

# VILLAGE OF RUIDOSO

## RESOLUTION 2014-24

### A RESOLUTION ESTABLISHING POLICY FOR THE AGENDAS AND PROCEDURES FOR REGULAR MEETINGS, SPECIAL MEETINGS, EMERGENCY MEETINGS, AND WORKSHOP MEETINGS OF THE GOVERNING BODY OF THE VILLAGE OF RUIDOSO

#### PREAMBLE

- A. The Governing Body of the Village of Ruidoso has determined that establishing policy for the meeting agendas is needed to improve the preparation of the agendas.
- B. A better time frame is needed to close the agenda to prepare and distribute the information.
- C. The Governing Body is establishing meeting rules and procedures to conduct orderly business during regular, special, emergency, and workshop meetings.
- D. The Governing Body has previously defined certain parameters and procedures for placing items on the agenda and desire to update those procedures from time to time.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF RUIDOSO THAT:

This Resolution supersedes all prior Resolutions on Council policy for the agendas and procedures for regular meetings, special meetings, emergency meetings, and workshop meetings and the following be adopted:

- 1. Preparation of the Agenda.
  - A. All material to be presented to the Governing Body shall be submitted to the Village Clerk at the pre-agenda meeting. The pre-agenda meeting is held on the Tuesday prior to the regular meeting, at 9:00 a.m. This may be rescheduled at the discretion of the Village Manager.
  - B. The Village Clerk, through the Village Manager and Mayor shall prepare the agenda for all Governing Body meetings.
    - 1. Items to be placed on the agenda will be considered at the pre-agenda meeting and a determination will be made at that time

whether it will be on the agenda for the next regular meeting.

2. Items to be placed on the consent agenda will be determined at the pre-agenda meeting.
  3. Council Members, Department Directors, Attorney, and other staff members that have items for the agenda must have the items ready for submission no later than the pre-agenda meeting. These items must also include the appropriate back-up documentation for submission. These deadlines must be adhered to in order to meet the other required time sensitive deadlines. (This includes publications, documentation, packets and scheduling).
  4. Public who wish to be placed on the regular agenda for complaints or requests, must submit a detailed written summary of the items to be presented and discussed by outlined pre-agenda deadline. The requestor shall submit with their request their full name, address, whether a resident/citizen, business owner, or property owner of the Village or whether they receive Village services. This criteria will be presented to anyone who wishes to be placed on the Council agenda.
    - a. At the pre-agenda meeting, it will be determined if the item will be placed on the agenda for the next meeting or if it will be referred to Staff, Workshop, or Village Boards and Commissions. A timely status report will be given to the requestor.
  5. Public that would like to speak at the Council meeting on an item that is or is not on the agenda (except on Consent Regular Items) and does not want to be scheduled on the Agenda will be provided the opportunity for input during the Public Input portion of the meeting. (See Public Input guidelines listed below).
- C. The Village Clerk shall assure that scheduled public hearings have been duly advertised.
  - D. The agenda and supported materials will be available to each member of the Governing Body on Thursday at 5:00 p.m. prior to the regular meeting.
  - E. The agenda shall be posted in the office of the Village Clerk and in the lobby of Village Hall at least 72 hours in advance of any meeting.
2. Minutes
    - A. Minutes shall include at a minimum the date, time and place of the

meeting, the names of members in attendance, and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted.

- B. Verbatim transcription of entire Governing Body proceedings will be prepared only upon the majority vote of the Governing Body.
- C. Approval of the minutes shall be placed on the consent agenda. The minutes of previous meetings may be corrected prior to the regularly scheduled meeting by notifying the Village Clerk.

3. Order of Business

The order of business of the Governing Body at its Regular Meetings shall be conducted in the following order; provided, however that the presiding officer may rearrange items on the agenda with the consent of the Governing Body to conduct the business before the Governing Body more efficiently:

**CALL TO ORDER.**  
**MOMENT OF SILENCE/INVOCATION AND PLEDGE OF ALLEGIANCE/SALUTE TO THE STATE FLAG.**  
**ROLL CALL.**  
**APPROVAL OF AGENDA.**  
**CONSENT REGULAR ITEMS.**  
**PUBLIC INPUT. (LIMITED UP TO THE FIRST HOUR OF THE MEETING)**  
**MAYORAL REPORTS AND PRESENTATIONS.**  
**VILLAGE MANAGER REPORT.**  
**REPORTS FROM MUNICIPAL OFFICIALS.**  
**PUBLIC HEARINGS.**  
**REGULAR ITEMS.**  
**PLANNING AND ZONING**  
**OPERATION BUSINESS**  
**COUNCIL POLICIES**  
**ADDITIONAL BUSINESS**  
**BOARD AND COMMISSION APPOINTMENTS.**  
**CLOSED SESSION (if necessary)**  
**ADJOURN.**

- 4. Items for discussion can only be inclusive and limited to those listed on the Agenda as presented before Council and the public. This is to comply with the proper public notice under the State of New Mexico Open Meetings Act.
- 5. Definitions and Guidelines for the above order of business of the Governing

Body:

- A. CALL TO ORDER. The presiding officer calls the meeting of the Governing Body to order.
- B. MOMENT OF SILENCE/INVOCATION AND PLEDGE OF ALLEGIANCE/SALUTE TO THE STATE FLAG. The presiding officer calls for a moment of silence/invocation and may wish to direct any audience member to lead in the pledge of allegiance/salute to the State flag.
- C. ROLL CALL. The presiding officer will request a roll call of the Governing Body to be conducted by the Village Clerk.
- D. APPROVAL OF AGENDA. The presiding officer shall entertain a motion to approve the agenda and the motion shall be voted on accordingly.
- E. CONSENT REGULAR ITEMS. The consent items is a tool used to streamline Council meetings. Routine non-controversial items are listed collectively on the agenda and are passed on a single motion and vote. These items are determined during the pre-agenda process, but shall not include items valued at sixty thousand dollars (\$60,000.00) or higher. Any items presented over said amount shall be included as a regular item. Any Council member can have an items removed from the consent items for separate consideration, although proper notification must be made in advance to the Village Manager so that he or she may facilitate the request to allow for the proper staff or further information be presented under the regular item.
- F. PUBLIC INPUT. Limited up to the first hour of the meeting. Public that would like to speak at the Council meeting on an item that is or is not on the Agenda (except consent regular items) and does not wish to be scheduled on the Agenda will be provided the opportunity for input at the Public Input portion of the meeting under the following guidelines:
  - a. Presenters shall be either a resident, property owner or business owner in the Village of Ruidoso.
  - b. Presenters shall be required to sign in prior to the start of the meeting on the Public Input Sign-In Sheet provided at the podium and shall provide the required information (name, physical address, telephone number, and topic of discussion).
  - c. Presenters will be recognized in the order listed on the Public Input Sign-In Sheet as time allows with the Agenda Items having priority over Non-Agenda Items.
  - d. Presenter must state their name.

- e. Presenter must state in one or two sentences what the presenter will be addressing before Council.
- f. Presenter must keep the comments relevant to the business at hand and shall not make personal, rude or slanderous remarks, regarding any members of the public or Village Officers and staff and shall not become boisterous or disruptive while addressing the Council. The Governing Body or staff shall not comment or engage in discussion during the public input period.
- g. Presenter shall keep the comments brief and limited to five minutes.
- h. Timing measurement shall be used to be distributed equitably for all presenters.
- i. If any of the above guidelines are violated, the presenter will be declared out of order and will immediately cease continued comment.
- j. Presenters may only be allowed to speak once. If follow up comments need to be made, it can only be done at Council's discretion.

Presenters, violating the provisions of section F a through j, will be requested to leave the meeting and may be barred by the presiding officer from further audience before the Council for a period of six months.

- G. MAYORAL REPORTS AND PRESENTATIONS. The Mayor, as presiding officer, can place reports or presentations under this section of the agenda at his or her discretion. However, the reports and presentations will be kept at a presentable time limit in respect of the Council and audience in attendance.
- H. VILLAGE MANAGER REPORTS. The Village Manager is to provide Council with a detailed report on administrative issues, concerns and information from collective Village departments operations and status. He or she may also request an informative presentation or project updates from staff to be presented before Council. Again, timely consideration of Council and audience will apply.
- I. REPORTS FROM MUNICIPAL OFFICIALS. Council members may submit a written report prior to the distribution of the Council packets or a verbal report at the meeting. Council members should be considerate and timely in their presentations.
- J. PUBLIC HEARINGS. The Village Clerk shall assure that scheduled public hearings have been duly advertised. Public presenters or speakers shall be recognized by the presiding officer and sworn in as a group by the Village Clerk. There will be no handouts allowed at these proceedings

and there is a five minute time limit to be applied to each speaker and/or presenter and they must clearly state their full name before comments are heard. Comments should be limited to the item presented for discussion only. Rebuttals shall only be heard at the consent of Council. In an Appeal process proceeding for a Planning and Zoning issue, evidence for or against must be provided prior to the Public Hearing. At the end of three minutes, the presenter may request an additional two minutes. It is the Council's discretion to approve or deny this request. Opposing attorneys representing individuals in the Public Hearing matter will be allowed a fifteen minute courtesy presentation.

- K. **REGULAR ITEMS.** Regular items do not require public comment or rebuttal. If there is an item that is presented under the regular item section for discussion only that qualifies as a presentation, the Council may request that the public respond to the presenters' comments, again will be limited to three minutes and only by consent of the Council.
  - 1. **PLANNING AND ZONING.** Planning and Zoning regular items will be presented by the appropriate Planning and Zoning staff and do not require public comment or rebuttal, unless consent is granted by Council.
  - 2. **OPERATION BUSINESS.** Operation business will be presented by the appropriate department and staff and does not require public comment or rebuttal, unless consent is granted by Council.
  - 3. **COUNCIL POLICIES.** Council policies will be presented by the appropriate department and staff and does not require public comment or rebuttal, unless consent is granted by Council.
  - 4. **ADDITIONAL BUSINESS.** Additional business items will be presented by the appropriate department and staff and does not require public comment or rebuttal, unless consent is granted by Council.
- L. **BOARD AND COMMISSION APPOINTMENTS.** Board and Commission appointments are presented by the Mayor and ratified by the Council. Any Council member may submit suggestions to the Mayor prior to the meeting for consideration, but it is at the Mayor's discretion to submit the names for consideration.
- M. **CLOSED SESSION.** Closed session items are limited to the call as appearing on the agenda. Closed session items discussed by the Governing Body are confidential.

N. ADJOURN.

6. SPECIAL MEETINGS. Village of Ruidoso Special Meetings may be called by the Mayor of the Village of Ruidoso at any time, within a seventy-two hour period. A Majority of the Governing Body may also request a Special Meeting within a seventy-two hour period. Items requested to be placed under a Special Meeting agenda are only items that absolutely cannot be considered under a Regular Meeting format or in time constraint.
7. EMERGENCY MEETINGS. Emergency meetings are called as required and defined by the New Mexico Open Meetings Act. Notice shall be given at least three hours in advance for the purpose of considering any matter that needs emergency treatment because of a clear and present danger to the health, welfare or safety of the people of the Village of Ruidoso.
8. WORKSHOP MEETINGS. Village of Ruidoso Workshops may be called by the Mayor of the Village of Ruidoso at any time, within a seventy-two hour period, and shall be limited to two hours. The purpose of these Workshops are designed to facilitate the Council with a question and answer format for upcoming agenda items that require more information, review, presentation, etc. before a regularly scheduled meeting. A quorum of the Governing Body is required to hold these Workshops.

Items to be presented at the Workshops are further defined as controversial, involved, and/or requiring staff or expert opinion, major policy questions or when a complicated and involved ordinance will be coming before Council. The Village of Ruidoso staff can then make the appropriate arrangements with the individuals, consultants, or staff that would be required to attend. This also provides these individuals with enough time to facilitate the Council in the Workshops and to prepare materials. Workshop business will be presented by the appropriate department, staff, or consultants and does not require public comment.

The agenda for the Workshops will be created by the Mayor, Village Manager, or Village Clerk. If a Councilor is requesting items to be reviewed at the Workshops, he or she must include enough information, documentation or presentation, along with the Workshop agenda memorandum, so staff can adequately fulfill the request.

The Workshop agenda memorandums are available in several formats and available at the Village Clerk's office and can be e-mailed, faxed, or hand-delivered to the Council's administrative boxes upon request.

PASSED, APPROVED, AND ADOPTED THIS 9TH DAY OF SEPTEMBER, 2014.

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Tom Battin, Mayor

(SEAL)  
ATTEST:

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Irma Devine, Village Clerk