



ASE Vision Process Voting Process Guidelines

Purpose

- 5 public bodies were established as part of the ASE Vision Process in order to develop a set of recommendations for the Pitkin County Board of County Commissioners. The charges for each of these groups and bylaws are documented [here](#). They include:
 - Airport Vision Committee (overarching leadership committee)
 - Community Character Working Group
 - Technical Working Group
 - Airport Experience Working Group
 - Focus Group

- Each Working Group and the Focus group have been assigned tasks by the Airport Vision Committee to take a deeper dive into a specific topic applicable to the determination of the elements of modernization of the Aspen/Pitkin County Airport. Each group's efforts will culminate in a vote for the recommendations to the Airport Vision Committee. For the Airport Vision Committee, they will vote to recommend to the Pitkin County Board of County Commissioners.

- Only the Airport Vision Committee has designated leadership positions: Pilot, Co-Pilot and Navigator. The Working Groups and Focus Group do not have designated leadership; rather they have County staff facilitating the process.

- The following instructions are to be employed during the voting process for all groups without existing leadership. For the Airport Vision Committee, the selected governance group will motion for a vote.

Voting Process and Notes

1. The County facilitator will ask if a community member of the designated Working Group or Focus Group would like to motion for a vote.
2. After a motion is made articulating a position and there is a second; then the motion is put for discussion among the group's membership.
3. After the discussion is finished among the membership then the question is called. Votes are taken up or down with votes cast by each person on a call of the roll for the specific Committee, Working Group or Focus Group.
4. Majority vote is required to approve the motion. This constitutes the group's recommendation.



Notes:

- Quorum is 3 people in attendance from the designated Committee, Working Group, or Focus Group in order to take a vote.
- Meeting will be noticed 24-hours in advance, meeting will be recorded (audio) and phone line will be made available for members to call in if they can't be there in person.
- The only group that has designated leadership is the Airport Vision Committee, the rest of the groups will need to vote without a leader in place.
- Public comment is allowed during the discussion of the motion/item.
- Members of the designated Committee, Working Group or Focus Group calling in can vote by phone.
- The motion can contain justifications or rationales.
- Minority opinions are allowed, representing individuals or multiple people on the designated Committee, Working Group, or Focus Group. These are conveyed as an offering of the opposing recommendations and reasons.
- Consensus of a group requires a unanimous vote.