

Sandoval County Board of County Commissioners Rules of Procedure



Adopted by the Board of County Commissioners
on January 11, 2023 by Resolution No. 1-11-23.9B

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1. Commission Meetings Open to the Public. Supersedes Resolution 1-17-19.12

All meetings of a quorum of the Sandoval County Board of County Commissioners (“Commission”) shall be open to the public except where specifically provided for in the Open Meetings Act, NMSA 1978, §10-5-2. Meetings of the Commission shall be subject to all of the following:

The Commission shall follow all statutory requirements in conducting meetings exempt from the requirements of the Open Meetings Act, NMSA 1978, § 10-15-1, including to meetings pertaining to personnel matters, collective bargaining, licensing, business regulation, litigation or as otherwise allowed by law when held in compliance with required notification procedures.

- A. Public admittance into the Commission chambers or other meeting rooms shall be limited when necessary to comply with fire code capacity requirements. In such instances, the Commission may make other rooms available to those desiring to participate in the meetings. The Commission may adjourn to another location to accommodate the audience. When it does so, the Commission shall convene at the place originally given in the notice and post notice in the original location of the new location of the meeting.
- B. Regular, special and emergency meetings of the Commission shall be conducted in a publicly owned or controlled building in the county, in compliance with governing law.
- C. The Commission retains the right to remove disruptive attendees from Commission meetings.
- D. All persons with disabilities shall be provided assistance necessary to enable them to effectively participate in Commission meetings.

2. Location of Meetings

Meetings of the Board of County Commissioners of Sandoval County will normally be held at the Sandoval County Administration Building, 1500 Idalia Road, Building D, Third Floor, Bernalillo, New Mexico 87004.

3. Regular Meetings

Regular meetings will be held each month on the dates as specified by the approved Commission calendar. Regular meetings of the Board will generally be on the second and fourth Wednesdays of each month beginning at 6 pm, unless noticed otherwise. The final agenda for regular meetings will be available at least seventy-two (72) hours prior to the meeting.

4. Special Meetings

Special meetings may be called as required by law or by the Chair or a majority of the members (in a prior open meeting) upon seventy-two (72) hours-notice. The notice shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting.

5. Emergency Meetings

Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or the County Manager upon twenty-four (24) hours-notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the County Manager or County Attorney shall report to the Attorney General’s office the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.



6. Informal Meetings – Inspection Trips, Retreats.

The Chair, Commission, or County manager may schedule informal meetings, inspections, trips, or retreats. When a quorum of the Commission will be present, notice of these meetings shall be given in the same manner as special meetings.

7. Public Comments.

At regular meetings, individuals may address the Commission on items not on the agenda, in addition to items on the published agenda, during the public comment period. All persons providing public comment shall adhere to the requirements set forth in Section 7. Individuals who wish to submit written public comment may do so by providing such comments to the person designated by the County Manager at the beginning of the meeting or by submitting comments online at <https://www.sandovalcountynm.gov>. The Commission shall not take formal action on public comment.

- A. When inquiries and comments are brought before the Commission, other than for items already on an agenda, if action is required, the Commission shall refer action to the County Manager or the County Attorney. Employees of the County may address the Commission on matters of public concern. Employee comments that address an active grievance/arbitration, active litigation, active negotiation, or a personnel dispute will not be entertained as a part of public comment. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.
- B. Public comment shall be limited to two (2) minutes unless otherwise indicated by the Chair prior to the beginning of the public comment on the Commission agenda.
- C. The County may, at its discretion, provide the public with the ability to address the Commission via a video teleconferencing platform. Participants via video teleconference shall be muted until called upon by the Chair of the Commission. Remote participants via video teleconference or audio only teleconference are expected to behave with proper decorum and are subject to the provisions of Sections 7 and 8. The County shall provide an online signup sheet for public comment and public hearing items. Those wishing to address the Commission via teleconference shall be required to provide their full name, screen name (name that appears on the video conferencing display), and phone number if dialing in for public comment or public hearing. Online signups shall be closed fifteen (15) minutes prior to the start of the Commission meeting.

8. Addressing the Commission.

Individuals desiring to address the Commission on a matter pending before it, or with respect to a matter that requires the attention of the Commission, may do so upon recognition and introduction by the Chair. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:

- A. Prior to the beginning of a meeting or public hearing, all persons who wish to be heard shall sign in with county staff using a form provided for that purpose and provide all requested information including but not limited to their name and address ~~district~~. Any person who does not sign in may be permitted to speak only with the permission of the Chair or at the request of a Commissioner.
- B. All persons addressing the Commission shall comply with the following:
 - 1. After being recognized, the person should step up to the podium and give their name and address (unless it is a County employee in which case the employee shall identify their department and job title).



2. Unless additional time is granted by the Chair, Comments should be limited to two (2) minutes.
 3. Restrictions for time do not apply to the County Manager, County Attorney, persons presenting items on the agenda who have been requested to present by the Commission, parties to quasi-judicial hearings, public hearings or elected officials.
 4. No person may speak more than once on the same agenda item unless granted permission by the Chair.
 5. A speaker may not cede time to another speaker except with the approval of the Chair;
 6. No speakers will be accommodated after the Ppublic comment session is closed. This provision does not include quasi-judicial or other items that require a public hearing.
 7. The chair retains the right to stop any speaker who does not comply with these rules, uses profane or offensive language, or makes inappropriate comments.
 8. Written comments of individuals who cannot be physically present will not be read aloud at the meeting, but shall be distributed to the Commissioners for their consideration.
- C. The Chair may establish reasonable limits on Commission debate or discussion.
- D. No person other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Chair. Members of the Commission may invite members of the public to participate in a discussion after the Commissioner has been properly recognized by the Chair. Any member of the public invited to so participate shall count against the Commissioner’s time and may be stopped at the Chair’s discretion due to the expiration of the Commissioner’s time, repetition, or failing to address the current agenda item. If a Commissioner invites multiple people to address the Commission, the Chair may disallow continued public participation.
- E. A person may not interfere with, or interrupt, the orderly procedure of the Commission, any Commissioner, or the person speaking who has been properly recognized by the Chair.
- F. If the Chair or the Commission declares an individual out-of-order, they will be requested to relinquish the speaker’s ~~rostrum~~ podium. If the person does not do so, they are subject to removal after an appropriate warning.
- G. Presentations to the Commission placed on the agenda shall be limited to 15 minutes unless granted additional time by the Chair or a part of a quasi-judicial proceeding.

9. Disturbing Meetings.

It is unlawful to disturb any meeting of the Commission or any of its Committees or to behave in a disorderly manner at any such meeting. Disruptive public outbursts or disruptions that impede the orderly progress of a meeting will not be tolerated.

The County Manager or his designee, shall be sergeant-at-arms of the Commission meetings. The Sandoval County Sheriff’s Office and designated security saff are authorized to assist the County Manager in performing this duty. The County Manager shall carry out all orders and instructions given by the Chair for the purpose of maintaining order and decorum at the Commission meeting. The following policy will provide guidance in handling disruptions:

- A. If an individual refuses to relinquish the podium after being allowed to address the Commission, the Chair shall warn the individual that his time to address the Commission has expired and the Chair will direct the individual to leave the podium.
- B. If an individual causes disruption in the Commission meeting site, the Chair shall warn the individual causing the disruption to cease the disruptive activity.
- C. If the individual fails to leave the podium or the disruption continues:



1. The Chair shall warn the individual causing the disruption that their actions are contrary to the orderly function of the meeting and that the individual is to cease such action or the Sergeant-at-Arms will be instructed to remove the individual from the meeting site; and/or direct the individual to leave the meeting site. The Chair shall warn the individual that if they are directed to leave and fail to do so, the individual may be subject to arrest for trespass.
 2. If the disruption fails to cease, the Chair shall be authorized to take final action including having the individual removed from the meeting site. In taking final action, the Chair shall inform the individual causing the disruption that their actions are inconsistent with the orderly function of the meeting and that the Seargeant-at-Arms is instructed to remove them from the building.
 3. In case of a disturbance the Chair may recess a meeting until order is restored.
- D.

10. Preparation of Agenda – Regular Meetings.

- A. The County Manager or designee shall prepare the agenda. Any Commissioner, Elected Official, the County Manager, or the County Attorney may request for an item be placed on the agenda provided that a complete agenda item and all necessary documents are submitted to the County Manager prior to 5:00 PM on the Friday prior to a regular Administrative Meeting.
- B. No item shall be added to the agenda for a regular meeting after the deadline except upon the approval of the Chair or County Manager. Permission shall not be granted in cases where the notice requirements of the County’s Open Meetings Resolution, Open Meetings Act, or other state law will not be met.
- C. The Chair and County Manager may meet to discuss the Agenda. Items set for final action on a regular administrative meeting agenda may be placed on the consent agenda by the County Manager if determined that no discussion or amendment is necessary to take final action on the item. Any item placed on the consent agenda shall be removed and placed in the appropriate section of the agenda at the request of any Commissioner.

11. Agenda Material.

A copy of the agenda and supporting materials shall be prepared for each Commissioner and made available to them no later than the close of business seventy-two (72) hours prior to the regular administrative meeting. The agenda and supporting materials shall also be made available to the public and the media in accordance with the Commission’s Open Meetings Resolution and shall be available for review in the County Manager’s Office and on the County’s official website.

12. Meeting: Order of Business.

- A. For Regular Administrative meetings, the Commission may consider business in the following order, provided that the Chair has authority to change the order of items on the agenda to more expeditiously conduct the business before the Commission:
 1. Call to Order
 2. Invocation and Pledge of Allegiance
 3. Introductions and Announcements
 4. Approval of the Agenda (Action Item)
 5. Proclamations, Certificates, and Awards
 6. Presentations
 7. Board and Committee Appointments (Action Item)
 8. Public Comment and Communications



9. Approval of Consent Agenda (Action Item)
 10. Adoption of Ordinances / Public Hearings (Action Item)
Section 10 includes first readings, motions to authorize publication of ordinances, and any agenda item that requires a public hearing.
 11. Adoption of Resolutions (Action Item)
 12. Approvals (Action Item)
 13. Commissioner Discussion
 14. Announcement of the next Board of County Commissioners meeting
 15. Approval of Electronic Signatures / Signing of Official Documents
 16. Adjournment
- B. The Chair, subject to a Commissioner's right to appeal, may defer items in sections 9, 10, 11, 12, and 13 by postponing them to a date certain at the Chair's discretion if the Chair determines such a deferral is necessary or in the interest of time and order. Need to change these numbers
 - C. The Commission shall only take action while considering items in sections 4, 7, 9, 10, 11, 12, 13.

13. Quorum.

A quorum for the transaction of business by the Commission consists of a majority of all Commissioners. Once a quorum has been established, a majority of Commissioners present at the meeting shall be required to carry a motion, unless a statute, ordinance or other regulation requires an extraordinary majority of the Commission. A quorum must be maintained at all times during Commission meetings and may be established by telephone or other electronic means.

14. Required Attendance of Officials and Staff.

In addition to Commissioners, County officials whose regular attendance shall be required at meetings of the Commission are the County Clerk, County Manager, County Attorney, or their designees. Any Commissioner leaving a Commission meeting early, except in the event of an unexpected illness or emergency shall make the Chair aware of such departure as early as possible. Commissioners and County officials whose attendance is required shall be permitted to appear or participate by telephone or other electronic media at any regular administrative meetings provided they notify the Commission Chair and County Manager prior to the start of the meeting. Commissioners are encouraged to attend regular meetings in person. If a Commissioner is unable to attend a Regular Administrative Meeting in person and would like to attend telephonically or through other electronic means, the Commissioner shall provide adequate notification to the County Manager. If possible, meeting documents shall be provided to the Commissioner(s) attending through electronic means. A quorum for meetings of the Board of County Commissioners may be established electronically or telephonically.

15. Clerk of the Commission.

The County Clerk serves as the clerk for the Commission in accordance with NMSA 1978, §§ 4-40-3 and 4-40-4. The County Clerk shall keep the minutes of Commission meetings. The minutes shall be maintained by the County Clerk and shall be available for inspection during regular County business hours.

16. Rules of Order and Debate.

- A. The Commissioner making a motion shall be entitled to the floor first for debate. After the maker of the motion has had the opportunity to speak first if they so wish, the Chair shall recognize any other commissioner wishing to speak on the matter for the purpose of debate.
- B. Once recognized, a Commissioner should not be interrupted when speaking except by the Chair to call said Commissioner to order or by another Commissioner calling for a point of order. If a call to order is made, the Commissioner shall cease speaking until the question of order is



determined, without debate, by the Chair. If it is determined by the Chair that the Commissioner is in order, the Commissioner shall be at liberty to continue speaking as first recognized.

- C. Commissioners shall direct all comments to the Chair and confine their remarks to the question under discussion or debate, avoiding discussions pertaining to personal matters or conflicts in personalities. No Commissioner shall engage in private discourse or commit any other act tending to distract the attention of the Commission from the business before it.
- D. Once a Commissioner has spoken on an agenda item, other Commissioners will be given an opportunity to speak before the Commissioner has the opportunity to speak again.

17. Motions.

- A. No motion shall be entertained or debated until announced by the Chair, and every motion must be seconded in order to be considered for action. If a motion is not seconded, the motion dies. When a question is before the Commission, only the following additional motions shall be entertained and such motions shall have precedence in the following order:
 - 1. To adjourn
 - 2. To recess
 - 3. To reconsider
 - 4. To table
 - 5. To move the previous question
 - 6. To postpone to a time certain (to defer)
 - 7. To amend or substitute
 - 8. To postpone indefinitely (defer indefinitely)
 - 9. All other motions
- B. A motion to adjourn, to recess, to table, or to move the previous question shall be decided without debate and cannot be amended. All other motions are debatable.
- C. A motion to move the previous question must be approved by a majority of those present and voting, and may apply to only the immediate pending question.
- D. A motion to amend or substitute shall be clearly stated.
- E. A motion to adjourn when no fixed time is set shall mean an adjournment to the next regular meeting of the Commission.
- F. Tabled items shall be considered prior to the adjournment of the meeting in which they were tabled. If a tabled item is not considered prior to adjournment, it will be added to the agenda of the next regular meeting.

18. Voting

The votes during all Commission meetings should be transacted as follows:

- A. Every member present and eligible to vote must give their vote, unless the member has publicly stated that he or she is abstaining from voting due to a conflict of interest. If any Commissioner declines to vote in the affirmative or negative by voice, his or her vote shall be counted as an affirmative vote.
- B. The passage of any motion shall require the affirmative vote of at least a majority of the membership of the Commissioners who are present and eligible to vote. If a motion is not carried by at least a majority, the proposal shall be considered defeated. In case of a tie vote on any proposal, the proposal shall be considered defeated.
- C. Any matter requiring a super-majority or unanimous vote of a must specifically state the requirement in the written rules governing the matter, or a simple majority shall be presumed.
- D. A Commissioner shall be allowed to change his or her vote, but only before the result of the vote has been announced.



- E. A record of each Commissioner’s vote on all items acted upon during the meeting shall be entered in the minutes of each meeting.
- F. Meetings of the Commission where a member must attend telephonically or through other electronic means, shall require a roll-call vote.
- G. Any Commissioner may request a roll-call vote.

19. Code of Conduct

In addition to any requirements set forth in the County’s Code of Conduct or Ethics Ordinance, any Commissioner who has a direct financial interest or whose spouse or any dependent has a direct financial interest in any matter pending before the Commission shall disclose such interest and shall disqualify himself from participating in any debate, decision or vote relating thereto. In the event other facts are known to a Commissioner which may create a conflict of interest or otherwise require disqualification of a Commissioner from participating in any action on the matter, the Commissioner shall disclose such potential conflict of interest and shall determine whether disqualification is necessary. Alternatively, the Commissioner may submit the issue to the Commission for its determination of whether disqualification is necessary under the circumstances. The decision of the Commission shall be final.

20. Personal Privilege and Parliamentary Inquiry.

Any Commissioner may, as a matter of personal privilege, speak for not more than five (5) minutes upon matters which may affect the commission, its rights, its dignity and the integrity of the proceedings. The Chair shall recognize any Commissioner making a parliamentary inquiry.

21. Ordinances.

An ordinance is a legislative act which prescribes general, uniform, and permanent rules of conduct relating to the affairs of the county. Action may be taken by ordinance when permitted by law or to prescribe permanent rules of conduct, where such conduct may be enforced by penalty. Ordinances continue in force and effect until repealed.

A. Introduction, Publication, Adoption and Required Text.

At a first meeting where an ordinance is to be considered, the proposed ordinance and any amendments thereto shall be introduced on the agenda and the Commission will consider the ordinance for publication.

B. Adoption and Required Text.

After publication a minimum of fourteen (14) days prior to enactment, “Final Action” may be taken on the ordinance. The County Manager shall assign each ordinance a number determined by its placement on the agenda where final action is taken. The enacting or ordaining clause of any proposed ordinance shall be: “BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SANDOVAL, NEW MEXICO”.

22. Public Hearings – Procedures.

Periodically, the Commission is required by law to perform a public hearing. When a public hearing is required, the procedures to be followed are generally as follows:

- A. The County Manager or designee should describe the agenda item to be considered, and state the staff recommendation for the item.
- B. Following staff presentation and public hearing (if any), the Chair shall inquire as to whether any Commissioner wishes to make a motion on the item. If a motion is made, which is seconded, discussion on the item occurs among the Commissioners.
- C. Once each Commissioner has had an opportunity to speak on a question, the Chair may end discussion on the item and call for a vote.



23. Resolutions.

Generally, a resolution is an internal legislative act which is a formal statement of county policy. Commission action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. Final action may be taken on a resolution on the same day on which it was introduced.

A. Assignment of Number and Required Text.

The County Manager or designee shall assign each resolution a number determined by its placement on the meeting agenda. The citation clause at the end of the text shall include: "NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF SANDOVAL, NEW MEXICO".

24. Enacted Motions.

An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the County. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate. Mutli-part and complex motions shall be be submitted as sesolutions as defined by Section 22.

25. Reconsideration of Action Previously Taken.

A motion to reconsider enables the Commission to set aside a vote taken at the same meeting, and to consider that motion again as though no vote has been taken on it.

- A. A motion to reconsider shall be allowed at any time by a Commissioner who is recorded as having voted with the prevailing side, except when a motion on some other subject is pending.
- B. A motion to reconsider shall require the affirmative vote of the Commission's quorum, or the motion shall fail and the vote may not be set aside.

26. Corrected Actions

Any official action taken by the Board while in session that is later found to be in error, either substantive or clerical in nature, shall be corrected at the earliest possible time and returned to the Commission for official action.

27. Appeal.

During a convened meeting of the Commission, an appeal to the Board may be made from any decision of the Chair. In making an appeal to the Commission, the Commissioner appealing shall state their reasons thereof, to which the Chair may respond. Such appeals shall be immediately acted upon by the Commission and no motion, other than a motion to adjourn, shall be entertained until the question has been decided. A majority vote shall be required to sustain an appeal.

28. Election of Chair and Vice-Chair

The procedures for electing officers are as follows:

- A. At the first meeting of the commission in the month of January of each year, the Commission shall elect one of its members to act as Chair per NMSA 1978, § 4-38-10. The Chair shall serve until the next election of the Chair at the first meeting of the Commission in January of each year.
- B. The Chair from the previous year shall continue as presiding officer until a new Chair is elected by majority vote. In cases where the Chair from the previous year is no longer a member of the Board of County Commissioners, the Vice Chair shall become the presiding Chair until a new Chair is elected. If both the Chair and Vice Chair are no longer members of the Board, the senior



member of the Commission shall serve as presiding officer. If all Commissioners have equal seniority, the presiding Chair shall be selected by drawing lots.

- C. The presiding officer shall call for nominations from the Commission. Each nomination shall require a second. Once each Commissioner has had an opportunity to make a nomination, the presiding officer shall close nominations. The presiding officer shall then call for a roll-call vote for each nomination in the order that they were nominated. The first nominee to receive a majority vote shall serve as Chair of the Commission for the rest of the calendar year. If no nominee receives a majority vote, or if no nominee receives a second, the presiding officer shall continue as Chair for the rest of the calendar year.
- D. In conjunction with the above election of Chair, a Vice Chair shall be elected in like manner. The Vice Chair continues to have all the rights, privileges and immunities of a member of the Commission. A vacancy in the position of Vice Chair shall be filled at the next Commission meeting.
- E. In case of the absence or temporary disability of the Chair, the Vice Chair serves as Chair during that absence.

29. Commission Chair

The Chair presides at all meetings of the Commission. In addition to the powers conferred upon them as Chair, he continues to have all the rights, privileges and immunities of a member of the Commission. The Chair's authority is established by state law and these rules. The Chair shall have no authority to act on behalf of the Commission or the County or to set policy or operational practices or procedures unless specifically provided by these rules or state law. With respect to meetings of the Commission, the Chair's responsibilities are as follows:

- A. Call the meeting to order, having ascertained that a quorum is present;
- B. Preserve order and call to order any member of the Commission who violates any of these procedures; and when presiding, decide questions of order, subject to a majority vote on a motion to appeal;
- C. Speak to points of order in preference to other Commissioners;
- D. Speak, as may other Commissioners, on general questions;
- E. Vote upon all questions in the same manner as other Commissioners;
- F. Announce the result promptly upon completion of every vote;
- G. Designate a Chair for the committee-of-the-whole each time the Board convenes a committee-of-the-whole.
- H. Sign, along with all members of the Board, official actions passed by the Commission, as required.
- I. Sign decision letters arising from decisions made by the Commission regarding land use matters, during zoning meetings, or during other properly noticed meetings of the Commission.
- J. Declare the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present;
- K. Assign each Commissioner's seat in the commission chambers;
- L. For time sensitive matters only, send letters to State and Federal Legislative Delegations representing Sandoval County and other government officials in support of local government or community-based organization initiatives within Sandoval County, such as legislative changes and grant requests. This authority shall be limited exclusively to those instances where the Commission has taken a position in support of the initiative in its legislative agenda or by some other action, expressed its position on the issue presented.



30. Commission Appointments to Boards and Committees.

- A. Whenever the Commission is required to appoint members of the public to serve on public bodies, such appointment shall be done in accordance with these rules or any other rules or procedures which may be established for such public body. Whenever the Commission, or an individual Commissioner is required to appoint members to a public body, the matter shall be considered under the order of business “Board and Committee Appointments” at any Commission meeting.
- B. Unless otherwise specified by resolution, rule, ordinance, or statute, the following process for selecting members of the public to serve on boards and commissions shall be followed:
 - 1. In cases where the number of appointees is equal to the number of Commissioners, each Commissioner shall have a minimum of one appointee who shall reside in within their respective commission districts. These appointments shall be considered “District Appointments”.
 - 2. In cases where there are more appointments than the number of Commission members, each Commissioner shall have one “District Appointment”. The P&Z Board has appointments based on the geographical size of the District. The two largest geographical districts shall have two (2) appointments each.
 - 3. If the board or commission has fewer seats than the number of members of the Board of County Commissioners, appointees shall be “At-Large” appointments and shall be selected through the Robert’s Rules of Order process known as “filling a blank”. Each Commissioner shall have an opportunity to nominate a candidate for the board or commission. No second shall be required. The Chair shall call for a vote on each candidate in the order that they were nominated.

31. Other Matters Not Covered by These Rules.

Any matter not covered by these rules shall be governed by Robert’s Rules of Order (latest edition), or, if not covered by Roberts Rules of Order, by a decision of the Chair, subject to the right of appeal set forth in Section 26 herein.

32. Suspension of Rules.

Except for rules related to introduction and adoption of ordinances, or any rule required under state law, these rules, or any part thereof, may be temporarily suspended by an extraordinary majority vote of the Commission.

33. Amendment of Rules.

These rules, or any part thereof, may be amended, repealed, altered or rescinded by a majority vote of all Commissioners after two weeks’ notice of the intent to amend. Such notice shall be presented in writing at a regular meeting.

