



Colorado Commission on Criminal and Juvenile Justice

Policy: Designee Members and Meeting Substitutes

This policy:

- Applies to members who, pursuant to statute, may identify an official “designee” as representative to the Commission [nine specific individuals],
- Explains privileges granted to meeting “substitutes,”
- Explains privileges granted to “designees” and their associated appointing authority.

(Policy based on §16-11.3-102 and §16-11.3-103, C.R.S. and the related By-laws of the Commission.)

Member Categories. There are *designated* positions on the Commission (with no specific term limit) and there are *appointed* positions on the Commission (no more than two full consecutive three-year terms, in addition to any partial term). According to statute (2018), there are 30 total Commission members:

- Sixteen members (including 1 *ex-officio*, non-voting) are those **designated by positions** held in state government/agencies/boards. **Nine of these 16 designated members may identify a “designee”** to attend Commission meetings (Executive Department Directors or Heads: Public Safety, Corrections, Human Services, Higher Education, CO District Attorneys’ Council, Attorney General, State Public Defender, Adult Board of Parole Chair, and Juvenile Board of Parole Chair) and **seven of 16 may not identify a “designee.”** All of the 16 who act as regular Commission members **may identify a meeting “substitute”** to attend Commission meetings.
- Fourteen **appointed** members **may identify a meeting “substitute,”** but may not identify a “designee” to attend Commission meetings.

Designee Versus Substitute. Privileges and expectations regarding Commission participation differ depending on whether one attends a Commission meeting as a designee or as a substitute.

Designee. A “designee” occupies a **permanent appointment*** by authority of one of the nine “statutory members” with granting authority. Designees do not have “granting authority.” The designee is the official voting member of the Commission. Following a designee appointment, the granting authority is not considered a regular member of the Commission and, on the occasion when the granting authority attends a Commission meeting in place of the designee, the granting authority occupies the role of “substitute” as described below (i.e., voting privileges do not revert to the appointing authority on a temporary basis).

Substitute. All regular members may identify, *on occasion*, a meeting substitute when the regular member is unable to attend. A substitute is not considered an official “designee” and is not granted voting privileges. **The substitute:**

- **may speak** for the regular member in Commission discussions and debate, representing the regular member’s office or constituency or to offer expertise, but
- **may not vote** either of their own volition or to offer the proxy vote of the regular member.

Expectations. Effective participation on the Commission requires that members are consistently present for discussions and presentations that often occur over several months. Sporadic attendance by members prevents a comprehensive understanding of and participation in the full deliberative and decision-making process of the Commission. Regular members are expected to set aside the 2nd Friday of every month to attend, participate in and vote at Commission meetings.

* **Permanent appointment.** Although some flexibility may be granted by Commission leadership, a designee appointment should be retained an entire fiscal year. Fiscal years correspond with the typical “recommendation development season” of the Commission, running from July of one year to June of the following year. Upon the fiscal year conclusion, the granting authority may extend the designee’s service for a subsequent fiscal year, appoint a different designee, or re-occupy the position as the official regular (voting) member of the Commission.