

**OTERO COUNTY  
ORDINANCE NO. 23-03**

**AN ORDINANCE RELATING TO CREATING THE “KEEP OTERO COUNTY  
BEAUTIFUL” ADVISORY BOARD FOR THE PURPOSE OF ENHANCING  
LOCAL LITTER CONTROL, PROMOTING RECYCLING, BEAUTIFICATION  
AND WASTE REDUCTION PROGRAMS.**

**Establishment**

There is hereby established a Keep Otero County Beautiful Advisory Board.

**Mission**

The mission of the advisory board shall be to encourage accountability through outreach and education efforts to promote the preservation of environmental quality that ultimately supports a prosperous, clean, and healthy community.

**Membership**

The Keep Otero County Beautiful (KOCB) Advisory Board shall consist of five (5) members appointed by the Board of County Commissioners. The term of each member shall be two (2) years except for the initial appointment phase of the new Board. The initial term of the of the KOCB Advisory Board will be staggered with a majority of the Board appointed for two (2) years and the remaining two members appointed for one (1) year. If a vacancy occurs, the County Commissioner shall fill the vacancy by appointment for the unexpired term. Any member of the KOCB Advisory Board who is absent without excuse from three (3) consecutive meetings of the Board shall be deemed to have resigned their membership and shall be replaced pursuant to Otero County Resolution #03-14-19/107-59, Otero County Standard Operating Procedure for Boards and Committees. Absences may be excused if the absent member has communicated with the chairman of the advisory board.

**Purpose and Objectives**

The purpose of the KOCB Advisory Board shall be to serve as an advisory board concerning matters relative to Keep America Beautiful issues. The board shall make recommendations that focus in the areas of community improvement, education, litter prevention, beautification, waste reduction, and recycling projects. The board objectives shall include:

1. To foster and promote ideals and principles of community beautification, litter prevention, waste reduction, public education, promote recycling, protection of the environment, and the preservation of the natural beauty of Otero County;

2. Develop and implement plans, programs and initiatives that preserve the natural beauty of Otero County, protect the environment, improve public lands, reduce waste streams and improve Otero County communities through the efforts of volunteers and board-based alliances;
3. Recruit members of the general public to serve on committees and subcommittees to promote the ideals, principles, goals, and objectives of Keep Otero County Beautiful;
4. Develop plans and programs for the education of and dissemination of information to the general public in order to encourage individuals' behavior for the improvement of the environment, the protection of the quality of life in Otero County communities, and a positive behavior of individual citizens through personal responsibility;
5. Affiliate with Keep America Beautiful, Inc;
6. Recommend policies and carry out programs and projects to implement the purposes, objectives, and goals of Keep Otero County Beautiful; and

## **Responsibilities**

The KOCB Advisory Board shall have the following responsibilities and duties:

1. Elect officers and prescribe the duties and responsibilities for such officers;
2. Establish committees and subcommittees, including standing committees as may be necessary or appropriate to carry out the purposes and objectives of Keep Otero County Beautiful;
3. Serve on one or more of the committees or subcommittees;
4. Recruit members of the general public to serve on committees and subcommittees:
  - a) to set goals and establish action plans;
  - b) to notify members of committee and subcommittees of meeting dates and prepare an agenda for each meeting;
  - c) to submit project and funding sources to the advisory board for approval;

- d) to submit periodic committee, subcommittee, or activity reports to the advisory board;
  - e) to submit annual report to the Otero County Commission;
  - f) to accept grants for the administration and implementation of plans, programs, projects, consistent with applicable state statutes, laws, county ordinances, and county policies;
5. To plan, develop and implement projects, programs and to recommend policies to the Otero County Commission for:
- a) beautification and community improvement in Otero County;
  - b) litter prevention, recycling, and waste reduction through diverse programs;
  - c) education to encourage positive behavior towards community improvements and improving the environment and quality of life of communities through personal responsibility;
  - d) broad-based community alliances to achieve sustainable community improvement;
  - e) encouragement of action by volunteers;

## **Meetings**

1. *Regular meetings.* The KOCB Advisory Board shall meet monthly. Timely written notice of the date, time, and place of the regular meetings of the advisory board of not less than seven (7) days shall be given to members by e-mail, mail, or by hand delivery.
2. *Special meetings.* The chairperson or one-third of the members of the advisory board may call a special meeting of the advisory board at any time, provided that the notice of the date, time, place, and purpose of such special meeting shall be given to each member in writing by e-mail, mail, or by hand-delivery at least three (3) days prior to the special meeting.
3. *Quorum:* A quorum shall consist of a majority of voting members of the advisory board currently serving a term of office at any regular meeting or special meeting. No business may be transacted at any regular or special meetings in the absence of a quorum.
4. *Parliamentary procedure.* All questions of order, procedure and parliamentary law shall be governed by the most recent edition of Robert's

Rules of Order, except in instances in which Roberts' Rules of Order have been superseded by an applicable New Mexico statute, or county ordinance.

5. *Question of order.* All questions of order shall be determined in the first instance by the chairperson, or in the absence of the chairperson, the vice-chairperson, without debate, but any member of the advisory board may appeal to the full board from the decision of the chairperson or vice chairperson, if applicable.

## **Officers**

1. *Officers.* The officers of the KOCB Advisory Board shall include a Chairperson and a Vice Chairperson.
2. *Duties.*
  - a) *Chairperson.* The duties of the chairperson shall be to preside at meetings of the advisory board, preside at public meetings called by the advisory board, serve as the principal spokesperson on advisory board matters or designate another member of the board, in the absence of the vice chairperson, to serve as presiding officer and spokesperson. The chairperson shall ensure that periodic review of advisory board goals, objectives, plans, policies, programs, and projects; and review progress on various matters that have become before the board;
  - b) *Vice chairperson.* The duties of the vice chairperson shall be to perform the duties of the chairperson in the absence or upon the resignation of the chairperson.

## **Staff Support**

1. *Board staff.* The Solid Waste Superintendent shall serve as an advisor to the Board.

## **Committees**

Committees and subcommittees will be necessary or appropriate to carry out the purpose and objectives of the KOCB Advisory Board. A member of the advisory board shall serve as the committee chairperson of each such committee or subcommittee. Each such committee or subcommittee shall recruit members from the public; set goals and objectives; develop actions plans; provide for the notification of meeting dates, times, and places; prepare agenda for each meeting; report committee and subcommittee activities to the advisory board; and perform such other duties and functions as may be assigned to them by the advisory board.

## **Funding**

1. *Appropriations.* The Otero County Commission may appropriate funds in its annual budget for the KOCB Advisory Board as part of the budget for the Solid Waste Department
2. *Grants.* The advisory board may apply for and accept grants from private and public sources. The advisory board may accept monetary donations, services, and other items or materials suitable for use by the board in the performance of its public functions.

**PASSED AND ENACTED THE 9<sup>th</sup> DAY OF NOVEMBER, 2023.**

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

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Vickie Marquardt, Chairperson

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Gerald Matherly, Vice-Chair

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Amy Barela, Commissioner

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Robyn Holmes, Otero County Clerk