

**TOWN OF CRESTONE BOARD OF TRUSTEES'  
PROCEDURES AND RULES OF ORDER**

**I. AUTHORITY**

These Procedures and Rules of Order are established pursuant to the authority of the Board of Trustees of the Town of Crestone, Colorado and in accordance with the exercise of Municipal powers as set forth in C.R.S. § 31-15-101 *et.seq.*

**II. LEGISLATIVE BODY, OFFICERS AND CUSTOMS OBSERVED**

**2.1 Board of Trustees**

- a. The Board of Trustees is the legislative and governing body of the Town. Each member shall be addressed as "Trustee (last name)."
- b. The first regular meeting of the Board following each regular municipal election shall be the organizational meeting at which oaths of office will be administered and a Mayor Pro-Tem elected.

**2.2 Mayor-Presiding Officer**

- a. The Mayor shall be the Presiding Officer at meetings of the Board and shall be addressed as "Mayor."
- b. The Mayor shall be a full voting member of the Board, and shall be recognized as the head of the Town government for all ceremonial, dignitary, and legal purposes, and shall sign and authenticate all legal instruments requiring signing as such official.

**2.3 Mayor Pro-Tem**

- a. The Board shall elect one of its members to serve as Mayor Pro-Tem by a majority of the members of the Board at each organizational meeting of the Board.

**2.4 Temporary Chairperson**

- a. In the event of the absence or disability of both the Mayor and Mayor Pro-Tem, which prevents them from attending any meeting of the Board, the Town Clerk shall call such meeting to order and call the roll. The Board shall then proceed to elect, by majority vote of those present, a Temporary Chairperson of the meeting.
- b. The Temporary Chairperson shall serve as Presiding Officer until the arrival of the Mayor or Mayor Pro-Tem at which time the Temporary Chairperson shall