

VILLAGE OF BOSQUE FARMS, NEW MEXICO PLANNING & ZONING COMMISSION

RESOLUTION #992-22

PLANNING & ZONING COMMISSIONER MEETING POLICY AND GUIDELINES

A. Ground rules for Discussion and Public Input.

1. Listen to learn. All viewpoints have value.
2. Respect the speaker.
3. Respect the listener.
4. Honor time constraints; try to be concise.
5. Speak only when recognized by the Chair.
6. Introduce yourself to the Chair for the record.
7. Speak only to the issue, and avoid repeating comments.
8. Submit a written statement for the record if you wish.

B. Meeting Conduct.

1. **Adherence to Rules.** It is the intent that a meeting be conducted on as informal basis as is practicable to expedite the Village Business. Business will be conducted generally following good parliamentary procedure at the discretion of the presiding officer. Strict adherence to the following rules will, however, be invoked at the request of any member of the Commission at any time on any or all issues.

2. Rules of Debate.

- a. **Chair.** Shall have all privileges of other members.
- b. **Commissioners.** Each Commissioner desiring to speak shall address the Chair and after being recognized, confine himself or herself to debate, avoiding personalities and indecorous language.
- c. **Interruption.** A Commissioner having been recognized shall not be interrupted except to call him or her to order. If called to order, he or she shall cease speaking until the point of order is decided, after which he or she may proceed.
- d. **Statement in Minutes.** A member of the Commission may request the privilege of having his or her statement on any subject under consideration entered into the minutes subject to the majority consent of the Commission, provided that any member shall have the right to cause his or her reasons for dissent or protest against the action of the Commission entered in the minutes without majority consent of the Commission.
- e. **Issues Not Covered.** The Commission in determining any issue not covered by this section shall use Robert's Rules of Order, Newly Revised.

3. Addressing the Commission.

- a. Written Communication. Interested parties or their representatives may address the Commission by written communication regarding any matter.
- b. Oral Address. Taxpayers or residents of the municipality or their authorized representatives may orally address the Commission on any matter concerning the business of the municipality. Preference shall be given to those persons who may have notified the Planning & Zoning Officer in advance of their desire to speak. Persons providing testimony shall be sworn in. Persons offering an opinion need not be sworn in.
- c. Reading of Protests and Petitions. Taxpayers or residents of the municipality and their authorized representatives may address the Commission by the reading of protests, petitions or communications.
- d. Persons Other than Taxpayers and Residents. Persons other than taxpayers and residents must receive approval from the Chair before orally addressing the Commission.
- e. Manner of Address. Each person orally addressing the Commission shall first seek the recognition of the Chair. After having been recognized, that person shall stand; state his/her name and whether or not he/she resides in the Village of Bosque Farms before proceeding with their remarks. All remarks shall be addressed to the Commission as a whole and not to any member thereof unless consent of the Chair is obtained. No person, other than a Commissioner and the person having the floor shall be permitted to enter into any discussion without permission of the Chair.
- f. Time Limit. In order that the business of the municipality may be disposed of in an expeditious manner, the presiding officer may place a limitation on the length of time any person may speak.

4. Decorum.

- a. **Commission Chair.** Shall preserve the order and decorum, decide all questions of order and conduct the proceedings of the meetings in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised unless otherwise provided by Ordinance.
- b. **Commissioners.** While the Commission is in session, the members shall observe order and decorum. Members shall neither delay nor interrupt the proceedings of the Commission nor disturb any member while speaking nor refuse to obey the orders of the Commission or its Chair.
- c. **Public.** While the Commission is in session, no person shall act in a disorderly manner nor while addressing the Commission shall any person make any personal, impertinent or slanderous remarks. The Chair may bar anyone acting improperly from continuing his address to the Commission.

5. Order of Business.

1. The Planning & Zoning Commission of the Village of Bosque Farms shall hold regularly scheduled meetings at least once a month if there is any new business to conduct. The meetings will be held on the first Monday of each month, unless that Monday is in conflict with a holiday. These meetings will be held at 6:30 PM at the Village Office located at 1455 West Bosque Loop, Bosque Farms, New Mexico, in the Village Council Chambers.
2. The order of Business of the Commission shall be taken up for consideration and disposition in the following order:
 - a. **Non-Agenda Items.** The Commission shall hear petitions, communications and comments or suggestions from citizens present. All such remarks shall be addressed to the Commission as a whole, not to any member thereof. Such remarks shall be limited to a reasonable time and such determination will be at the discretion of the Chair. No person other than the individual speaking shall enter into the discussion without the permission of the Chair.
 - b. **Call to Order.** The Chair shall call the meeting to order at the appointed hour.
 - c. **Roll Call.** Before proceeding with the order of business, the Chair shall call the roll of the members. Members present shall be entered into the minutes as present and absent members shall be entered into the minutes as absent.
 - d. **Consideration of Agenda.** Agenda shall be reviewed and approved by a majority of the voting members of the Commission.
 - e. **Consideration of the Minutes.** The minutes of all regular meetings and special meetings will be approved at the next meeting by a majority of the voting members of the Commission.
 - f. **New Business.** The Commission shall consider any business not heretofore considered, including the introduction of readings of ordinances.
 - g. **Old Business.** The Commission shall consider any business that has previously been considered and which is still unfinished.
 - h. **Monthly Report.** The Planning & Zoning Officer shall present a monthly report to the Commission.
 - i. **Adjourn.**

C. Presentation Protocol.

1. Applicant shall present their request before the Commission. The applicant is sworn in prior to offering testimony.
2. Commission queries the applicant on any technical issues or clarifications.
3. Public proponents are given an opportunity to address the Commission. Any offering testimony will be sworn in, those offering opinions are not.
4. Public opponents are given an opportunity to address the Commission. Anyone offering testimony will be sworn in, those offering opinions are not.
5. Opportunity for application to address issues raised by proponents/opponents.
6. Final public discussion.
7. Close the floor to public input.

8. Commission debate/discussion of the request.
9. Motion and second. Positive motions are recommended.
10. Vote to approve/disapprove the motion. If motion is denied, reason(s) must be given for the denial. Commissioners may state reason(s) for their vote.

PASSED, APPROVED AND ADOPTED THIS 7th DAY OF FEBRUARY, 2022.



Sharon Eastman,
Planning & Zoning Commission Chairperson

ATTEST:



Michael Montoya,
Planning & Zoning Officer