



GOVERNING BODY RULES OF PROCEDURE

ADOPTED: RESOLUTION (94-093) JULY 27, 1994
AMENDED: (94-098); (95-046); (96-087); (03-050); (04-050);
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**ARTICLE I
GENERAL PROVISIONS**

1.1 Meetings

- A. Meetings of the Governing Body shall be held in accordance with Section 2-2-6 R.O. 1987, and in compliance with the Open Meetings Act, NMSA, 1978, §10-15-1 et. seq.
- B. All binding actions of the Governing Body shall be taken at regular meetings, special meetings, or emergency meetings
- C. The Governing Body may recess and reconvene a meeting to a subsequent date provided that prior to recessing, the presiding officer specifies the date, time and place for continuation, and immediately posts notice of the date time and place for the reconvened meeting on or near the door of the Council Chambers and in the lobby of City Hall. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting.
- D. Notice of all meetings shall be in accordance with the City Open Meetings Resolution.
- E. Work Sessions.
 - 1. Work sessions may be held for the purpose of examining issues, but no official action may be taken.
 - 2. Non-mandatory work sessions held in accordance with Section 2-2-6 (R.O. 1987) will be held for the purpose of formulating policy issues.
 - a. Nonmandatory work sessions are limited to two hours.
 - b. Public input will be allowed only at the discretion of the presiding officer.

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1.2 Attendance

- A. Members of the Governing Body are expected to attend all scheduled meetings and shall make every effort to attend all special meetings.
- B. In accordance with the Open Meetings Act, NMSA 1978, §10-15-1C, members of the Governing Body may participate in meetings by telephone conference or other similar communications equipment when it is otherwise difficult or impossible to attend the meeting in person.

[15-054]

1.3 Duties of the Presiding Officer

- A. The mayor shall possess the powers and perform the following duties:
 - 1. Preserve order and decorum and have general direction of the Council Chambers.
 - 2. Announce the business before the body in the order in which it is to be acted upon.
 - 3. Recognize the speakers entitled to the floor and guide and direct the proceedings of the body.
 - 4. Call for public input on agenda items.
 - 5. Decide all points of order, subject to appeal, unless he prefers to submit the question to the decision of the Governing Body.
 - 6. Put to vote all questions which are regularly moved or otherwise arise in the course of the proceedings.
- B. In the absence of the mayor, upon his inability to act, or upon the request of the mayor, the deputy mayor shall preside and shall have all the powers and authority of the mayor.

1.4 Adopted Rules

- A. Any matter not covered by these rules shall be governed by decision of the presiding officer, applying Robert's Rules of Order, Newly Revised Edition.
- B. Amendment of Rules. These rules or any part thereof may be amended, repealed, altered or rescinded by a vote of a majority of the Governing Body, after notice of intended proposal. Such notice shall be presented by resolution at a regular meeting of the Governing Body.
- C. Suspension of Rules. Except for charter, statutory, or ordinance provisions, these rules, or any part thereof, may be temporarily suspended by a majority vote of councilors present. When the suspension of a rule is requested, and no objection is offered, the presiding officer shall announce the rule suspended, and the Governing Body may proceed accordingly.
- D. Violation of Rules. Violation of these rules does not invalidate action of the Governing Body.

**ARTICLE II
PROCEDURES**

2.1 Preparation and Distribution of Agendas

- A. The City Clerk, through the city Manager shall prepare the agenda for all Governing Body meetings.
 - 1. The city Manager may place matters on the consent calendar which are routine or ministerial in nature.
 - 2. The city clerk shall assure that scheduled public hearings have been duly advertised.
 - B. All material to be presented to the Governing Body shall be submitted to the city clerk not later than noon nine days prior to the meeting date.
 - C. An ordinance, resolution or communication is deemed introduced to the Governing Body when filed with the city clerk and issued a number.
 - D. The agenda, along with introductions and related material, shall be available to each member of the Governing Body at least seven days in advance of the meeting.
 - E. The agenda shall be posted in the Office of the City Clerk and in the lobby of City Hall at least 72 hours in advance of any meeting.
- [96-087]**
- F. Agenda items for nonmandatory work sessions held in accordance with Section 2-2-6 (R.O. 1987) may be submitted to the City Clerk by the Mayor, City Councilors, or the City Manager.
 - 1. Agenda items for nonmandatory work sessions will be placed on the agenda in the order in which they are received by the City Clerk.
 - 2. No more than three items will be placed on any nonmandatory work session agenda.
 - G. When adjournment closes the nonmandatory work session with business pending, the pending business at the time of adjournment will be taken up as the first item on the agenda of the next scheduled work session.

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2.2 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 unanimous consent of the Governing Body.
- C. Approval of the minutes shall be placed on the consent calendar. Unless a reading of the minutes is requested by a member, the minutes of previous meetings may be corrected and approved without reading.
- D. Previously approved minutes may be corrected whenever an error is noticed, although the time to reconsider the vote has elapsed in accordance with Article II, Section 10 of these rules.

2.3 Order of Business

- A. The order of business of the Governing Body shall be conducted in the following order; provided, however that the presiding officer may, during a meeting, rearrange items on the agenda to conduct the business before the Governing Body more efficiently:
 - Call to order and Pledge of Allegiance
 - Proclamations and Awards of Merit
 - Public Forum
 - Comments by City Councilors
 - Consent Calendar. The consent calendar is approved by a single motion. Any member of the Governing Body may request an item to be withdrawn from the consent calendar without discussion or vote.
 - Boards and Commissions
 - Public Hearings
 - Second Reading of Ordinances
 - First Reading of Ordinances
 - Discussion and Deliberation
 - City Manager
 - Comments by City Councilors
 - Adjournment
- B. The order of business for work sessions shall be conducted in the following order:
 - Call to Order and Pledge of Allegiance
 - Discussion
 - Adjournment

[03-050] [12-47] [14-049]

2.4 Ordinances and Resolutions

- A. Ordinances. An ordinance ranks highest in authority of all actions of the Governing Body. If duly enacted, an ordinance has the force of law within the municipality and may be enforced in municipal court.
 - 1. Ordinances shall be adopted in accordance with Section 2-2-4 of the City Code.
 - 2. An ordinance is open to amendment on first reading or upon second reading, provided the amendment does not constitute substantive change. Amendments shall be in accordance with Article II, Section 12 of these rules.
 - 3. Substantive amendments offered at second reading shall require adoption of the ordinance to be postponed to a subsequent meeting.
- B. Resolutions. A resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character.
 - 1. Governing body action shall be taken by resolution when required by law and in those instances where a formal expression of policy is desired.
 - 2. Resolutions shall be adopted in accordance with Section 2-2-5 of the City Code and shall remain in effect until rescinded or replaced by a subsequent resolution on the same subject.
 - 3. Resolutions are open to amendment provided such amendment does not constitute a substantive change. Amendments shall be in accordance with Article II, Section 12 of these rules.
 - 4. Substantive amendments offered to resolutions may require the resolution to be postponed to a subsequent meeting.
- C. Withdrawal of Ordinances and Resolutions
An ordinance or resolution which has been introduced is in the possession of the Governing Body and may be withdrawn only with the consent of the Governing Body.

D. Substitutes for Ordinances and Resolutions

A councilor may recommend that every clause in an ordinance or resolution be changed and that entirely new matter be substituted, so long as the new matter is relevant to the title and subject of the original measure. Introduction of substitute ordinances or resolutions shall be in accordance with Article IV Section 1.2. of these rules.

2.5 Approvals

A. Approvals are the class of action in which the Governing Body shall make the final determination upon the recommendation of the mayor or the city Manager. Those items requiring approval by the Governing Body shall include, but not be limited to:

1. Mayor's communications recommending appointments to boards and commissions;
2. City Manager communications recommending approval of contracts, administrative or departmental requests.

B. Approvals which have been introduced may be withdrawn upon an affirmative vote of the governing body.

2.6 Appeals

Appeals to the Governing Body are the class of action mandated by the charter, statutory or ordinances provisions.

2.7 Proposals for Action

A. Proposals for action shall be presented to the Governing Body for its determination as a definite proposition in the form it is desired that the action be taken or question resolved.

B. Proposals for action shall be in the format adopted by the city administration.

2.8 Motions

A. Presentation of Motions

1. Main Motion. A main motion presents an ordinance, resolution, or other proposition for the passage, adoption, approval, or rejection. The question is usually stated in the positive form, "to pass", "to adopt", "to approve" "to confirm", to concur.

2. A main motion must be seconded before debate can take place and only one main motion may be on the floor at a time. A councilor may give brief explanatory comments before stating the motion, but must refrain from debate until the motion has been seconded. In the absence of a second, the motion fails. Main motions are debatable, amendable, and can be reconsidered after adoption.

3. Motions become the official recorded statement of an action taken by the Governing Body. A motion should therefore be worded in a concise, unambiguous, and complete form appropriate to such a purpose.

4. A motion should not be offered if its only effect is to propose that the body refrain from doing something since the same result can be accomplished by no motion at all.

B. Withdrawal and Modification of Motions. Until a motion is seconded and stated, the mover may withdraw or modify the motion without consent. When a motion is seconded, and stated, it is in the possession of the Governing Body and can, therefore be withdrawn or modified only by consent of the body.

[03-050]

2.9 Postponement of Action

- A. Postponement (to a definite time). The motion to postpone defers action on a pending question to some definite, day, or meeting. When a question has been postponed to a certain time, it becomes an order of the day for that time. When the time to which a question has been postponed arrives and the question is taken up, it can be postponed again if the additional delay will not interfere with the proper handling of the postponed question. The motion to postpone is debatable, amendable, and may be reconsidered.
- B. To Table. (postpone temporarily) Any measure before the Governing Body may be tabled temporarily at the same meeting. Items must be removed from the table and acted upon prior to adjournment. The motion to table is not debatable, not amendable, and cannot be reconsidered.
- C. To Remove from the Table. (Resume Consideration) The purpose is to bring before the Governing Body for action a question that has previously been laid on the table. The motion to remove from the table is not debatable, not amendable and cannot be reconsidered.

2.10 Reconsideration of Action.

The purpose is to permit the Governing Body to reconsider a vote on previous action. The reconsideration of a negative vote on final action is as proper as reconsideration of a favorable vote.

- A. Right of Reconsideration
The motion to reconsider may be made at the same meeting or a subsequent meeting. However, certain rules apply as appropriate under the circumstances.
 - 1. The motion must be made by a member who voted on the prevailing side.
 - 2. The motion to reconsider is inappropriate after the action taken has gone into effect or after it is too late for any reason, to reverse the action taken.
 - 3. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
 - 4. Should the motion for reconsideration pass, the item is immediately before the Governing Body to be acted upon or scheduled for hearing at a subsequent meeting.
 - 5. Should the motion for reconsideration fail, the item remains as adopted.
 - 6. Either the motion to reconsider or notice of intent to reconsider must be made not later than the next regular meeting. A member of the Governing Body may indicate notice of intent to propose reconsideration either orally or in writing.
- B. Effect of Reconsideration.
The effect of making the motion to reconsider, or of giving notice of the motion, is to suspend all action on the subject of the motion until the reconsideration is acted upon.
- C. Reconsideration at a subsequent meeting.
 - 1. When notice is required for a question, the Governing Body shall comply with all rules requiring public notice.
 - 2. If reconsideration will be taken up at a subsequent meeting, notice of intent will be placed on the agenda. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
- D. Debate of Motion.
Debate on the motion to reconsider will be limited to the merits of the reconsideration and not the merits of the question to be reconsidered.
- E. Vote.
The passage of the motion to reconsider requires a majority vote, even if the measure to be reconsidered requires a two-thirds vote.

[03-050]

2.11 Appeal a decision of the presiding officer. An appeal must be made promptly before any debate or other business has intervened. When an appeal is taken, the presiding officer should clearly state the decision being appealed and may state his reasons for his decision. If there is no debate, or when debate is concluded, the presiding officer may put the question to the Governing Body. A majority vote of those present sustains a decision of the presiding officer.

2.12 Amendments

- A. Every amendment proposed must be relevant to the subject of the proposition.
- B. A proposed amendment takes precedence over the original motion out of which it arises and must be voted upon before the original motion.
- C. After an amendment is adopted, the question as amended must be put to a vote.
- D. Rejection of an amendment leaves the pending question worded as it was before the amendment was offered.
- E. Form of amendments
 - 1. Amendments should be offered in a concise, unambiguous and in a complete form of a motion.
 - 2. In form, amendments may be divided into the following types:
 - a. To add (that is to place at the end
 - b. To insert
 - c. To strike out
 - d. To strike out and insert
- F. Decision on amendments
 - 1. An amendment, once adopted, may not thereafter at the same meeting be changed or modified, except upon reconsideration of the vote by which it was adopted.
 - 2. When a proposed amendment has been defeated, the same amendment may not be proposed again without first reconsidering the vote by which the amendment lost.
- G. The presiding officer may require amendments to be submitted in writing.
- H. Withdrawing Amendments and Accepting Modification
 - 1. Amendments may be withdrawn before being seconded and stated by the presiding officer. After it is seconded and stated it is in the possession of the Governing Body and be withdrawn only with the consent of the Governing Body.
 - 2. A member may modify an amendment before it is seconded and stated by the presiding officer. After it is seconded and stated, it is in the possession of the Governing Body and can be modified only with the consent of the body. The presiding officer may put the question of modification without waiting for a motion, if there is no objection.

**ARTICLE III
RULES OF ORDER**

3.1 Rules of Debate. Debate is the essential feature of a legislative body. It is the means by which the opinions of members are exchanged, questions deliberated and conclusions reached on the business before the body.

- A. To permit debate:
 - 1. There must be a debatable question before the body, and one member must have been recognized as entitled to speak.
 - 2. All debate must be addressed to the presiding officer, and not to the members.
 - 3. Debate must be confined to the question before the body.
- B. Time Limits. The presiding officer may set time limits in debate.
- C. Call the Question (Previous Question). Debate may be closed immediately by calling the question. The motion for the call for the question may motivate unanimous consent to ending debate. Before such a motion has been seconded, the chair may ask if there is any objection to closing debate. If there is no objection, the presiding officer shall immediately call the question. If one member objects, the presiding officer shall ask if there is a second to the motion. If there is a second to the call, he must immediately take a vote on whether to order the call for the question. The call for the question requires a majority vote before the vote on the question to which applied. The call for the questions is neither amendable nor debatable and can be reconsidered.

3.2 Rules of Voting

- A. Each councilor in attendance must vote for or against all measures before the Governing Body, unless there is a conflict of interest, for which abstention is recognized. Such conflict of interest disclosure shall be recorded in the minutes.
- B. A member shall not explain his vote during voting, which would be the same as debate at such a time.
- [94-098]**
- C. Except for procedural matters, voting shall be by roll call and each councilor's vote shall be recorded in the minutes. Roll call votes shall be at random. Actions declared as procedural by the presiding officer may be decided by a show of hands.
- D. No member of the Governing Body shall participate in the discussion, debate, deliberation or vote, or otherwise take part in the decision-making process on any agenda item before the Governing Body in which the member has a conflict of interest. Further, in order to avoid the appearance of impropriety, any member determined to have a conflict of interest on any agenda item before the Governing Body shall leave the meeting room, except that if the matter is being considered at a public meeting, the Governing Body member may remain in the area of the room occupied by the general public.

[04-050]

3.3 Decorum

- A. Members must address all remarks through the presiding officer.
- B. Members of the Governing Body shall confine their remarks to the question under discussion or debate, avoiding personal references or attacks on fellow members, staff members or members of the public. No member of the Governing Body shall engage in private discourse or commit any other act tending to distract the attention of the Governing body from the business before it.
- C. A member who resorts to persistent irrelevance or persistent repetition may be directed to discontinue his speech by the presiding officer.

- D. Point of Order. A councilor may call attention to the violation of the rules or a mistake in procedure by rising to a point of order. The presiding officer may permit a full explanation before ruling on the claim and may submit the question to the Governing Body for decision by a majority vote. The presiding officer is not required to decide any point of order not directly presented in the proceedings of the body. Such an assertion does not require a second, is not debatable nor amendable and cannot be reconsidered.
- E. Question of Privilege. Questions of privilege do not relate to pending business, but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. The presiding officer makes a ruling as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed.

3.4 Public Hearing Procedures

- A. Reasonable efforts shall be made to give notice of public hearings to all interested people. Notice of public hearings shall state the subject, the time and place of the public hearing, the manner in which interested people may express their views and where interested people may obtain copies of the material that is the subject of the hearing.
- B. A meeting of the Governing Body is called to order and business, if any, is considered until the public hearing comes on the agenda.
- C. At the beginning of the public hearing, the presiding officer shall require that all interested persons, who have an immediate, pecuniary or direct interest that will be substantially and specifically affected by the proceeding, and witnesses sponsored by such interested persons, wishing to address the Governing Body register with the City Clerk, giving their names and addresses, and whether they wish to speak as a proponent, opponent, or otherwise. Any person who fails to register shall not be permitted to speak until all those who signed in have spoken.
- D. All interested persons offering testimony as parties to the proceeding and their witnesses will be sworn by the City Clerk and are subject to cross-examination by other parties, city staff or the Governing Body. Objections to the proffered testimony of any person must be made at the time the testimony is offered. Because the Governing Body conducts de novo hearings, an interested person does not have to appear before the Planning and Zoning Board to participate as a party in a land use proceeding. However, appeals of final decisions of the Planning and Zoning Commission can only be brought by an "aggrieved person" who appeared as an interested person before the Planning and Zoning Board. An aggrieved person is a person who has a direct personal or pecuniary interest, or a property right, which is affected by the decision being appealed. The aggrieved party's interest must be an immediate and substantial consequence of the decision, and not merely nominal or remote.
- E. The presiding officer may change the order of speakers so that testimony is heard in the most logical groupings, e.g., proponents, opponents, adjacent owners, vested interests, etc.
- F. The presiding officer will introduce the item, open the public hearing and call upon the staff to submit its report into evidence and request the proponent to describe the matter under consideration.
- G. Interested persons shall have the opportunity to submit data, views or arguments orally or in writing. All written material must be marked as exhibits, submitted to the Clerk, and placed into evidence as part of the administrative record. Cross examination of a witness or interested persons, expressing their views although expressly permitted, may be limited in the discretion of the presiding officer.

- H. The presiding officer may establish reasonable speaker time limits and otherwise control presentations to avoid repetition or the introduction of incompetent evidence. Additional time may be granted if appropriate and necessary to secure a full and fair presentation of either factual or opinion testimony or of legal argument.
- I. After the proponents and opponents have had an opportunity to be heard, the presiding officer will call for rebuttal. A proponent or opponent speaking in rebuttal shall not introduce new material.
- J. After the Governing Body has heard all the evidence, the presiding officer closes the public hearing and entertains a motion. Following the motion and its second, discussion occurs among the body. Comments from the general public on legal or policy matters raised by the proceeding may be received after the close of the public hearing, but will not be considered as evidence or as part of the record by the Governing Body. The presiding officer calls the question and requests identification and adoption of proposed facts and conclusions of law that support the Governing Body's decision to be issued in a written order.
- K. The Governing Body shall promptly prepare a written decision that includes an order granting or denying relief and a statement of the factual and legal basis for the order; shall file the order with the City Clerk; and shall serve a copy of the written decision and the requirements for filing an appeal on all persons who appeared as interested persons in the proceeding and every person who has filed a written request for notice of the final decision in that particular proceeding.

[03-050]

**ARTICLE IV
GENERAL PROCEDURES**

4.1 Councilors Responsibilities

- A. Initiation of Proposals for Action
1. Requests for initiation of legislation shall be directed through the City Manager. As sponsor of legislation, it is the responsibility of the councilor to present the proposal to the Governing Body. City staff is available to assist in the preparation of the necessary documents.
 2. Substitute Legislation. A proposal for a substitute ordinance or resolution in accordance with Article II, Section 4.D. of these rules, shall be submitted through the mayor and made available to the members of the Governing Body at least twenty-four hours prior to the meeting at which the matter is to be discussed.
- B. In addition to other duties, responsibilities and rights, the governing body shall:
1. In all public statements, make clear that they speak only for themselves unless authorized by the Mayor or a majority of the Council to speak for the Governing body as a whole.
 2. Insure that the Mayor is informed, as soon as practical, of significant communications with outside entities, be they either directed to, or initiated by the Councilor.
 3. Refrain from negotiating contracts on behalf of the city, without authority from the City Manager. Only the City Manager or his designee, can negotiate a contract on behalf of the city.

[94-093]

4.2 Supplemental Legal Opinions

- A. The mayor or any city councilor may request a supplemental legal opinion by making a written request and having the request placed on the agenda of the Governing Body.
- B. The request for supplemental legal opinion shall identify the opinion from which the supplemental opinion is sought and the basis for disagreement with the opinion.
- C. The Governing Body may, in its discretion approve or reject the request for supplemental legal opinion by a majority vote of its members.
- D. If the Governing body approves the request for supplemental legal opinion, the lawyer or law firm selected will be by mutual consent of the member seeking the supplemental opinion and the remaining members of the Governing Body. The Governing Body will also approve payment of the costs of the supplemental legal opinion from City funds.
- E. The Governing Body will approve no more than one supplemental legal opinion on any given subject. This provision does not prevent the mayor or any city councilor from retaining from his/her private funds, an attorney to render additional opinions on any matter whatsoever.
- F. Any request for supplemental legal opinion which fails to obtain a majority vote in the affirmative shall not be reintroduced to the Governing Body for a period of six months, or the decision of a simple majority of the Governing Body.

[95-046]

4.3 Special Committees

- A. Scope. A committee formed by approval of the Governing Body for fact-finding purposes regarding a specific, clearly defined issue.
- B. Purpose. The purpose of a Special Committee is to formulate recommendations and/or draft proposals on a specific issue to be presented to the Governing Body members.

C. Rules

1. The Committee shall not be comprised of more than three (3) members of the Governing Body and may include city staff and no more than two members of the public.
2. The Committee members are strictly prohibited from discussing committee activity with members of the Governing Body who are not part of the Committee.
3. The proposal for the creation of the Committee shall be made publicly at a regularly scheduled Governing Body meeting via a Resolution sponsored by a Governing Body member. The Resolution must specify Committee subject matter and final report date (three months from Committee creation approval). A Committee can only be established by majority vote of the Governing Body.

If the Resolution creating the Committee is approved by majority vote of the Governing Body, the Resolution sponsor is automatically designated to serve on the Committee. Immediately after the Resolution's passage the following shall occur at that Governing Body's regular meeting:

- a) A Governing Body member who wishes to participate on the Committee shall express their desire to do so;
 - b) If more than two (2) Governing Body members other than the sponsor desire to participate on the Committee, they will be selected through a random process administered by the City Clerk in public;
 - c) The City Manager shall publicly indicate which city staff member or members the City Manager is appointing to serve on the Committee, if any, and the City Manager shall have the sole responsibility and ability to appoint city staff to serve on the Committee;
 - d) The City Manager shall publicly indicate which member(s) of the public the City Manager is appointing to serve on the Committee, if any, and the City Manager shall have the sole responsibility and ability to appoint a member(s) of the public to serve on the Committee;
 - e) Once it has been publicly determined which Governing Body members have been designated to serve on the Committee and the City Manager has publicly stated which city staff, if any, and member(s) of the public, if any, the City Manager has appointed to serve on the Committee, the Committee membership must be confirmed by majority vote of the Governing Body.
4. Governing Body meeting agendas and associated items such as Resolutions are noticed/posted and made available to the public on the City's Web site a minimum of three (3) days prior to a Governing Body meeting. Any member of the public desiring to be appointed by the City Manager as a volunteer to serve on a Committee that is being proposed to be created must submit a request on a form provided by the City to the City Manager's Office by 5 p.m. the day before the Governing Body meeting where the Resolution creating a Committee is being considered. Only members of the public who submit a letter of interest by the required

deadline will be considered by the City Manager for appointment to serve on a Committee and can be confirmed by majority vote of the Governing Body.

5. All Special Committees shall require re-authorization by the Governing Body three (3) months after its creation. Re-authorization of the Special Committee shall not exceed six (6) months.
6. The recommendations of a Special Committee shall not be binding and are subject to approval of the Governing Body. The Special Committee shall provide at least two (2) proposals or recommendations to the Governing Body. The Special Committee may recommend that the Governing Body take no further action on a particular issue.
7. Special Committees shall not be authorized to act or make any decision on behalf of the Governing Body.
8. Governing Body members may not participate on more than two (2) Special Committees at any one time; any exception to this can be made only upon a vote by majority.
9. Special Committees may have no less than four (4) participants and no more than seven (7). Committee members who are not members of the Governing Body or city staff may not participate in more than two (2) committees per calendar year unless authorized by a majority vote of the Governing Body.
10. The Special Committee shall select a Chairperson and the Chair shall present recommendations to the Governing Body during a scheduled work session or Governing Body meeting.
11. Any exception to the rules above must be voted on by a majority of the Governing Body.

[14-042] [14-047]

Revised: July 9, 2014