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CITY OF SANTA FE
RESOLUTION NO. 1984-56

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A RESOLUTION
ADOPTING COMMITTEE RULES AND PROCEDURES FOR ALL CITY COMMITTEES.

WHEREAS, there are many boards, committees, task forces and commissions which advise and assist the governing body in many different areas of concern to the governing body and the citizens of the city; and

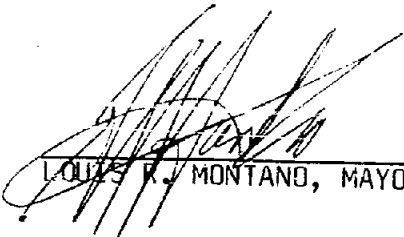
WHEREAS, it is essential that members of the various committees comply with the state Open Meetings Act and the city's Open Meetings Resolution; and

WHEREAS, it is in the best interest of city government for committees to have uniform procedures for the purpose of ensuring continuity of committee proceedings;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the attached committee rules and procedures dated 8/8, 1984 are hereby adopted.

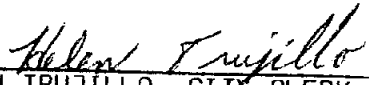
PASSED, APPROVED and ADOPTED this 8th day of August, 1984.

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LOUIS R. MONTANO, MAYOR

ATTEST:



HELEN TRUJILLO, CITY CLERK

APPROVED AS TO LEGAL FORM:



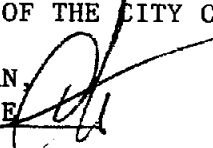
CHARLES BALDONADO, CITY ATTORNEY

City of Santa Fe, New Mexico

memo

DATE: JULY 31, 1984

TO: MAYOR MONTANO & MEMBERS OF THE CITY COUNCIL

FROM: CARLOS GALLEGOS, CHAIRMAN,
ELECTION REFORM COMMITTEE 

ITEM & ISSUE: REVIEW OF PROPOSED COMMITTEE RULES & PROCEDURES

BACKGROUND INFORMATION:

The Election Reform Committee has thoroughly reviewed the proposed committee rules and procedures, made necessary changes and is submitting them to you for your consideration.

Some of the relevant parts of this document are as follows:

- 1) Article 1 consists of definitions. I would call your attention to the second sentence under the definition of "advisory committee," which states that: "unless otherwise specified by ordinance, all city committees are advisory in nature;"
- 2) Article 2 provides that the creation of a committee requires formal action by the governing body either by ordinance or resolution;
- 3) Article 3 provides that each committee's name, purpose, duties and responsibilities be stated in its enabling ordinance or resolution;
- 4) Article 6, Section 2 details the relationship of committees to the governing body;
- 5) Article 8, Section 2 states that the Mayor with the approval of the City Council shall designate committee chairman and the chairman shall designate the vice chairman, unless the enabling legislation specifies otherwise;
Section 4 provides for committee officers to serve terms of 1 year, unless enables legislation specifies otherwise;

Memorandum

RE: Review of Proposed Committee Rules & Procedures

Page 2

- 6) Article 9, Section 1 provides that any member of a committee may be removed by the Mayor with the approval of the City Council, with or without cause, unless otherwise provided for by enabling legislation. It further provides that after three consecutive unexcused absences a committee member shall be automatically removed.
- 7) Article 11, Section 2(B) specifies that committee chairmen may only vote in case of a tie.

ACTION RECOMMENDED:

Review and consideration of Committee Rules and Procedures and Resolution
No. 56 1984.

CITY OF SANTA FE

RULES & PROCEDURES

FOR

CITY COMMITTEES

ADOPTED BY ✓
RESOLUTION NO. 1984-56
DATE August 8, 1984