

## **RESOLUTION 2007-25**

### **GENERAL OPERATING PROCEDURES FOR BOARDS, COMMITTEES, AND COMMISSIONS**

#### **1. DESIRE FOR CITIZEN PARTICIPATION**

The volunteer boards, commissions, and committees provide the Lincoln County Board of Commissioners with an important source of community input, expertise and diverse points of view. These boards, committees, and commissions involve individuals who are involved in and committed to a strong county government. Every effort is made to ensure that the selected individuals reflect the changing character of the County. The following boards are available for citizen participation:

Board of Registration -- 5 members -- Two Year Terms  
Carrizozo Health Center Advisory Board -- 6 members -- Two Year Terms  
Ruidoso Extraterritorial Zoning Commission -- 3 members -- One Year Terms  
Ruidoso Downs Extraterritorial Zoning Commission -- 4 members -- One Year Terms  
Labor Management Relations Board -- 3 members -- One Year Terms  
Lincoln Historic Preservation Board -- 5 members -- Two Year Terms  
Lodgers Tax Committee -- 5 members -- Two Year Terms  
Planning Commission -- 7 members -- Two Year Terms  
Predatory Animal Control Board -- 6 members -- Five Year Terms  
Property Tax Protest Board -- 2 members -- Two Year Terms  
Public Land Use and Rural Affairs Advisory Committee -- 7 members -- Four Year Terms  
Road Review Advisory Committee -- 5 members -- Two Year Terms  
Senior Citizens Olympic Committee -- 5 members -- Two Year Terms  
Water Research and Conservation Committee -- 8 members -- Two Year Terms

**A. Membership and Diversity.** In order to present balanced points of view, membership in our committees should reflect a cross-section of citizens who are registered voters of Lincoln County, and who may be technical experts as appropriate to the nature and function of the committee/commission/or board. Additionally, in order to provide for more diversity and opportunity, individuals should serve on only one board, commission, or committee at a time. The Board of County Commissioners may waive this general practice, but must consider fairness to other volunteers, diversity of background and professions, relevant experience and expertise and geographic balance in their appointments. The County Commissioners may require very specific subject matter expertise or credentials and in some cases, a position may remain vacant for some period of time to obtain this narrowly-defined appointment.

**B. Recruitment.** Vacancies for volunteer boards, commissions, and committees may be indicated in local newspaper articles, by word of mouth, or by calling the County Manager. County Commissioners, committee members, and staff often assist with recruitment efforts, especially to interest groups and individuals who have expressed a willingness to serve.

**C. Application Process.** The standard application procedure for commission/committee/board membership requires submission of a letter of interest and an accompanying resume addressed to a member of the Board of County Commissioners or the County Manager at PO Box 711, Carrizozo, NM 88301. Applications may also be sent by fax to 575-648-4182, or e-mail to [linlnc@tularosa.net](mailto:linlnc@tularosa.net). The letter should indicate the name of the board/committee/or commission that the individual is volunteering for and a statement of the particular desire to serve. The resume should contain a home address, applicable phone numbers, and a clear statement of current employment or an indication of being retired. Applicants should state the talents and expertise that they would bring to the particular appointment. The County Manager will maintain a standing list of volunteers for the consideration of the Board of County Commissioners. A standing list will assist County Commissioners in filling vacancies more quickly.

**D. Length of Committee Service.** The membership term for the boards/committees/commissions are specified above and members are limited to serving two consecutive full terms. However, if the initial appointment is for a partial term of less than a year, that member may be re-appointed twice. This policy allows for wider participation by county residents and an enhancement of ideas and expertise in the various committees. A waiver to the two-term limit may be considered on a case-by-case basis by the Board of County Commissioners.

**E. Attendance and Removal** Any member who misses three consecutive meetings at any time during the year will be removed, but the Board of County Commissioners retain the ability to waive this attendance provision should the situation warrant. Resignations will be honored at any time.

**F. Compensation** The county may, upon individual committee application, reimburse volunteers for mileage for the following committees:

- Board of Registration
- Labor Management Relations Board
- Lodgers Tax Committee
- Planning Commission
- Property Tax Protest Board
- Public Land Use and Rural Affairs Advisory Board
- Road Review Advisory Committee
- Water Research and Conservation Committee

## **2. COMMITTEE SYSTEM IN GENERAL**

The mission and purpose of each board, committee, and commission is described in its authorizing document.

**A. Committee Operating Procedures.** All boards, committees, and commissions must keep and file appropriate minutes; be knowledgeable of what constitutes a quorum as it pertains to prohibition against making policy outside of publicized meetings; prohibitions against ex parte communications; and ethical conflicts of interest. While most meetings may be conducted informally, the parliamentary procedures of Robert's Rules of Order govern formal actions or decisions. A simple majority of membership constitutes a quorum for the transaction of business. Questions on these subjects may be addressed to the County Manager.

**B. Notice of Meetings** To make interested parties aware of upcoming meetings and comply with the Open Meetings Act, county committees will give reasonable advance public notice of meetings in accordance with the county adopted Open Meetings Act. Meetings must be open to the public and held in an accessible public place. In general, committee meeting dates, times, and locations are announced annually by publication and are posted on the County's bulletin board in the manager's office foyer. If it is determined that a quorum cannot be obtained or there is no business to be discussed, the County Manager has the authority to cancel the meeting of any board/committee/or commission and will provide the appropriate notice of the cancellation.

**C. Selection and Responsibility of the Chair Person** The members of the respective boards, committees, and commissions elect their own chair persons. The committee chair is responsible for setting the time and place of meetings, and seeing that the appropriate agendas are prepared.

**D. Minutes** The Open Meetings Act requires public bodies to keep written minutes of all meetings. The minutes should be prepared as soon as practicable and in no case are draft minutes to be prepared later than 10 working days after the meeting. The minutes at this point are draft until approved by a subsequent meeting. The 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 proposals considered and a record of any decisions and the votes taken that show how each member voted. The chair of the committee must designate the appropriate person to record the minutes of the meetings. The original minutes must be kept on file in the official files of the committee.

**E. Liability** Committee members have liability protection under the Tort Claims Act for actions arising out of the scope of their respective committee responsibilities.

**F. Staffing** The level and type of support provided by county employees varies widely from committee to committee. Staffing and other operating costs should be an important

consideration when creating new committees and they should not be created until a careful examination of staffing and operating costs are completed to ensure adequate personnel and financial support and a clear mission and vision. As a minimum, county staff will assist with the announcement of agendas and meeting dates. Secretarial minute recording by county employees will be limited to those committees having an adjudicatory role to include the Board of Registration, Labor Management Relations Board, Planning Commission, and Property Tax Protest Board.

NOTE: These general operating procedures are not designed to circumvent any policies specified in any other legislative directives, but are intended as general guidelines for the functioning of volunteer boards/committees/commissions of Lincoln County.

**PASSED, APPROVED AND ADOPTED** this 19<sup>th</sup> day of February 2008

**Board of County Commissioners  
Lincoln County, State of New Mexico**



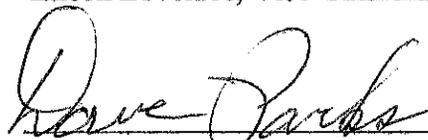
Tom Battin, Chairman



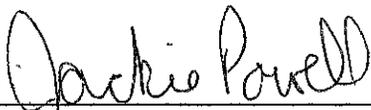
Eileen Lovelace, Vice-Chairman



Don Williams, Member

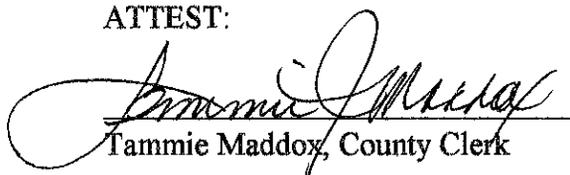


Dave Parks, Member



Jackie Powell, Member

ATTEST:



Tammie Maddox, County Clerk

