



ADMINISTRATION
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RESOLUTION #08-11-22/111-13
COUNTY MEETING RULES OF PROCEDURE

WHEREAS, the Otero County Board of County Commissioners (“the commission”) seeks to set Rules of Procedure to govern its meetings; and

WHEREAS, the Commission rescinds and supersedes any prior rule of procedure set; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners, Otero County adopts the following Rules of Procedure effective until and unless superseded or amended by future Commission Resolution:

1. Addressing Meetings.

A. Persons may be invited by Commissioners, subject to approval by the Chair, to address it on a particular agenda item or for the purposes of a general address or to make a presentation to the Commission. If the matter is a presentation, such shall be limited to 15 minutes (unless prior approval or an exception is granted).

B. Persons desiring to speak before the Commission on a particular agenda item shall be asked to sign in on the designated sign-in sheet for Agenda Items prior to the beginning of the meeting. Comments must be germane to the particular agenda item.

C. Persons desiring to speak before the Commission on topics not related to an agenda item shall be asked to sign in on the designated sign-in sheet for General Public Comment prior to the beginning of the meeting. Comments from the public that address personnel issues or a personnel dispute, active litigation, active grievance/arbitration, active collective bargaining negotiations or an impasse in such negotiations, or quasi-judicial proceedings where the Commission determines the legal rights, duties, or

privileges of specific parties in a hearing or other contested case proceeding will not be entertained as part of Public Comment.

D. Comments, either for agenda items or general public comment, shall be limited to three minutes. With notice at the beginning of the meeting, the Chair may decrease comment length from three minutes to two minutes, at his or her discretion.

Restrictions for time do not apply to the County Manager, County Attorney, persons invited to speak by the Commission or parties to quasi-judicial hearings.

E. Persons desiring to submit written comments to the Commission may do so at any time. Written comments will be provided to each commissioner and added to the meeting minutes for the record.

F. No signs, props, posters, or banners will be allowed in Commission Chambers other than those displayed during presentations on the overhead monitors.

2. Disturbing Meetings. It shall be unlawful to disturb any meeting of the Commission or any of its Committees or to behave in a disorderly manner at any such meeting. There will be no tolerance for disruptive public outbursts or disruptions that impede the orderly progress of a meeting. Vocal outbursts, disruptive hand gestures, and disruptive movements all constitute violations of this paragraph. Members of the public are to remain seated during meetings unless moving to the microphone to address the commission or exiting the meeting. The Chair or Vice Chair or the presiding Commissioner will provide one warning to anyone who causes a disruption. Upon a second or continued disruption, the Chair or Vice Chair or the presiding Commissioner will ask that person out of the Chambers, and if necessary, will ask that security or deputies escort that person out of the Chambers. Such removal from Chambers or the designated meeting place will be effective for the remainder of that meeting. If continued disruptions occur, the Chair or Vice Chair or the presiding Commissioner may recess the meeting until order is restored, and if necessary, may clear the Chambers or meeting place of persons participating in the disturbance. Removal from two meetings in a one-year period will be grounds for a one-year debarment from attending County meetings.

3. Room Capacity, Ingress, and Egress. Notwithstanding these rules, the Fire Chief, Fire Marshall or the Fire Chief's designee, shall strictly enforce room

capacity, ingress and egress rules to ensure the public's safety. Exits and aisles must remain clear at all times.

PASSED, APPROVED AND ADOPTED this 11th day of August, 2022.

**THE BOARD OF COUNTY COMMISSIONERS OF
OTERO COUNTY, NEW MEXICO**

Vickie Marquardt, Chairman

Gerald R. Matherly, Vice-chairman

Coy D. Griffin, Commissioner

Attest: _____

Robyn Holmes, County Clerk