



CITY COUNCIL STANDING COMMITTEE PROCEDURAL RULES

ADOPTED AUGUST 31, 2022

TABLE OF CONTENTS

I.	Purpose.....	3
II.	Definitions.....	3
III.	Administrative Responsibility.....	3
IV.	Committee Chairs.....	5
V.	Committee Composition.....	5
VI.	Voting.....	6
VII.	Decorum.....	6
VIII.	Robert’s Rules of Order.....	6
IX.	History.....	7

I. Purpose

These procedural rules (“Rules”) are intended for use by the City Council Standing Committees of the City of Santa Fe (“Council Committees”) to guide the actions of the Council Committees in the general conduct of business and serve as a reference in settling some parliamentary disputes. These rules are intended to support the intent and enable the effective functioning of the Council Committees.

II. Definitions

Bill means a proposed law presented to the Governing Body for approval and adoption.

City means the City of Santa Fe, New Mexico.

City Council means the City Councilors as a group, exclusive of the mayor.

City Council Standing Committee or **Council Committee** means a standing committee comprised entirely of City Councilors.

Governing Body means the Councilors and the Mayor, or the Councilors and a Mayor Pro-Tempore, meeting in a session that has been duly called in accordance with the state’s Open Meetings Act.

Legislation means a bill or resolution.

Minutes means a document that records, at a minimum, the time the meeting is called to order and adjourned, those members in attendance, and the motions and votes taken by the members.

Open Meetings Act (“OMA”) means the New Mexico Open Meetings Act, NMSA 1978, Sections 10-15-1 to -4.

Ordinance means a law that has been approved and adopted by the Governing Body.

Packet Material means the minimum documents necessary for Governing Body to act on the relevant item.

Presiding Officer means the chair of the Council Committee or, in the absence of the chair, the person designated pursuant to these rules.

Resolution means a formal expression of the Governing Body’s opinion, will, or intent.

Staff Liaison means a member of City staff assigned to coordinate the meetings of a specific council committee.

Standing Committee means an advisory committee, appointed by the mayor with the approval of the city council, the work of which is generally continuous and relevant to the fundamental concerns of the Governing Body.

III. Administration

A. Staff Liaison.

1. The City Manager shall designate a Staff Liaison to the Council Committees for the purpose of coordinating Council Committee meetings with the City Clerk’s office, each Council Committee’s Presiding Officer, and relevant staff. The Staff Liaison shall perform the following duties:

- a. Prepare an agenda for relevant Council Committee meetings in coordination with the relevant Presiding

- Officer;
 - b. attend all Council Committee meetings;
 - c. record the roll call and track the motions and votes of all action items, unless delegated to additional staff support; and
 - d. distribute supporting materials as necessary;
2. The staff liaison shall not have a vote on Council Committee actions

B. Agendas.

1. An agenda shall be prepared for each meeting and distributed to all members of a Council Committee, the City Clerk's office, and the Staff Liaison. The agenda shall include, at a minimum, the following sections:

- a. Call to Order
- b. Roll Call
- c. Approval of Agenda
- d. Approval of Consent Agenda
- e. Presentations
- f. Action Items: Consent Agenda
 - i. Approval of Minutes
 - ii. Items about which the Presiding Officer does not anticipate discussion
- g. Action Items: Discussion Agenda
 - i. Items about which the Presiding Officer anticipates discussion
 - ii. Items for which, at the time the agenda is published, a written amendment has been included in the packet that either has not been voted on during a previous Council Committee or has been voted against during all previous Council Committees.
- h. Matters From Staff
- i. Matters From the Committee
- j. Matters From the Chair
- k. Next Meeting
- l. Adjourn

2. If an amendment is added to the packet for a legislative item after the publication of the agenda, the Committee shall remove that item from the "Consent Agenda" and place it on the "Discussion Agenda" during "Approval of Agenda".

3. When legislation is introduced at a Council Committee meeting due to necessity or emergency in accordance with the Governing Body Procedural Rules, the Council Committee may challenge the proposed schedule and revise the schedule to include additional relevant committees with a majority vote.

4. Council Committee members are encouraged to communicate their intent to remove an item from the consent agenda to the staff liaison and chair no later than three (3) hours prior to the commencement of Council Committee meeting. If a member does not notify the staff liaison of their intent to remove an item from the consent agenda at least three (3) hours prior to the Council Committee meeting, the member may still remove the

item from the consent agenda for debate or discussion with the Council Committee, but the staff representative may not be available.

IV. Committee Chairs

A. Officers

1. Officers of Council Committees shall consist of a Presiding Officer. If the Presiding Officer is unable to attend, the Presiding Officer shall designate an alternate member of the Council Committee to run the meeting in the Presiding Officer's absence. If the Presiding Officer is unable to designate another member as Presiding Officer for that meeting, the members shall elect a member of the Council Committee to serve as Presiding Officer for that meeting.

B. Method of Selection

The Mayor, with the approval of the City Council, shall designate the Presiding Officer of each Council Committee.

C. Duties and Powers of the Presiding Officer

The Presiding Officer or the Presiding Officer's designee shall undertake the following duties and powers:

1. Preside at Council Committee meetings;
2. Call special meetings;
3. Make appointments to subcommittees or task forces of the Council Committee;
4. Represent the Council Committee in public;
5. Execute reports on behalf of the Council Committee;
6. Establish the agenda for the Council Committee; and
7. Communicate to the Governing Body the actions and recommendations of the Council Committee through the City Manager by memorandum or report signed by the Council Committee's Presiding Officer.

V. Committee Composition

Pursuant to SFCC 1987 Section 2-1.13(E), City Council Standing Committees shall be composed of five members. Any member of a Council Committee may be removed and replaced by the mayor with the approval of the City Council.

VI. Debate and Voting

A. Debate

1. The Presiding Officer generally recognizes committee members in the order in which they request the floor. If the item on the agenda is legislation, the Presiding Officer shall allow the sponsor of the legislation the opportunity to speak first on the item. If the sponsor is not a member of the Council Committee, the sponsor may speak first on the item.

2. Committee members may discuss an item listed on the agenda before making a main motion regarding the disposition of the item.

B. Voting Privileges

All Council Committee members shall have the privilege of voting on matters or questions before the Council Committee.

C. Manner of Voting

Voting shall be conducted in the following manner:

1. A majority of the members shall constitute a quorum;
2. Each member shall have one vote;
3. When a quorum is present at any meeting, the vote of a majority of members present shall decide any questions brought before such a meeting, except when extraordinary majorities are required as determined by Robert's Rules of Order or other applicable law or rule;
4. Polls or proxy voting are not a valid method of voting;
5. Council Committees shall take one of the following actions, pursuant to Section IV(C)(4)(a)-(f) of the Governing Body Procedural Rules:
 - a. Approve;
 - b. Approve as amended;
 - c. Deny;
 - d. No recommendation;
 - e. Refer to another committee; or
 - f. Postpone to a date certain; and
6. The roll call vote shall take place in alphabetical order with the following special provision. On the first roll call vote of the session, the roll call shall begin with the first name on the list; on the second vote, the roll call shall begin with the second name and end with the first; and so on, continuing to rotate in that order, provided that the Chair shall in all instances vote last.

VII. Decorum

All members of City Council Standing Committees shall abide by the decorum rules established in Section V(A) of the Governing Body Procedural Rules at all times.

VIII. Robert's Rules of Order

Except as otherwise provided herein, all matters of procedure are governed by the most recent edition of *Robert's Rules of Order*.

IX. History

Adopted by Resolution No. 1984-56 on August 8, 1984;
Amended by Resolution No. 1990-16 on March 14, 1990;
Amended by Resolution No. 2009-20 on February 11, 2009; and
New Version Adopted by Resolution No. 2022-45 on August 31, 2022