

**IDDEAS Advisory Council  
Denver Human Services**

**ARTICLE I**

**NAME**

The name of this Council will be the IDDEAS Advisory Council (hereinafter “Council”).

**ARTICLE II**

**STATEMENT OF PURPOSE**

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To advise and provide recommendations to Denver Human Services (DHS) by providing a voice for and stating the desires of members of the community to inform the use of dedicated mill levy funds so that they best benefit the wellbeing of persons with intellectual and/or developmental disabilities and their families who are residents of the City and County of Denver.

- a. Develop a process for reviewing, analyzing, and recommending areas of focus for dedicated mill levy funds to support persons with intellectual and/or developmental disabilities (or recipients of funds) in Denver including responding to new or existing areas of focus.
- b. Coordinate feedback and conduct outreach to inform Council discussions and share vital program access opportunities. This Council serves as a sounding board to understand and convey the opportunities and challenges facing persons with intellectual and/or developmental disabilities in the City and County of Denver.
- c. Consider local and state statutes and/or regulations to ensure that recommendations align with applicable laws, both current and proposed.
- d. As requested by Denver Human Services and/or the staff liaison, engage in discussion and respond to specific emerging issues and their potential impact, identifying the views of interested parties.

## ARTICLE III

### MEMBERSHIP

1. Number. The Council will consist of no more than eleven (11) voting members and two (2) non-voting members which will include a delegate from the Community Centered Board (“CCB”), and the staff liaison from Denver Human Services.
2. Composition and Selection. All voting members will be appointed by the Executive Director of Denver Human Services.
  - a. All voting members will be residents of the City and County of Denver.
  - b. At least two voting members should have an intellectual or developmental disability, or be a family member or caregiver to someone who has an intellectual or developmental disability. Persons with I/DD may be granted a residency waiver so long as they live in the Denver metro area and demonstrate relationships with or access to Denver programs and services.
  - c. The members of the Council will make a good faith effort to represent the diversity of the community including gender, age distribution, sexual orientation, political affiliation, and geographic demographics.
  - d. Denver Human Services will provide a staff liaison who will be a non-voting member of the Council.
  - e. The Community Centered Board will provide a delegate who will be a non-voting member of the Council to ensure open communication and mitigate duplication of services.
  - f. Any voting member with an intellectual and developmental disability may make a written request that Denver Human Services recruit a non-voting member to serve as a neutral Council Advocate that provides support to this member in their role on the Council. The Council Advocate will be identified by DHS through a professional advocate organization, or be an authorized supportive decision maker identified by the voting member in question. The Council Advocate is not required to be a Denver resident due to their non-voting status.
  - g. Voting members may choose to receive compensation for each meeting attended. Compensation will be provided per meeting



be consulted on removals due to attendance or other participation concerns. Only the Executive Director of Denver Human Services has the authority for removing a member of the Council.

6. Resignation. A member may resign their membership at any time by providing written notice to the Executive Director of Denver Human Services or to a staff designee at least a month in advance, if possible.
7. DHS Staff. The Council will have a liaison from Denver Human Services.

## ARTICLE IV

### OFFICERS

1. The officers of the Council will be two (2) co-chairpersons. The co-chairpersons will be chosen by the Council by election and will serve for a one-year term. An officer may serve as the CAC Member.
2. The co-chairpersons will:
  - a. Preside at meetings of the Council.
  - b. Represent the Council in their capacities as officers of the Council.
  - c. Facilitate consensus-building activities around topics central to the purpose of the Council.
  - d. Ensure that the members of the Council, in collaboration with Denver Human Services, are engaging the community to solicit feedback on a regular basis.
  - e. Fully participate in planning activities with DHS staff liaison, as requested.
3. Limitations. An officer serves for a one (1) year term. Officers may be re-nominated and elected by the Council at the end of each term served.
4. Secretary. The liaison from Denver Human Services, or their delegate, will act as the Secretary.
  - a. The Secretary will give, or cause to be given, notice of all Council meetings and will attend all such meetings and keep a record of their proceedings.
  - b. The Secretary will assist with facilitation, conduct research and analysis, and manage the solicitation and contracting process.
  - c. The Secretary will record the meetings, either by electronic or written means.
  - d. The Secretary will track the terms for each member and co-chair to assure compliance with the term requirements of these bylaws.

## ARTICLE V

### MEETINGS

1. Number. The Council will meet at least four (4) times a year.
  - a. Additional meetings may be called by the co-chairs, or the Secretary, as needed to ensure that the goals and duties of Council are being met.
  - b. All meetings will be scheduled in advance.
2. Notice of Additional Meetings. Notice of any additional meetings of the Council will be given not less than seven (7) days prior thereto to each member personally, by mail or e-mail. The notice of all meetings will state the place, day, and hour of the meeting. Public notice of agendas for the meeting will be provided at least 48 hours in advance.
3. Place of Meeting. Meeting of the Council will be held at such place or places within the City and County of Denver as may be designated, including but not limited to Denver Human Services offices and use of virtual meeting technology approved for use by the City and County of Denver technology services.
4. Quorum. The presence of no less than 3 voting Council Members at a meeting will constitute a quorum.
  - a. In the absence of quorum for any meeting, the meeting will automatically be adjourned to the next scheduled meeting date without further notice.
  - b. No official business, beyond adjourning the meeting, may be conducted with less than a quorum in any meeting.
5. Organization. Either Co-chairperson will call meetings of the Council to order. In the absence of said officers, any member may call the meeting to order and a temporary Chairperson will be elected for purposes of conducting the meeting.
6. Voting. Each voting member will be entitled to vote.
  - a. Voting by proxy will not be allowed.
  - b. When a quorum is present at any meeting, the affirmative vote of a majority of those present will decide any question brought before such meeting, unless a different vote is required by ordinance or these bylaws, in which case such express provision will control.

- c. If a majority of a quorum cannot be obtained in any vote, for example if there are only three (3) members present and one member abstains and the other two members cannot agree, then no decision will be made on that question.
  - d. All Council voting must take place in a properly noticed public meeting.
  - e. New business, not included in the agenda, may be addressed if all members of the Council agree to do so.
  - f. A record of any vote will be maintained by the Secretary.
7. Participation. A member may participate in a meeting of the Council through the use of any means of effective communications, such as by telephone.
- a. Any means of participation must ensure that all members participating in the meeting can be heard and must not distract from the conduct of the meeting.
  - b. This policy is intended to support full contribution of all members and telephone, or other, capability should be the exception rather than rule to in person meeting attendance when possible.
  - c. A member participating in a meeting in this manner is deemed to be present at the meeting.
8. Open Meetings. All regular and special meetings of the Council will be open to the public. Orientation for new Council members may be conducted outside of public meetings so long as no official/formal Council business is discussed.
9. Public Comment. The Council will regularly set aside time for public comment during council meetings, to be assigned on the agenda.
- a. Typically, public comment periods are 20 minutes long, allowing for three (3) minutes per commenter.
  - b. Exceptions may be made for meetings that are community-focused, and will be written into the meeting agenda.
  - c. Other parameters guiding public comment will be outlined in a Public Comment protocol and approved by the Council, to be followed by members of the public and the Council.
10. Rules of Procedure. The Council will use parliamentary procedures and additional facilitation methods to build consensus around recommendations. Questions of parliamentary procedure not covered by

these bylaws will be governed by Robert’s Rules of Order, Revised Edition.

## **ARTICLE VI**

### **DUTIES AND RESPONSIBILITIES**

1. The Council will:
  - a. Make recommendations to the Executive Director of Denver Human Services on needs to address and opportunities to explore based on community needs captured through engagement, investigation, and reports out to the Council.
  - b. Liaise with Community Centered Board Community Advisory Council to ensure coordination and avoid unintentional duplication.
  - c. Voting members must recuse themselves from decisions that would create a conflict of interest, as detailed in the Ethics section below.
  - d. Maintain an open, welcoming environment where people are afforded respect and consideration for their time, experiences, ideas, and concerns.

## **ARTICLE VII**

### **CITY AND COUNTY OF DENVER CODE OF ETHICS**

1. It is the intent of the city that its officers, officials, and employees adhere to high levels of ethical conduct, honesty, integrity, and accountability, so that the public will have confidence that persons in positions of public responsibility are acting for the benefit of the public. Officers, officials, and employees comply with both the letter and spirit of this ethics code and strive to avoid situations that create impropriety or the appearance of impropriety. Areas of specific concern are highlighted below, but the council is directed to review and refer to the Code of Ethics for further information.
2. Official means a member of a city board, commission, or council.
3. Except when advised by the city attorney that the rule of necessity applies, an officer, official, or employee will not take direct official action on a matter before the city if he or she or a member of the immediate family, a business associate, or an employer other than the city of the

officer, official, or employee has any substantial employment, contractual or financial interest in the matter.

4. Direct official action is defined as and includes:
  - a. Negotiating, approving, disapproving, administering, enforcing, or recommending for or against a contract, purchase order, lease concession, franchise, grant, business loan, or other similar instrument in which the city is a party. With regard to “recommending,” direct official action occurs only if the person making the recommendation is the informal line of decision making;
  - b. Selecting or recommending vendors, concessionaires, or other types of entities to do business with the city;
  - c. Involvement with the appointing and/or termination of independent contractors;
  - d. Doing research for, representing, or scheduling appointments for an officer, official, or employee, provided that these activities are in connection with that officer’s, official’s, or employee’s performance of the above-listed actions.
  - e. Nothing in these bylaws necessarily provides authority to this Council to take any of the above actions. The Executive Director of Denver Human Services reserves the right to make all decisions pertaining to the use of Mill Levy funds.
  - f. A person who abstains from a vote is not exercising direct official action.
  - g. If a member has any potential conflict of interest with or relationship to the item under review, he or she must declare it and recuse himself or herself from all discussion of the item as well as any decisions made about it.
5. Immediate Family. Immediate family means husband, wife, son, daughter, mother, father, step-son, step-daughter, step-mother, step-father, father- or mother-in-law, son- or daughter-in-law, brother- or sister-in-law, aunt, uncle nephew, niece, grandmother, grandfather, grandchildren, brother, sister, domestic partner, any person with whom he or she is cohabiting, and any person to whom he or she is engaged to be married. The term includes any minor children for whom the person or his or her domestic partner provides day-to-day care and financial support. A “domestic partner” is an unmarried adult, unrelated by blood,

with whom an unmarried officer, official, or employee has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.

6. Gifts. The acceptance of gifts by members of Council may be a violation of the Code of Ethics of the City and County of Denver. Members should refer to Section 2-60 – Gifts to officers, officials, and employees of the Denver Municipal Code for further information.
7. Aiding others. No officer, official, or employee may knowingly aid or assist any officer, official, or employee in the violation of any provision of this code of ethics.
8. Updates. The City and County of Denver updates its Code of Ethics on an annual basis. Members are required to acquaint themselves with the Code of Ethics and any updates that pertain to their work on the Council. Members may also refer to the Memorandum prepared by Michael Henry, Executive Director of the Denver Board of Ethics which summarizes the rules as they apply to boards and commissions.

## **ARTICLE VIII**

### **AMENDMENT**

After consultation with the liaison from Denver Human Services, the bylaws of the Council will be subject to alteration, amendment or repeal and new bylaws may be adopted, by the affirmative vote of a majority of a quorum of the members of the Council subject to the approval of the Executive Director of Denver Human Services. Notice of proposed changes, edits or updates will be provided to members in advance with the meeting notice. These bylaws will be amended as needed to conform with the City and County law and Agency for Human Rights and Community Partnerships' Policy.

## **ARTICLE IX**

### **EFFECTIVE DATE: APPLICABILITY**

These bylaws will take effect and supersede any previously adopted bylaws as of the effective date of the approval by a quorum of the Council.

**ARTICLE X**  
**CERTIFICATION**

The undersigned hereby certifies that she or he is the duly appointed Co-chair of the Council and that the foregoing bylaws constitute a true and complete copy of the duly adopted bylaws of the Council presently in full force and effect.

APPROVED THIS 05 of DECEMBER 2023

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Lindsay Westmiller  
Co-chair

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Kaley Day  
Co-chair