



COLORADO

Department of Revenue

Specialized Business Group—
Liquor & Tobacco

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Liquor Advisory Group To the Colorado Department of Revenue

Operating Principles and Group Norms 12/07/2022

Operating Principles

- Members will demonstrate composure and respect working with those with different experiences, backgrounds and perspectives.
- Members will demonstrate the ability to engage productively and in good faith in the LAG's business and provide timely input.
- Members will demonstrate willingness and preparedness to engage LAG meetings.
- Members will demonstrate focus on the scope and charge of the group.

Group Norms

- Stay engaged.
- Speak respectfully, no personal attacks.
- Listen actively, respectfully, and empathetically to different points of view.
- Approach topics and discussions openly, honestly, and in a non-defensive manner; the only way to achieve the group's goals is by having courageous and open conversations and be willing to speak up and bring thoughts forward to the group.
- Limit comment length; be succinct when agreeing with prior remarks.
- Promote joint, community problem-solving: offer solutions.
- Let the facilitators facilitate.
- Remember: The advisory group was created, and its members were selected, precisely to take on these tough topics. They play a critical role in helping bridge from a high-conflict dialogue to one that is oriented toward constructive feedback and collaborating toward solutions. **THANK YOU** for stepping up to the challenge and the opportunity!

Future Public Comment Opportunities

- The Liquor Advisory Group is a state public body that is subject to the Open Meetings Law (24-6-401, C.R.S.)
- Any meeting of this group must occur in public. A “meeting” is any time two or more group members gather to discuss public business or consider action and includes side conversations conducted during larger format meetings.
- Because meetings must occur in public pursuant to this law, it is important for Liquor Advisory Group members to refrain from talking or communicating with each other about Group business outside of public meeting settings.
- Emails/Texts/and written communications are subject to disclosure under Colorado Open Records Act. All votes made during meetings and in the report may **not** be conducted by secret ballot.
- The public must receive full and timely notice of each meeting. We will provide notices, agendas and updates at least 24 hours before meetings by posting such materials on the Division website and sending communications via email list servs.
- While members of the public must be able to observe meetings, the open meetings law does not require an opportunity for public comment. Nonetheless, we plan to provide opportunities for public comment at the end of every meeting, as time permits.
- LED staff will prepare minutes of all meetings which will be approved by the Group at the following meeting and are open for public inspection. Each meeting will also be electronically recorded.
- At this time, we do not anticipate the need for “closed-door” executive sessions. State bodies may only utilize executive sessions for specific purposes (such as to obtain confidential legal advice). However, currently, the Group does not have its own legal counsel. Attorneys for the Liquor Enforcement Division represent **only** the Division, and do not represent the Liquor Advisory Group. If the need arises for an executive session, we will discuss procedures at that time.
- Lastly, remedies available to a party who successfully proves a violation of the open meetings law may include injunctive relief, costs, and attorneys’ fees. A court may open parts of an executive session if it was held in violation of the law, which can result in confidential information being disclosed publicly. State actions may be invalidated for violations of the open meetings law, which is why we are asking for your full cooperation and mindfulness of these legal requirements as we engage in this important work. Thank you.