



**COLORADO**

Colorado Water Conservation Board

Department of Natural Resources

## Colorado Water Conservation Board Stakeholder Group Code of Conduct

<u>Owner</u>	<u>Approved by</u>	<u>Revision Date</u>	<u>Original Effective Date</u>
CWCB Director	Becky Mitchell	1/1/2022	1/1/2021

**Our Mission: The Colorado Water Conservation Board mission is to conserve, develop, protect and manage Colorado’s water for present and future generations.**

The Colorado Water Conservation Board (CWCB) is committed to providing an environment in which people are safe, respected and able to share their unique perspectives to fulfill the CWCB mission. As laid out in statute, the DNR and CWCB work with stakeholders to ensure the proper coordination of Colorado Water Conservation Board Information, policies, resources and proper integration of statewide water supply planning. Among other things, these efforts aim to support the nine basin roundtables in their specific legislative charge to facilitate continued discussion within and between basins on water management issues as well as to encourage locally driven collaborative solutions to water supply challenges. These conversations are best supported when conduct supports positive, productive and inclusive discussion as detailed below.

### **I. Purpose**

This Code of Conduct builds from the Colorado Department of Natural Resources (DNR) code of conduct and relates to all CWCB Stakeholder or Community Groups (e.g. basin roundtables) or Grant Awardees as defined in section V of this Code of Conduct. Where applicable, the CWCB asks that this code of conduct be adopted formally into existing processes, procedures or rules to ensure functionality, respect and decorum in communications as noted here.

### **II. Authority**

House Bill-05-1177; DNR Code of Conduct, DNR Travel Policy; Colorado Open Meetings Law §§ 24-6-401, et seq., C.R.S., and the case law interpreting it, as well as the Colorado Administrative Procedures Act (“CAPA”), §§ 24-4-101, et seq., C.R.S. Rules of Conduct § 24-18-104.

### **III. Code of Conduct**

- Communicate in a professional, respectful, truthful, and courteous way to meeting attendees, participants, members, CWCB board, CWCB staff, partners, grant applicants, contractors and members of the public at all times.
- Practice self-management and take ownership of personal behaviors, actions and well-being including serving as a positive role model to others and contributing as part of a team that strives for compromise and collaboration.
- Ensure all written communications and work products reflect the principles in the previous bullets, facilitate basin conversation around issues of interest in a positive manner and operate with the understanding that all





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communications related to CWCB matters are subject to Colorado Open Records Act requests.

- Promote an equitable, diverse and inclusive environment that treats everyone fairly and demonstrates respect for all people and their ideas.
- Listen actively, welcome constructive criticism, share information in an open, truthful, and appropriate manner; embrace forward-looking innovation and solutions consistent with the principles in the Colorado Water Plan.
- Practice excellent stewardship of public trust and public resources such as avoiding or appropriately addressing conflicts of interest and other behaviors that may harm reputations, partners, the CWCB or the State of Colorado.
- Refrain from any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm.

#### **IV. Best Practices**

- Maintain responsibility for noticing meeting details including all applicable online access needs, call-in information and meeting location details at least 24 hours prior to meetings as well as posting meeting minutes in a timely manner after meeting for all meetings as required through any applicable statutes, legislation or laws.
- Adhere to applicable Federal, State and local laws and policies, Governor's executive orders, state and local public health orders, and other applicable state, DNR and CWCB policies and procedures while conducting business as a member of a local public body and/or, where applicable, a state public body.
- Perform duties associated with the tasks of the local public body promptly and effectively and always strive to perform at the highest level possible; working to ensure timelines are adequate, generally reasonable and consistent with similar state and public processes.

#### **V. Definitions**

Stakeholder and Community Groups: any groups, including basin roundtables (defined in HB-05-1177), that provide grant award recommendations or input to the CWCB, CWCB programs; or receive funding from a DNR agency for any portion of their operations.

Grant Awardees: any entity or organization that has received funding from a DNR agency, Board, or Commission, for a particular purpose or project.

Local Public Bodies: Basin roundtables are defined as local public bodies where three or more members meeting to discuss business would trigger Colorado Open Meetings Law requirements. Local Public Bodies are defined as any board, commission, or other advisory decision-making body of a political subdivision of the state; or any entity that has been delegated the governmental decision-making function

State Public Body: The CWCB and the Interbasin Compact Committee (IBCC) are defined as local public bodies where three or more members meeting to discuss business would trigger Colorado Open Meetings Law requirements. State Public Bodies are defined as any board, commission, or other advisory decision-making body of the state; state college or university board; the General Assembly; or any entity that has been delegated the governmental decision-making function.

