



COLORADO

Department of Revenue

Enforcement Division - Liquor & Tobacco

Physical Address: 1881 Pierce Street
Lakewood, CO 80214
Office: 303-205-2300

Mailing Address: P.O. Box 173350
Denver, CO 80217-3350
Fax: 303-205-2341

September 14, 2017

Dear SB 16-197 Statutory Working Group Members and Stakeholders:

The SB 16-197 Statutory Working Group (“Working Group”) will convene to vote on recommendations presented by Working Group members. The recommendations and voting results for each recommendation will be reflected in the report submitted to the General Assembly. The voting procedures described below are based upon voting procedures used by past working groups administered by the Department of Revenue.

The Working Group will meet to vote on the recommendations at 1:00 p.m. on Friday, September 22, 2017, at:

Liquor Enforcement Division
1881 Pierce Street (Entrance B – Room 110)
Lakewood, Colorado 80214

The meeting is open to the public.

I. Eligible Voters

Only those specific individuals appointed as members of the Working Group by the State Licensing Authority are permitted to vote on the recommendations. However, any Working Group member who is not available to attend the meeting on Friday, September 22, 2017, in person, may designate a specific individual to serve as his/her proxy by following the procedure detailed below.

Any Working Group member wishing to appoint a proxy to vote on his/her behalf must submit a written proxy statement signed by the Working Group member to **dor_led@state.co.us no later than 5:00 p.m. on Tuesday, September 20, 2017**. The proxy statement must identify the Working Group member who is designating a proxy, identify the individual who will serve as proxy, and provide the proxy’s contact information. Any Working Group member who designates a proxy shall be solely responsible for determining who will be appointed as his/her proxy, and for instructing the proxy how to vote on each recommendation on the Working Group member’s behalf.



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The vote of any Working Group member who fails to attend in person, or whose properly designated proxy fails to attend in person, shall not be counted.

II. Recommendations Presented for Voting

A vote will be taken on each numbered recommendation formally submitted by the Working Group members, unless the recommendation was withdrawn or consolidated with another. To avoid uncertainty and clearly present the results of the vote to the General Assembly, recommendations containing multiple topics have been broken into subparts and clearly marked, so that each vote concerns a single topic.

Attached are the recommendations in the form to be used when voting, which have been extracted from the recommendation forms sent in by Working Group members and distilled down so that only the recommendation itself appears. Additional information from Section 2 of the recommendation form that was deemed not to be central to the recommendation has been removed from the text of the recommendation, but will be retained and included as supporting information to the recommendations in the report to the General Assembly.

Complete copies of each SB 16-197 Working Group Legislative Report Recommendation Form, submitted by the Working Group member making the recommendation, are available on the Liquor Enforcement Division's website at: <https://www.colorado.gov/pacific/enforcement/sb16-197-statutory-working-group>.

III. Voting Procedure

Voting will be conducted by oral roll call. When called upon, each Working Group member (or his/her designated proxy, if any) shall vote on each recommendation using one of the following responses:

- Yes
- No
- No Position



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IV. Written Comments by Working Group Members

Working Group members may submit one written comment for each recommendation, and the comments of the Working Group members will be summarized and included in the report to the General Assembly. Any written comment must be one (1) page or less, single-spaced, and use no less than a twelve (12) point font size.

Written comments by Working Group members must be submitted to dor_led@state.co.us no later than 5:00 p.m. on Friday, September 29, 2017.

V. Written Comments by Members of the Public

While members of the public are not eligible to vote, they may also submit a written comment regarding any of the recommendations. Written comments from members of the public that comply with the following limitations will be summarized and included in the report to the General Assembly. Any written comment by a member of the public must be one (1) page or less, single-spaced, and use no less than a twelve (12) point font size.

Written comments by members of the public must be submitted to dor_led@state.co.us no later than 5:00 p.m. on Friday, September 29, 2017.

VI. Report to the General Assembly

Following the vote, a report will be prepared for the General Assembly summarizing each of the recommendations and the results of the voting. Given the short timeline to prepare the report, there will be no opportunity for Working Group members or members of the public to review and comment upon a draft report to the General Assembly before it is submitted. Accordingly, it is important to submit written comments, following the procedures detailed above, if you wish to have those comments considered by the General Assembly.

The report to the General Assembly will reflect whether each recommendation is supported unanimously, supported by a majority, or supported by a minority of the Working Group members. While the report to the General Assembly will not identify how any particular Working Group member voted, the meeting on September 22, 2017, including the voting by oral roll call, will be recorded, and may be considered a public record for purposes of the Colorado Open Records Act.



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The State Licensing Authority and the Liquor Enforcement Division sincerely thank you for your time, participation, and commitment to the SB 16-197 Working Group.

Sincerely,

Michael S. Hartman
Executive Director
Department of Revenue

Patrick Maroney
Director
Liquor Enforcement Division