



**BOARDS,
COMMISSIONS,
COMMITTEES, &
ADVISORY BODIES
RULES OF PROCEDURE**

Effective December 26, 2023

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Article I General Provisions

1.1 Boards, Commissions, Committees, and Advisory Bodies

A. City Charter Section 5.07 states the following:

1. The Governing Body may, by ordinance, establish boards and commissions with such powers, purpose, scope, and authority as is deemed appropriate by the Governing Body.
2. The Governing Body may establish advisory bodies, as it determines to be appropriate and advantageous to the conduct of City government. Advisory bodies shall be established by ordinance when the advisory body is to function for a period greater than one year. A resolution may be used for advisory bodies that will function for a period of one year or less.
3. The ordinance or resolution creating an advisory body shall describe the purpose, scope and authority of the advisory body so established.
4. Except as otherwise provided in the Charter, the mayor shall appoint all members of boards, commissions and advisory bodies, and fill vacancies thereon, subject to the confirmation of the Governing Body, as provided in Section 3.02 of the Charter. The mayor shall appoint persons within forty-five days of the formation of the board, commission or advisory body, or as soon as practicable for a vacancy thereon.
5. Every effort shall be made to ensure that all council districts are represented on all advisory bodies. No more than two members of any advisory body may reside in the same council district, unless provided for otherwise by law, or unless the advisory body is comprised of more than twelve members.
6. No vacancy in the office of any member of any advisory body shall be caused by redistricting of City Council election districts. All members of an advisory body shall be entitled to serve out their terms, unless otherwise removed pursuant this section, even if redistricting causes the number of members to exceed two from any one district.
7. No member of the Governing Body, nor any appointive officer or employee of the City, shall be appointed to any City board, commission or advisory body as a voting member. This subsection does not apply to any internal board or committee which consists solely of appointive officers or employees.
8. Except as otherwise provided by ordinance or the Charter, members of all boards, commissions and advisory bodies shall serve at the pleasure of the Governing Body, and may be removed at any time.

B. Municipal Code Chapter 33 (Boards, Commissions, and Committees) addresses matters such as:

1. Creation.
2. Appointment; qualifications and term.
3. Removal from office.
4. Reports to Governing Body.
5. Quorum.
6. Conflict of interest and recusal.
7. Compensation.

1.2 Meetings

A. Meetings of boards, commissions, committees, and advisory bodies shall be held in accordance with Municipal Code Chapter 33, the Open Meetings Act, 10-15-1 et. seq. NM, 1978, and the Governing Body's annually adopted Open Meetings Act Resolution (as applicable).

B. Reasonable notice of boards, commissions, committees, and advisory body meetings is pursuant to the Governing Body's annually adopted Open Meetings Act Resolution:

1. Notice of regular meetings shall be given no fewer than 10 days in advance of the meeting date and shall indicate how a copy of the agenda may be obtained.
2. Agendas for each meeting shall contain a list of specific items of business to be discussed or transacted and will be available at least seventy-two (72) hours prior to the meeting on the City's website and posted in the City Hall lobby (3200 Civic Center Circle NE).
3. If a meeting is cancelled due to lack of a quorum, or for lack of agenda items, a notice shall be posted on the entrance of the meeting location and on the City's website as soon as practicable.
4. Annually, as applicable, boards, commissions, committees, and advisory bodies shall establish a regular meeting schedule for the next fiscal year.
5. A special meeting of a board, commission, committee, and advisory body may be called by the Chairperson with notice of special meeting given no later than seventy-two (72) hours prior to the meeting.

C. The City staff designated by the City Manager, through the applicable Department Director, for each board, commission, committee, or advisory body shall cause appropriate public notice to be given.

D. All binding actions of boards, commissions, committees, and advisory bodies shall be taken at regular or special meetings.

E. All boards, commissions, committees, and advisory bodies 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 in the lobby of City Hall and on the City's website. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting, pursuant to 10-15-1 et. seq. NMSA, 1978.

1.3 Attendance

A. Members of boards, commissions, committees, and advisory bodies are expected to attend all scheduled meetings in person.

B. In accordance with 10-15-1 et. seq. NMSA, 1978, members of boards, commissions, committees, and advisory bodies may participate in meetings remotely by telephone conference or other similar communications equipment when it is otherwise difficult or impossible to attend the meeting in person. Boards, commissions, committees, and advisory body members may only participate remotely in regular meetings utilizing telephone conference or other similar communications equipment no more than 25% of the time in a consecutive twelve (12)-month period.

C. Pursuant to Municipal Code Section 33.03, any appointed member may be automatically removed for failure to attend 75% of the regular meetings in a consecutive twelve (12)-month period.

1.4 Duties of the Presiding Officer

A. The Chairperson of a board, commission, committee, or advisory body, pursuant to Municipal Code Chapter 33, shall possess the powers and perform the following duties:

1. Preserve order and decorum and have general direction of the room where the meeting is occurring.
2. Announce the business before the board, commission, committee, or advisory 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 board, commission, committee, or advisory body.
4. Call for public input on agenda items.
5. Decide all points of order, subject to appeal, unless the Chairperson prefers to submit the question to the decision of the board, commission, committee, or advisory 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 presiding officer (Chairperson), upon their inability to act or upon the request of the presiding officer, the Vice-Chairperson (pursuant to Municipal Code Chapter 33), shall preside and shall have all the powers and authority of the Chairperson. In absence or inability to act of both the Chairperson and Vice-Chairperson, the senior board, commission, committee, or advisory body members shall serve as presiding officer. In those instances where members have equal authority, the members representing the Council District with the lowest district number shall preside.

1.5 Adopted Rules

A. Application of Robert's Rules of Order. 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. Violation of Rules. Violation of these rules does not invalidate the action of a board, commission, committee, or advisory body.

Article II Procedures

2.1 Preparation and Distribution of Agendas and Materials

A. The City staff person designated by the City Manager, through the applicable Department Director, designated for each board, commission, committee, and advisory body shall prepare and coordinate all meeting agendas and associated materials.

1. City staff may place matters on the consent calendar which are routine or ministerial in nature.
2. City staff shall assure that scheduled public hearings, as applicable, have been duly advertised.

B. The agenda for a regular meeting, along with related material, shall be electronically available to the members of each board, commission, committee, and advisory body member at least five (5) days in advance of the meeting.

C. The agenda shall be posted by the designated City staff in accordance with the procedures stipulated in the Governing Body's annually adopted Open Meetings Act Resolution, pursuant to Municipal Code Chapter 30, and 10-15-1 et. seq. NMSA, 1978.

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. Approval of the minutes shall be placed on the consent calendar, if used by a board, commission, committee, or advisory body. Unless a reading of the minutes is requested by a board, commission, committee, and advisory body member, the minutes of previous meetings may be corrected and approved without reading.

C. Previously approved minutes may be corrected whenever an error is noticed, and the parameters of these rules related to the reconsideration of an action are not applicable.

2.3 Order of Business

A. Meetings (regular or special) shall be conducted in the following order; however, the presiding officer may, during a meeting, rearrange items on the agenda to conduct the business before the board, commission, committee, and advisory body more efficiently:

- Call to Order
- Pledge of Allegiance
- Consent Calendar
- Staff Presentations, Reports and Comments
- Public Hearings
- Discussion and Deliberation
- Comments by Members
- Public Forum
- Adjournment

B. The consent calendar, if used by a board, commission, committee, or advisory board, shall be used for items recommended for approval, without amendment or substitution, that are routine or ministerial in nature. The consent calendar is approved by a single motion. Discussion of an item appearing on the consent calendar shall only occur if a member of a board, commission, committee, and advisory body requests the item to be withdrawn from the consent calendar without discussion or vote.

C. Public Forum

1. Any person wishing to address a board, commission, committee, or advisory body related to a non-agenda item shall register in person with the applicable City staff person no later than fifteen (15) minutes prior to the scheduled start time of a meeting.

2. Manner of address:

- a. Each person shall seek the recognition of the presiding officer.
- b. Only the person signed up to speak shall stand at the podium, unless assistance or accommodations are needed to provide the public input.
- c. Each person shall give their name and address.
- d. Comments shall be addressed to the board, commission, committee, or advisory body as a whole through the presiding officer and not to any members thereof.
- e. No person shall enter into any discussion without the permission of the presiding officer.
- f. Speakers will be recognized by the presiding officer in order of registration with applicable City staff.
- g. Each person speaking under public forum shall have one (1) or two (2) minutes in total for comments after being recognized by the presiding officer. The presiding officer shall determine the specific amount of time given to public forum speakers at a meeting.
- h. No more than two (2) hours in total will be allotted for public forum comments at any meeting. A majority vote of the board, commission, committee, or advisory body members present may approve to extend the total amount of time allotted for public forum at a meeting.

D. Public Input on Agenda Items

1. Public input on items listed under Public Hearings shall be taken pursuant to the Public Hearing procedures stated in these rules.

2. Any person wishing to address the board, commission, committee, or advisory body related to an item listed under Discussion and Deliberation, shall register in person with the applicable City staff person no later than fifteen (15) minutes prior to the scheduled start time of a meeting. Manner of address:

- a. Each person shall seek the recognition of the presiding officer.
- b. Only the person signed up to speak shall stand at the podium, unless assistance or accommodations are needed to provide the public input.
- c. Each person shall give their name and either City Council District or address.
- d. Comments shall be addressed to the board, commission, committee, or advisory body as a whole through the presiding officer and not to any members thereof.
- e. No person shall enter into any discussion without the permission of the presiding officer.
- f. Speakers will be recognized by the presiding officer in order of registration with the applicable City staff person.
- g. Each person speaking on a specific agenda item shall have one (1) or two (2) minutes in total for comments after being recognized by the presiding officer. The presiding officer shall determine the specific amount of time given to speakers at a meeting.
- h. No more than two (2) hours in total will be allotted for comments pertaining to a specific agenda item at any meeting. A majority vote of the board, commission, committee, or advisory body members present may approve to extend the total amount of time allotted for public input related to a specific agenda item at a meeting.
- i. Public input can be submitted in writing to the designated City staff prior to the date of the meeting in which the item is scheduled to be heard; however, only public input

received before 4 p.m. on the day of the meeting will be entered into the record prior to the meeting.

E. Work Sessions

1. Work sessions may be held for the purpose of examining issues, policy discussions, and receiving information, but no official action or vote may be taken.
2. Work sessions are limited to two (2) hours unless a majority of the board, commission, committee, or advisory body members attending the work session consent to a time extension.
3. No more than three (3) items will be placed on any work session agenda.
4. Public input will not be taken at a work session meeting.
5. Meetings shall be conducted in accordance with the Governing Body's annually adopted Open Meetings Act Resolution, pursuant to Municipal Code Chapter 30, and 10-15-1 et. seq. NMSA, 1978.
6. The order of business for a work session meeting shall be:
 - Call to Order
 - Pledge of Allegiance
 - Discussion
 - Adjournment

F. Public Decorum

1. The presiding officer may bar anyone acting improperly from continuing their address to the board, commission, committee, or advisory body.
2. While the board, commission, committee, or advisory body is in session, no person shall disturb or cause a breach of the peace, pursuant to Municipal Code Section 131.05 Disturbing the Peace, or delay or interrupt the proceedings of the board, commission, committee, or advisory body.
3. Electronic devices shall be kept in silent mode during the meeting.
4. No signage, banners, posters, or props shall be held or displayed in the room where the meeting is occurring in a manner that blocks the view of others or creates a distraction from the business of the board, commission, committee, or advisory body.
5. When necessary, the Director of the Department of Public Safety (Police), or their designee, shall serve as sergeant-at-arms.
6. When necessary, the Director of the Department of Fire and Rescue, or their designee, shall enforce the room capacity, ingress and egress of the room where the board, commission, committee, or advisory body meeting is occurring.

2.4 Appeals (Applicable to any Board, Commission, Committee, or Advisory Board having Final Authority in a Quasi-Judicial Hearing)

Appeals to a board, commission, committee, or advisory body are the class of action mandated by the City Charter, statutory or ordinances provisions.

2.5 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 stated in the positive form, "to pass," "to adopt," "to approve," "to confirm," or "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 board, commission, committee, or advisory body member 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 board, commission, committee, or advisory 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 board, commission, committee, or advisory 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 board, commission, committee, or advisory body and can, therefore, be withdrawn or modified only by consent of the body.

2.6 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, provided that there shall be no more than two (2) postponements for any item. The motion to postpone is debatable, amendable, and may be reconsidered.

B. To Table (Postpone Temporarily). Any measure before the board, commission, committee, or advisory 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 board, commission, committee, or advisory 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.

2.7 Reconsideration of Action

The purpose is to permit the board, commission, committee, or advisory 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 board, commission, committee, or advisory 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 board, commission, committee, or advisory body may indicate notice of intent to propose reconsideration either orally or in writing to the designated City staff person.

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 board, commission, committee, or advisory 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 by the designated City staff person. 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.

2.8 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 the reasons for their decision. If there is no debate, or when debate is concluded, the presiding officer may put the question to the board, commission, committee, or advisory body. A majority vote of those present sustains a decision of the presiding officer.

2.9 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 approved, 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, to include the page and line number of the content to be amended.
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.
3. The presiding officer may require amendments to be submitted in writing.

G. 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 board, commission, committee, or advisory body and can be withdrawn only with the consent of the board, commission, committee, or advisory 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 board, commission, committee, or advisory body and can be modified only with the consent of the board, commission, committee, or advisory 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 an essential feature of a governmental body which the opinions of members are exchanged, questions deliberated, and conclusions reached on the business before board, commission, committee, or advisory body.

A. To permit debate:

1. There must be a debatable question before the board, commission, committee, or advisory body, and one member must have been recognized by the presiding officer as entitled to speak.
2. All debate must be addressed to the presiding officer, and not to the other members or public.
3. Debate must be confined to the question before the board, commission, committee, or advisory body.

B. Time Limits. The presiding officer may set time limits in debate. No board, commission, committee, or advisory body member shall be permitted to speak more than once on any motion until every member wishing to speak has been allowed to do so.

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 presiding officer 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, they 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 board, commission, committee, or advisory body member in attendance must vote for or against all measures before them, 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 board, commission, committee, or advisory body member shall not explain their vote during voting, which would be the same as debate at such a time.

C. Except for procedural matters, voting shall be by roll call and each member'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 a board, commission, committee, or advisory body shall participate in the discussion, debate, deliberation or vote, or otherwise take part in the decision-making process on any agenda item before them 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, as determined by majority vote of the board, commission, committee, or advisory body members present, on any agenda item before the board, commission, committee, or advisory body shall leave the meeting room.

3.3 Decorum

A. Members must seek recognition of the presiding officer before speaking and must address all remarks through the presiding officer.

B. Members of a board, commission, committee, or advisory body shall confine their remarks to the question under discussion or debate, avoiding personal references or attacks on fellow members, City staff members, or members of the public. No member of a board, commission, committee, or advisory body shall engage in private discourse or commit any other act tending to distract the attention of the board, commission, committee, or advisory body from the business before it.

C. A member who resorts to persistent irrelevance or persistent repetition may be directed to discontinue their speech by the presiding officer.

D. Point of Order. A board, commission, committee, or advisory body member 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 board, commission, committee, or advisory body for decision by a majority vote of the members present. 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 (Applicable to any Board, Commission, Committee, or Advisory Body having Final Authority in a Quasi-Judicial Hearing)

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 board, commission, committee, or advisory body is called to order and business, if any, is considered until the public hearing comes on the agenda.

C. All aggrieved persons, and materially relevant witnesses sponsored by such interested persons, wishing to participate in the public hearing and address the board, commission, committee, or advisory body shall register in person or via specified communications technology/equipment with the applicable City staff person no later than fifteen (15) minutes prior the scheduled start time of a related hearing. For the purposes of a Public Hearing, 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 considered by the board, commission, committee, or advisory body. The Aggrieved Person's interest must be an immediate and substantial consequence of the decision, and not merely nominal or remote. Any person who receives specific notice of an official action which is required pursuant to ordinances shall be considered an Aggrieved Person. Those who register must provide name and address, and whether they wish to speak as a proponent or opponent, and how they qualify as an Aggrieved Person as defined above. Any person who fails to register shall not be permitted to speak.

D. All Aggrieved Persons offering testimony as parties to the proceeding and their materially relevant witnesses will be sworn by the presiding officer and may be questioned by the board, commission, committee, or advisory body. An Aggrieved 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 Board may only be brought by an "Aggrieved Person" who appeared before the Planning and Zoning Board.

E. The order of speakers for a Public Hearing item is:

1. City staff presentation
2. Proponent/Applicants
3. Opponent/Aggrieved Persons
4. Board, commission, committee, or advisory body question of parties (also allowed throughout the proceeding)

The presiding officer may change the order of speakers so that testimony is heard in the most logical groupings.

F. The presiding officer will introduce the item, open the public hearing and call upon the City staff to submit its report into evidence, and request the proponent to describe the matter under consideration.

G. Aggrieved 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 designated City staff a minimum of ten (10) days prior to the hearing date, and placed into evidence as part of the administrative record.

H. The presiding officer may establish reasonable speaker time limits and otherwise control presentations to avoid repetition or the introduction of irrelevant 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 allow board, commission, committee, or advisory body members to ask questions of the parties and Aggrieved Persons.

J. After the board, commission, committee, or advisory 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 board, commission, committee, or advisory body. The presiding officer calls the question and requests identification and adoption of proposed facts and conclusions of law that support the board, commission, committee, or advisory body decision to be issued in a written order.

K. The board, commission, committee, or advisory 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 designated City staff; and shall mail a copy of the written decision to all persons who appeared as Aggrieved Persons in the proceeding. Mailing will be done by certified mail to the address provided by the Aggrieved Person at the proceeding.

L. No member of a board, commission, committee, or advisory body shall initiate, permit or consider a communication directly or indirectly with a party or the party's representative outside of the hearing and outside of the presence of all interested parties concerning the pending matter, pursuant to Municipal Code Section 39.23.

Article IV General Procedures

4.1 Member Responsibilities

A. A request for an item to be placed on a meeting agenda by a board, commission, committee, or advisory body member must be directed to the designated City staff person a minimum of forty-five (45) days in advance of the requested meeting agenda date. Any associated document drafting, research, analysis, or legal review for the agenda item in question will only be performed by applicable City staff.

B. In addition to other duties, responsibilities, and rights pursuant to the City Charter and adopted ordinances and resolutions, a board, commission, committee, or advisory body member shall:

1. In all public statements, make clear that they speak only for themselves and do not speak for the board, commission, committee, or advisory body as a whole.
2. Ensure that the presiding officer and designated City staff person is informed, as soon as practical of significant communications with outside entities, be they either directed to, or initiated by the board, commission, committee, or advisory body member.