



---

To: CML Member Mayors, Managers, and Clerks  
Cc: Prior year's CML Policy Committee Members (VIA EMAIL)  
From: Meghan Dollar, CML Legislative Advocacy Manager  
Date: August 3, 2020  
Subject: Appointment/Reappointment to CML's 2020-2021 Policy Committee

---

It is again time for member municipalities to make appointments to the League's Policy Committee and determine whether or not your municipality will make any legislative or policy proposals for the committee to consider. Members of the 2020-2021 committee are presumed to carry over, unless League staff is otherwise informed. A committee roster current as of August is attached for verification.

### **Committee composition and responsibilities**

The Policy Committee is an important part of the policy development process at CML, and all members are encouraged to take advantage of the opportunity to be represented. A description of the appointment procedure and the Policy Committee process is below.

Each member municipality of CML is entitled to designate one representative to the League's Policy Committee. One alternate may also be designated, and that alternate should attend only if the appointed member is unable to attend. (Cities over 100,000 population are entitled to designate two representatives and one alternate.) In addition, CML Section chairs are automatically appointed as non-voting members of the Committee.

Appointments/reappointments to the Policy Committee occur following the CML Annual Conference in June, and members serve for a one-year period. Robert Widner, CML Board President and Centennial City Attorney, will appoint a committee chair for 2019-2020 prior to the first meeting of the committee.

The Policy Committee has significant policy development responsibilities. The committee is responsible for:

1. Reviewing of requests from member municipalities for CML-initiated legislation and recommending specific positions to the CML Board
2. Reviewing of requests for policy positions from member municipalities and recommending specific positions to the CML Board
3. Review of known or potential legislative issues or bills, consideration of staff recommendations, and recommending specific positions to the CML Board.
4. Review of the League's Annual Policy Statement that guides League positions on policy issues affecting municipalities and proposing revisions, if necessary. (Any recommended changes are voted on by CML members at the Annual Business Meeting that takes place as part of CML's Annual Conference.)

To ensure time for members to prepare and consider legislative and policy position recommendations, the committee will meet twice before the end of 2020. In 2021, the committee will be scheduled to meet once in February, which is during the legislative session.

## **Committee membership**

As mentioned above, **existing members & alternates will automatically carry over unless CML is provided with the name of a different individual to represent your municipality.** (Please check the attached roster to verify current members and alternates) If your municipality is not currently represented but would like a member on the committee, please appoint an official (or two if your municipality is over 100,000 population) who will be willing to serve. Your representative(s) may be elected, appointed, or an employee. **If you have additions or changes, please e-mail them to Meghan Dollar at [mdollar@cml.org](mailto:mdollar@cml.org) before August 28th.**

## **Committee process and your municipality's role**

Each municipality has the opportunity to propose policy positions or proposed legislation to the full committee for consideration. Your policy committee member should be prepared to present consensus proposals from your municipality and will later be asked to represent your municipality in consideration of the proposals of others. The first step in this process is solicitation of proposals from member municipalities.

## **How to: Legislative/Policy Position Proposals**

In order to submit a proposal, committee members will need to go to the following website - <https://www.surveymonkey.com/r/CQ6YNGQ>. This will allow you to directly enter a proposal for specific legislation your municipality (or section) would like CML to initiate or policy positions on specific issues not already specified in the CML 2020-2021 Policy Statement.

The Policy Statement can be downloaded from [https://www.cml.org/docs/default-source/uploadedfiles/legislative/policy-development/policy-statement.pdf?sfvrsn=26e8b866\\_34](https://www.cml.org/docs/default-source/uploadedfiles/legislative/policy-development/policy-statement.pdf?sfvrsn=26e8b866_34). If, for some reason, you are unable to fill out a proposal online, please email [mdollar@cml.org](mailto:mdollar@cml.org).

In September, CML will distribute the proposals to each committee member 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 proposals on behalf of their respective municipality at the October meeting. CML staff may also submit suggested policy and/or legislative items for the committee's consideration.

## **Proposals are due no later than COB Wednesday, September 16.**

### **2020-2021 Meeting dates\***

- Friday, October 9, 10:00 am– 1:30 pm
- Friday, December 4, 10:00 am– 1:30 pm
- Friday, February 12, 2019, 10:00 am– 1:30 pm  
(CML Legislative Workshop is on Feb. 11)

*\*Usually all Policy Committee meetings are held at CML, 1144 Sherman Street in Denver. Due to COVID-19, CML is currently assuming the meeting will be virtual. More information will be distributed as we get closer to the meeting.*

More details on committee responsibilities and October and December meeting activities will be included in the meeting announcement. If you have any questions about the process, please call or email [mdollar@cml.org](mailto:mdollar@cml.org) , (303) 831-6411 or (866) 578-0936.