



## Agenda

**Work Session of the Public  
Safety Committee  
December 2, 2025 at 4:00 PM  
City Council Conference Room,  
City Hall  
200 Lincoln Avenue**

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### Procedures for Public Safety Committee Meeting

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Discussion Items
  - a. Discuss amendments to Resolution 2000-33 A Resolution Creating and Ratifying the Public Safety Committee.
  - b. Resolution 2000-33
  - c. 1984-56 A Resolution Adopting Committee Rules and Procedures for All City Committees, and 2009-20 Rules & Procedures for City Committees.
5. Action Item
  - a. Vote on all work session drafted changes .
6. Next Meeting: December 16, 2025
7. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2000-33

INTRODUCED BY:

*Carol Robertson Joss*

*John Boone*

*Frank Martano*

*Paul Ot*  
*Janice Martinez*

**A RESOLUTION**

**CREATING AND RATIFYING THE PUBLIC SAFETY COMMITTEE.**

**WHEREAS**, The Governing Body recognizes that the review of certain municipal actions prior to their authorization by the Governing Body is essential for the health, safety and welfare of the community; and

**WHEREAS**, the maintenance and improvement of the streets, alleys, and highways owned, controlled, maintained or operated by the City of Santa Fe is a basic function of the City of Santa Fe which effects public safety; and

**WHEREAS**, the Governing Body recognizes public concerns exist regarding daily operations of the City of Santa Fe Police and Fire Departments; and

**WHEREAS**, the Governing Body recognizes the need to provide the City of Santa Fe Police and Fire Departments with public input regarding initiatives and programs effecting public safety; and

**WHEREAS**, the City Council has adopted procedures for the formation of committees, task forces and ad hoc committees in Resolution 1984-56 containing 13

1 Articles which shall hereafter be referenced parenthetically; and

2       **WHEREAS**, Resolution 1984-56 (Articles 1 and 2) requires that all committees,  
3 task forces and ad hoc committees be created by resolution; and

4       **WHEREAS**, the governing body now wishes to form a task force according to  
5 the prescribed procedures.

6       NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF  
7 THE CITY OF SANTA FE THAT:

8       The Public Safety Committee is hereby formed in accordance with Resolution  
9 1984-56.

10       NAME: (Article 3, Section 1) The committee shall be called the Public Safety  
11 Committee.

12       PURPOSE: (Article 3, Section 2) The Public Safety Committee shall be charged  
13 with reviewing programs, initiatives, projects, construction, signage and such other  
14 matters regarding the Santa Fe Police and Fire Departments operations as may require  
15 public examination prior to Governing Body approval. The Public Safety Committee  
16 shall also be charged with making recommendations to the Finance Committee,  
17 Governing Body and such other bodies as may be required to consider public safety  
18 issues.

19       DUTIES AND RESPONSIBILITIES (Article 3, Section 3) The Public Safety  
20 Committee shall be responsible for the ten items listed in resolution 1984-56, Article 3,  
21 Section 3 (A) including making recommendations to the Governing consistent with the  
22 purpose provided above.

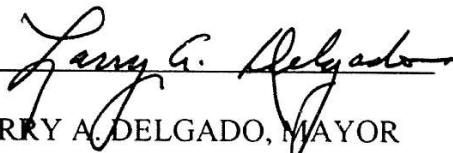
23       MEMBERSHIP: (Article 7) The Public Safety Committee shall consist of nine  
24 members. The term of each member shall be four years. Members need not be residents  
25 of the City of Santa Fe. Membership of the committee shall consist of a chairperson who

1 shall be a member of the governing body, a vice chair who shall be a citizen at large, and  
2 seven other at large members.

3 OFFICERS: (Article 8) The Mayor shall appoint a member of the Governing  
4 Body as the chair and the vice chair shall be designated by the chair in accordance with  
5 Article 8.

6 TIME: The Public Safety Committee shall be a standing committee without limits  
7 as to the time in which it must perform its work.


8  
9 PASSED, APPROVED, and ADOPTED this 10<sup>th</sup> day of May  
10 \_\_\_\_\_, 2000.

11   
12 LARRY A. DELGADO, MAYOR

13 ATTEST:

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16 YOLANDA Y. VIGIL, CITY CLERK

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18 APPROVED AS TO FORM:

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21 PETER A. DWYER, CITY ATTORNEY

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CITY OF SANTA FE  
RESOLUTION NO. 1984-56

*W. S. Callahan*

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;

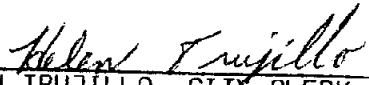
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the attached committee rules and procedures dated 8/8, 1984 are hereby adopted.

PASSED, APPROVED and ADOPTED this 8<sup>th</sup> day of August, 1984.

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LOUIS R. MONTANO, MAYOR

ATTEST:

  
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HELEN TRUJILLO, CITY CLERK

APPROVED AS TO LEGAL FORM:

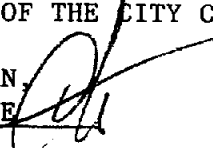
  
\_\_\_\_\_  
CHARLES BALDONADO, CITY ATTORNEY

# 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

**CITY OF SANTA FE**

**RULES & PROCEDURES**

**FOR**

**CITY COMMITTEES**

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

AMENDED BY  
RESOLUTION NO. 1990-16  
DATE: March 14, 1990

AMENDED BY  
RESOLUTION NO. 2009-20  
DATE: February 11, 2009

## **INTRODUCTION**

The following rules and procedures are intended to serve as a guide for the many committees which serve City government. They are not intended to replace Robert's Rules of Order. If there is a conflict between the committee rules and procedures and the enabling state statute or city ordinance, which creates the committee, the statute or ordinance shall prevail.

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Article 7	MEMBERSHIP
Article 8	OFFICERS
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Article 10	MEETINGS
Article 11	VOTING
Article 12	RULES OF PROCEDURE FOR AGENDAS
Article 13	MINUTES

Exhibit "A"            Sample Agenda

List of Existing Committees

## ARTICLE 1 - DEFINITIONS

For the purposes of Committee Rules and Procedures:

ADVISORY COMMITTEE	means a city board, commission or committee whose purpose is to advise the governing body on matters within the scope of its authority. <b>Unless otherwise specified by ordinance, all city committees are advisory in nature.</b>
COMMITTEE	means a City board, commission, committee or authority, appointed by the mayor with the approval of the City Council.
GOVERNING BODY	means the Councilors and the Mayor or the Councilors and the Mayor Pro Tempore meeting in a session duly called.
JOINT COMMITTEE	means a committee composed of members of both City and County government.
REGULATORY COMMITTEE	means a committee which has been delegated decision-making authority, either by city ordinance or state statute, or both.
SPECIAL COMMITTEE	means a committee formed by resolution (includes Ad Hoc of the governing body, whose duties and Committee & Task Force) responsibilities generally involve a specific task. When the task is completed, the committee is automatically dissolved.
STAFF LIAISON	means a member of the City staff assigned to coordinate the work of a specific committee.
STANDING COMMITTEE	means a committee formed by resolution or ordinance of the governing body, whose work is to be generally continuous and a part of the fundamental concerns of the governing body.
STATUTORY COMMITTEE	means a committee formed pursuant to state statute.

## **ARTICLE 2 - PROCEDURES FOR ESTABLISHMENT OF COMMITTEES**

**ESTABLISHMENT OF COMMITTEES:** The creation of a committee requires formal action by the governing body. Statutory committees may be formed by city ordinance in compliance with state law. Departmental and special committees are formed by resolution of the governing body. Unless otherwise specified by city ordinance, all city committee members are advisory in nature to the governing body. All City Committee members, unless otherwise specified by city ordinance shall be appointed by the mayor with the advice and consent of the City Council.

## **ARTICLE 3 - NAME, PURPOSE, DUTIES AND RESPONSIBILITIES**

**Section 1. NAME:** Each committee shall have a name as stated in the committee's enabling ordinance or resolution.

**Section 2. PURPOSE:** Each committee shall have a purpose as stated in the committee's enabling ordinance or resolution.

**Section 3. DUTIES AND RESPONSIBILITIES:** Each committee shall have its duties and responsibilities stated in its enabling ordinance or resolution. Duties and responsibilities include at a minimum, the following:

A. **Duties and Responsibilities:**

- (1) To initiate, review, and make recommendations to the governing body and City staff on matters related to its area of responsibility.
- (2) To assist administrative departments of the City in defining programs which meet the needs of the residents of the City.
- (3) To provide public information for groups interested in its area of responsibility.
- (4) If a regulatory committee, to follow all laws, procedures, rules and regulations governing its area of responsibility.
- (5) To perform other duties as the governing body may direct.
- (6) To submit reports, as required, to the governing body.
- (7) To meet as necessary, to accomplish its duties and responsibilities.
- (8) To hold public meetings and hearings at specified times under the provisions of Article X of Committee rules and procedures and in compliance with the state Open Meetings Act (Sec. 10-15-1 through 10-15-4 NMSA 1978).

- (9) To make recommendations to the governing body relative to needed policies, ordinances, and programs to achieve the committee's purposes.
- 10) To keep minutes of meetings in accordance with Open Meetings Act.

B. Committee Members Responsibilities Include:

- (1) Attending meetings when required to carry out the work of the committee.
- (2) Reviewing background material in preparation for meetings.

#### **ARTICLE 4 - ADMINISTRATIVE RESPONSIBILITY**

DESIGNATION OF STAFF LIAISON TO COMMITTEE: In order to ensure accurate communication and proper information dissemination to the mayor and city council, the public and the news media, a staff liaison to each committee shall be designated by the city manager.

#### **ARTICLE 5 - ADMINISTRATIVE SUPPORT**

Section 1. ADMINISTRATIVE SUPPORT: Coordination of secretarial and related administrative support to a committee is a function of the staff liaison, however; when authorized by the city manager, a staff secretary may be assigned to a committee and shall have the following duties and any others as may be prescribed by the chairman of the committee upon approval of the city manager:

- A. To cause the minutes of the committee meetings to be taken, transcribed and typed to provide an accurate summary of the meeting.
- B. To give notice of all meetings in accordance with these procedures and the general guidelines of the committee, to the committee members, city manager's office, and to the staff liaison seven days in advance of the meeting.
- C. To prepare agendas, reports and correspondence for the committee under the direction of the chairman, file them with the City Clerk and send a copy to the staff liaison seven days in advance of the meeting.

## **ARTICLE 6 - RELATIONSHIP WITH OTHER ENTITIES**

**Section 1. OVERALL COORDINATION:** As advisory representatives of the governing body, committees shall:

- A. provide a forum for discussion and study of matters of mutual interest to other governmental entities, businesses, members of the community and members of the governing body; and
- B. identify, clarify and comprehensively plan for the solution of problems within the committee's area of responsibility.

**Section 2. RELATIONSHIP WITH GOVERNING BODY:**

- A. The committee is to review, recommend and advise the governing body on policy matters in its area of responsibility.
- B. All actions of a committee, except decisions of regulatory committees, governed by state statute or the City Code, are subject to approval of the governing body.
- C. No action of a committee shall relieve the governing body of its responsibilities or usurp the authority granted to the governing body, except those regulatory committees which have specific decision-making authority, set out in state statutes and the City Code.
- D. Conflicts arising as to decision-making authority versus advisory capacity shall be referred in writing to the governing body through the city manager. The decision of the governing body is final.

**Section 3. RELATIONSHIP WITH ADMINISTRATIVE STAFF:**

- A. Committees shall be assigned a City staff member who will:
  - (1) be assigned as staff liaison to the committee;
  - (2) attend all committee meetings;
  - (3) provide background information for use by the committee;
  - (4) advocate positions on behalf of the committee, to the governing body; and
  - (5) provide reports to the governing body at their regularly scheduled council meeting and in coordination with the city manager.

- B. The staff liaison shall not vote on committee actions;
- C. Any additional work beyond items A (1) through (5) above staff work shall be requested of the city manager by the chairman of the committee and shall:
  - (1) be in writing;
  - (2) specifically state the nature of the work required; and
  - (3) state the purpose for which the additional work is required.
- D. Conflicts arising as the relationship between a committee and city staff shall be referred, in writing, to the city manager.

**Section 4. RELATIONSHIPS WITH OTHER PUBLIC AND PRIVATE AGENCIES:**

- A. Committees may call upon private and public agencies for information in order to make decisions and recommendations.
- B. Committees may provide guidance and information requested by such bodies; however, this should be done judiciously, so that no action of a full committee or individual committee members can be interpreted as an official position of the governing body.
- C. Conflicts arising as to the position of a committee or a committee member and a position of the governing body shall be referred, in writing, to the governing body through the city manager.
- D. At the discretion of the committee chairman, members may undertake special assignments outside of committee meetings that are required for the efficient dispatch of its business.

**Section 5. RELATIONSHIP WITH JOINT COMMITTEES:** Joint committees, unless otherwise specified in their enabling legislation or agreement, or unless otherwise agreed upon by the governing body and the county commissioners, when considering city business, shall follow the procedures of the governing body.

**ARTICLE 7 - MEMBERSHIP**

**Section 1. CRITERIA:** The governing body shall consider the following in determining the composition and membership of each committee:

- A. There shall be a minimum of three members on a committee. The exact number of members shall be specified in the enabling ordinance or resolution.

- B. The length of term for each committee member shall be designated in the ordinance or resolution adopted for that committee by the governing body.
- C. All members of city committees shall be residents of the city unless otherwise specified by the governing body.
- D. The prospective committee members shall be asked before appointment if they are willing to serve on the committee. After appointment they shall be informed as to the scope of the committees work.
- E. The City of Santa Fe will strive to obtain and retain on the membership of each City of Santa Fe citizens' board, commission, and committee a geographical balance between the four voting districts for municipal elections.
- F. The Mayor is encouraged, when filling vacancies on the City's boards, commissions, or committees, to endeavor to obtain the names of qualified and interested citizens from cross-section of the community by issuing public notices requesting applications when insufficient names are readily available.

Section 2. APPOINTMENT: Committees, whether standing or special, shall be appointed by the mayor with the approval of the city council, at the organizational meeting of the governing body and at such other times as the governing body deems appropriate.

Section 3. LIABILITY INSURANCE: All members of committees are covered under the city's liability insurance program while acting within the scope of their assigned duties.

## **ARTICLE 8 - OFFICERS**

Section 1. NUMBER OF OFFICERS: Officers shall consist of a chairman and vice chairman.

Section 2. METHOD OF SELECTION: The mayor, with the approval of the city council, shall designate the chairman of each committee; the vice chairman shall be designated by the chairman, unless the enabling legislation specifies otherwise.

Section 3. DUTIES OF OFFICERS: The following duties shall be undertaken by the respective officers with the right to delegate duties to other committee members being reserved to the chairman.

**\*NOTE:** Article 7 - Amended by Resolution 1990-16  
Approved on March 14, 1990

A. The Chairman's duties are to:

- (1) preside at committee meetings.
- (2) call special meetings.
- (3) make appointments to subcommittees, or task force groups.
- (4) represent the committee in public and to speak and act on behalf of the committee.
- (5) execute reports on behalf of the committee.
- (6) take initial action on directives from the governing body.
- (7) establish the agenda for committee members.
- (8) authorize special assignments for committee members.
- (9) inform the committee of results of all committee reports or recommendations to the governing body.
- (10) communicate to the governing body actions and recommendations of the committee through the city manager by memorandum or report signed by the committee chairman or his designated.

B. The Vice Chairman's duties are, in the absence of the committee chairman, to assume all duties and responsibilities of the chairman.

Section 4. TERMS OF OFFICE: Committee officers shall serve for a period of one year unless they are removed from office or are no longer in office due to resignation or illness, or unless the enabling legislation specifies otherwise.

## **ARTICLE 9 - REMOVAL, RESIGNATION AND VACANCIES**

Section 1. REMOVAL:

- A. 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 the enabling legislation.
- B. After three consecutive unexcused absences a committee member shall be automatically removed and notified thereof by the chairman.

Section 2. RESIGNATION: Any member of a committee may resign his post or membership upon notification, in writing, to the committee chairman and the mayor.

Section 3. VACANCIES: Notification of occurring vacancies shall be given to the mayor by the committee chairman through the city manager's office.

- A. Upon a vacancy occurring in the office of the committee chairman, the vice chairman shall automatically become chairman for the balance of the unexpired term, unless otherwise stated in the enabling legislation.
- B. Vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term.

Section 4. EXPIRATION OF TERM: A member of a committee whose term has expired continues to serve until such time as his or her successor is appointed.

## **ARTICLE 10 - MEETINGS**

Section 1. REGULAR MEETINGS: Notification to committee members of regular meetings shall be made by the committee's staff liaison, or the designated person to do this task, at least seven days prior to each regular meeting and such notification shall be in the form of the committee's agenda following a format provided by the city manager. (See Exhibit A). The agenda shall be filed with the office of the city clerk and a copy shall be sent to the person designated by the city manager as overall committee liaison. The date, time and location of the meeting shall be posted at City Hall. Committee members may be notified of regular meetings by the staff liaison by telephone. All meetings held for the purpose of discussing public business, shall be in compliance with the Open Meetings Act (10-15-1 through 10-15-4 NMSA 1978).

Section 2. SPECIAL MEETINGS: Special meetings may be called by the committee chairman or in his absence by the vice chairman, or at the request of the city manager.

- A. Notice of meetings so called shall be made in writing by the chairman to all members with the purpose for the meeting so stated.
- B. The calling of special meetings shall allow at least five days notice prior to the meeting date.
- C. Meetings of an emergency nature may be called by the chairman notifying members by phone or in person stating the emergency nature of the special meeting. Such meetings are not subject to a prior notice time requirement but the media must be notified and the meeting is subject to the provisions of the Open Meetings Act.

Section 3. JOINT COMMITTEE MEETINGS: Unless otherwise agreed upon by the governing body and the county commissioners, joint city/county committees shall follow the standard city rules and procedures when considering city business.

Section 4. QUORUM REQUIREMENTS: Unless otherwise specified in committee's enabling legislation, a majority of the regular committee members shall constitute a quorum for the transaction of official business.

Section 5. OPEN MEETINGS ACT: All meetings of committees are subject to the Open Meetings Act.

## **ARTICLE 11 - VOTING**

Section 1. VOTING PRIVILEGES: Committee members shall have the privilege of voting on matters or questions before the committee.

Section 2. MANNER OF VOTING: Voting shall be conducted in the following manner:

- A. A majority of the members shall constitute a quorum.
- B. Each member, excluding the chairman, shall have one vote. The chairman may vote only in the case of a tie or when his or her vote will provide the necessary number of votes required by law for taking action on an issue before the committee.
- C. 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
- D. Telephone polls or proxy voting are not a valid method of voting.

**\*NOTE:** Article 11 Amended by Resolution 2009-20  
Approved on February 11, 2009

## ARTICLE 12 - RULES OF PROCEDURE FOR AGENDAS

Section 1. PROCEDURES: All committee meetings shall be conducted in accordance with Robert's Rules of Order.

Section 2. AGENDA: A typed agenda shall be prepared for each meeting and copies shall be distributed by the chairman, or his designee, to all members of a committee, the city clerk's office, and the committee liaison. The agenda shall include, at a minimum:

- A. Roll Call
- B. Approval of Minutes
- C. Reports of Officers, subcommittees and task force groups
- D. Unfinished business
- E. New business
- F. Adjournment

## ARTICLE 13 - MINUTES

In accordance with the state Open Meetings Act (Sec. 10-15-1 through 10-15-4 NMSA 1978), any

". . . board, commission or other policy-making body shall keep written minutes of all its meetings. The minutes shall include, as a minimum, the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken which show how each member voted. All minutes shall be open to public inspection. Draft minutes shall be prepared within ten working days after the meeting. Minutes shall not become official until approved by the policy-making body. . ."

"The Compliance Guide for New Mexico Public Officials and Citizens" put out by the Attorney General says the following:

"All public bodies subject to the provisions of this Act are required to keep minutes of all open meetings. The minutes of meetings closed pursuant to the specific provisions of this Act or minutes of meetings not subject to this Act do not have to be kept. Minutes of open meetings shall record at least the following information:

- (a) the date, time and place of the meeting;
- (b) the names of all members of the body in attendance and a list of those members absent;
- (c) a statement of what proposals were considered;
- (d) a record of any decision made by the body and of how each member voted at each vote."\*

\*Note from Compliance Guide: ". . .the Attorney General would advise that this requirement would apply only to votes ordinarily taken by roll call in accordance with the rules of parliamentary procedure and does not require a roll call on each vote" . . .

## EXHIBIT "A"

### SAMPLE AGENDA

Name of Committee  
Location of Meeting  
Date of Meeting  
Time of Meeting

#### I. PROCEDURES

A. Roll Call

B. Approval of minutes of previous Meeting (dates, if applicable)

#### II. REPORTS

A. Officers of Committee  
1. List individual items  
2.  
3.

B. Subcommittees  
1.  
2.  
3.

#### III. UNFINISHED BUSINESS

1. (list topics)  
2.

#### IV. NEW BUSINESS

1. (list topics)  
2.  
3.

#### V. ADJOURNMENT