies that directly impact municipalities.

Prior to appointment, each policy committee representative and alternate should review the *Policy Committee Roles and Responsibilities* document (Attachment B). General policy committee responsibilities include:

1. Attending and participating in all Policy Committee meetings, in-person or virtually, and voting on policy positions to recommend to the CML Executive Board.
2. Evaluating requests from member municipalities for CML-initiated legislation and making a recommendation to the Executive Board.
3. Reviewing the League's [*2024-2025 Policy Statement*](#) that guides League positions on policy issues affecting municipalities and proposing revisions, if necessary. (Any recommended changes to the policy statement are voted on by CML members at the Annual Business Meeting that takes place as part of CML's Annual Conference.)

2024-2025 Meeting dates (subject to change)

All meetings are 9:00 - Noon

- Friday, Oct. 11
- Friday, Dec. 6
- Friday, Jan. 17 (Virtual)
- Friday, Feb. 21
- Friday, March 14 (Virtual)

Member Proposals for CML-Initiated Legislation

Each municipality may choose to submit a proposal for CML-initiated legislation (CML staff will create and carry forth the legislation on behalf of member municipalities) to the full committee for consideration. The municipality's Policy Committee member(s) must be prepared to present their municipality's consensus proposal at the October Policy Committee meeting.

Any municipality wanting to submit a proposal for initiated legislation must have a member complete the online form at

<https://forms.office.com/r/qs9jcaW8H6>.

In September, CML will distribute the proposals to policy committee members for review and discussion within that member's municipality. Committee members should review proposals with their municipality or constituency and be prepared to discuss and debate each on behalf of their respective municipalities at each meeting.

CML staff may also submit suggested policy and/or legislative items for the committee's consideration.

Requests for Initiated Legislation are due by Monday, September 9.

Updating the Annual Policy Statement

The CML Policy Committee is also the starting point for proposed amendments to the Policy Statement.

The CML Policy Statement is a living document that is approved annually by

members at CML's Annual Business Meeting and has evolved throughout the history of the League. When legislation or policy issues are considered, the CML staff, Policy Committee, and Executive Board look first to the Policy Statement to develop recommendations and formal positions. In this way, the policy statement acts as a guide for CML advocacy.

Members can download a copy of the 2024-2025 Policy Statement [here](#). Proposed amendments to the Policy Statement will be discussed at a later meeting, and the due date for requested amendments will be established and announced at the first Policy Committee meeting.

Attachments

- Attachment A: 2023-24 (Prior Year) Policy Committee Roster (does not include section chairs)
- Attachment B: *Policy Committee Roles and Responsibilities*

Until Heather Stauffer returns from leave in September, please direct any questions to me at kbommer@cml.org

Kevin

Kevin Bommer
Executive Director
Colorado Municipal League
1144 Sherman Street
Denver, CO 80203
(303) 831-6411 · (866) 578-0936
kbommer@cml.org · www.cml.org



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