



**COLORADO DRIVES COUNTY GOVERNANCE
COMMITTEE**

BYLAWS

Approved July 19, 2023

Purpose: This document contains the Bylaws for the Colorado Driver License, Record, Identification, and Vehicle Enterprise Solution (DRIVES) County Governance Committee (DCGC) in accordance with the DCGC Charter and statutory authority in Part 2 of Article 1 of Title 42. CRS 42-1-211(4)(d)

Committee Authorities:

The authorities of the DCGC are specified in Part 2 of Article 1 of Title 42 CRS 42-1-211(4)(d) authorizes the committee to:

1. Approve the annual operating budget proposal for the appropriations for the following categories of Colorado DRIVES
 1. Personal Services
 2. Operating Expenses
 3. County Office Asset Maintenance, and;
 4. County Office Improvements.
2. Fix the time when and place where meetings are held, and;
3. Establish subcommittees and working groups to report to the committee.

Additionally, the committee or sub-committee delegates are responsible for the approval of all motor vehicle services related programming changes made to the Colorado DRIVES system.

Members: The DCGC shall have nine (9) members in accordance with Part 2 of Article 1 of Title 42. CRS 42-1-211(4):

1. Two authorized agents from a category I or category II county as established in section 30-2-102(1)(a) and (1)(b);
2. Two authorized agents from a category III or category IV county as established in section 30-2-102(1)(c) and (1)(d);
3. Two authorized agents from a category V or category VI county as established in section 30-2-102(1)(e) and (1)(f); (
4. Two employees of the department of revenue, appointed by the executive director of the department of revenue; and
5. One employee of the governor's office of information technology who is familiar with the division of motor vehicle systems and process and who is appointed by the executive director of the governor's office of information and technology.

Committee Member Appointments:

1. All Appointments are made by the Department of Revenue's Executive (DOR) Director.
2. County Clerk and Recorder appointments are determined based on written interest submitted by an individual Clerk and Recorder to the Chair of the Committee. A written request by the Chair will be made to the Colorado Clerks Association to notify the Clerk and Recorders of a vacant seat on the committee and county category representative needed.
3. In the event there is no interested County Clerk and Recorder, the Association will be asked to make a recommendation.

4. In the event that there is no interested County Clerk and Recorder from the needed Category, the DOR Executive Director may appoint an interested County Clerk and Recorder from a different category.

Terms:

1. Committee appointees shall serve one or two year terms as outlined in the appointment letter.
2. Appointments will be made by the DOR Executive Director in December of every year.
3. Committee members must reapply at the end of their term if they want to be reappointed. Committee members will submit a written email to the Chair of the DCGC expressing their interest in continuing as a member on or before December 1 of the year of the end of their term.
4. Should a committee member replacement not be identified at the conclusion of a committee member's term, the committee member may remain on the committee until a replacement is identified.
5. Replacement members will complete the remainder of the vacating member's term and will be reappointed in accordance with this section.

Committee Meeting Attendance:

1. Committee members are expected to participate in all meetings.
2. In the event a committee member is unable to attend a meeting, they may send a proxy to cast their vote provided the committee member notifies the committee, via e-mail, they are unable to attend and the name of the proxy voting in their place.
3. DCGC members who miss two consecutive meetings without being excused by the chair may be removed by the DOR Executive Director after being contacted by the chair recommending removal.

Resignation and Vacancies:

1. A committee member may resign his or her membership at any time by providing a written or email notice to the Chair of the committee and the Executive Director of the DOR.
2. Vacancies shall be filled in the same manner as the original appointment and described earlier.
3. Board Position Vacancy:
 - a. If the Chair resigns or the position becomes vacant, the Vice-Chair becomes Chair and the Committee shall elect a new Vice-Chair by majority vote for the remaining term.
 - b. Should the Vice-Chair resign or the position becomes vacant, the Committee shall elect a new Vice-Chair by majority vote for the remaining term.
 - c. The board will rotate normally at the conclusion of the original term.

Officers:

1. There are two (2) officers for the DCGC: Chair and Vice-Chair.
2. The Board (Chair and Vice-Chair) are nominated by a DCGC member and elected annually by majority vote.
3. The Chair and Vice-Chair serve one-year terms. The Vice Chair assumes the Chair. The committee will nominate a new Vice Chair by majority vote.

4. Chair Responsibilities:

- a. Approving scheduling dates, times, and locations of meetings;
- b. Facilitation of meeting ensuring meeting is called and held in accordance with the Charter;
- c. Establishes meeting agenda;
- d. Providing leadership to committee and ensuring members are aware of their obligations and responsibilities;
- e. Ensuring meeting minutes are complete and accurate.

6. Vice Chair Responsibilities:

- a. Serving as chair in during chair's absence;
- b. Assisting the chair with the meeting agenda;
- c. Assisting the chair as needed.

Organization of Meetings:

1. The chair of the committee is responsible for approval of meeting agenda items.
2. The approved agenda and appropriate meeting materials shall be compiled and distributed electronically to the committee members at least 24-hours prior to the regularly scheduled meetings. Agendas can be found at <https://dmv.colorado.gov/colorado-drives-county-governance-committee>
3. Any item that requires voting will be distributed to the DCGC member at least 24 hours prior to the regularly scheduled meeting.
4. A public meeting is noticed by the CDOR and a meeting held on the third Wednesday each month.
 - a. Attendance by phone/webinar is available for members and participants and in person meetings may be held periodically as determined by the committee.

Voting:

1. **Quorum:** A quorum is five (5) members of the committee present at a meeting. A quorum is required to take any official DCGC vote.
2. **Voting:** Any act of the committee is void unless a majority of the appointed members voted in favor of the act, pursuant to CRS 42-1-211 (4)(c).
3. **Emergency Votes and Decisions:** A time sensitive issue may necessitate an emergency meeting and committee vote.
 - a. Emergency votes may be taken via conference call, in person, or via email.

- b. When time prohibits the calling of an emergency committee meeting or vote, the State in coordination with the Chair or Vice Chair may take action to address the issue on behalf of the committee.

Subcommittees and Working Groups: The committee has the authority to create subcommittees and working groups that will be responsible for completing specific tasks.

1. Generally:

- a. Sub-groups created temporarily under the authority of the DCGC working on issues will need to comply with reporting requirements created by the committee.
- b. All subcommittees/working groups will operate in compliance with the DCGC bylaws.
- c. Areas where the subcommittees/working groups/subgroups differ from the DCGC bylaws require DCGC approval and must be annotated in an appendix to these bylaws.

2. Organization of Meetings:

- a. A public Subcommittee or Working Group meeting is noticed by the CDOR and the meeting is held as scheduled.
- b. To allow for efficient Subcommittee/Working Group meetings, minutes may not be required per the updated and approved charter.
- c. All Subcommittee meetings shall be recorded and the recording provided to the CDOR (DMV Vehicle Services Section) to archive.
- d. Working Group meetings are not required to be available to the public.

3. Terms:

- a. Standing Subcommittee or Working Groups
 - i. Proxy member terms will start two months following the initiation of the sponsor's term and end two months following the end of the sponsor's term.
- b. Non-standing working groups
 - i. Terms are for the duration of the work group, however, shall not exceed one year.
 - ii. Should the working group require more than one year, DCGC members shall vote to extend the term or seat new working group members.

4. Proxies

- a. Each Committee Member shall select a Proxy for any Subcommittee or Working Group created by the Committee.
- b. A Subcommittee or working group member may resign his or her membership at any time by providing written or email notice to the Subcommittee or Working Group Chair.
 - i. The vacated position will be filled by the represented DCGC member appointing a replacement.

- c. A DCGC member may retract their Subcommittee or Working Group Representative at any time and appoint a replacement.
5. **Subcommittee and Working Group Authority:** The Subcommittee or Working Group is required to submit to the DCGC for decision any:
- a. Specific issues tasked by the DCGC to the Subcommittee or Working Group for recommendation;
 - b. Issues with financial or political implications;
 - c. Differences in statutory interpretation, either within the Subcommittee or between the Subcommittee and DCGC;
 - d. Decisions outside of normal business operations which are not considered an emergency.
 - e. Decisions regarding day to day operations and SQR management that do not meet the criteria listed above may be decided upon by the Subcommittee or Working Group with a decision report provided to DCGC.
6. **Attendance:**
- a. Subcommittee or Working Group members who miss more than three meetings, in whole or part, without being excused by the subcommittee or working chair may be removed by the DCGC Chair or a vote of the DCGC.
 - b. If removed, the vacated position will be filled by the represented DCGC member appointing a replacement.

Standing Working Groups

1. **RC&I (Requirements, Clarifications & Implementation):** The purpose of this working group is as follows:
- Ensure that any suggestions and/or decisions made meet the needs of all counties
 - Review C.R.S., rules, and procedures to ensure system letters, forms, and correspondence meet applicable requirements
 - Review, approve, and prioritize programming enhancements and/or corrections to Colorado DRIVES
 - Review and refine Colorado DRIVES programming needs prompted by legislation
 - Coordinate testing efforts among counties
 - Review, approve and make recommendations to the Governance Committee regarding equipment requests
2. **FAWG (Financial Advisory Working Group):** The purpose of this working group is as follows:
- Develop and review financial criteria for DRIVES system enhancements, corrections, and changes
 - Prioritize system development tickets in order of importance/impact
 - Work through County Financial best business practices *

- Collaboratively work through County Office system issues, questions, and reconciliation processes
- Collaboratively convey best business practices for newly implemented system initiatives

DMV Vehicle Services Section Support and Responsibilities:

The DMV Vehicle Services Section shall support the committee by assisting as required by the Chair. Assistance includes, but is not limited to, serving as the custodian of committee records, scheduling/coordinating meetings, and creating/mailling agendas/minutes.

OIT Responsibilities

OIT is responsible for providing updates on OIT related concerns, issues and resolutions as it relates to DRIVES.

DOR Budget Team Responsibilities

The DOR Budget Team is responsible for providing updates on the DRIVES budget.

Amendments to the Bylaws:

Changes to these procedures must be documented and approved by a majority vote of the Committee. The charter should be reviewed on an annual basis to verify it still supports the purpose of the DCGC.

Custodian of Committee Records

CDOR is responsible for retaining all minutes and recordings of committee meetings. CDOR will be responsible to respond to all Colorado Open Records Acts (CORA) relating to the committee records. DMV will serve as the custodian of all records.

Revision History

- July 19, 2023- Created