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LOWER RIO GRANDE

Public Water Works Authority

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BOARD MEETING & AGENDA POLICY

1. Introduction

This Board Meeting and Agenda Policy and the procedures contained in it are intended to provide a structure for Board of Directors meetings in order to facilitate the effective and orderly transaction of the business of the Lower Rio Grande Public Water Works Authority.

2. Board Establishment & Purpose

The Lower Rio Grande Public Water Works Authority (LRGPWWA) Board of Directors is established as the governing body of the LRGPWWA by NMSA 1978 73-26-1 L., and its duties are set forth in the Lower Rio Grande Public Water Works Authority Governance Document Section 2.02. The Board of Directors is the policy-making body of the LRGPWWA and the Board meeting is the forum in which the LRGPWWA's business is officially transacted. The Board of Directors is empowered to act only as a governing body, and individual Directors have no independent authority. The primary purposes of the Board meeting are to create policy; to select and oversee the General Manager, who is responsible for the execution of policy and for all administrative and operational details; and to act in compliance with applicable New Mexico statutes including but not limited to the Governmental Conduct Act (10-16-1 NMSA 1978), the Inspection of Public Records Act (14-2-4 NMSA 1978), the Open Meetings Act (10-15-1.1 NMSA 1978) and the Procurement Code (10-16-1 NMSA 1978).

3. Board Meeting Schedule

The LRGPWWA Board of Directors adopts an annual schedule of meetings including dates, times and locations as part of its annual Open Meetings Act Resolution. The Resolution and schedule may be amended by the Board as needed, and Special or Emergency Board of Directors meetings may be called and convened as specified in the Open Meetings Act and the current LRGPWWA Open Meetings Act Resolution.

4. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the LRGPWWA Board of Directors in all cases to which they are applicable and in which they are not inconsistent with applicable state or federal statutes or regulations, the LRGPWWA Governance Document and any special rules of order the LRGPWWA Board of Directors may adopt.

5. Board Meeting Agenda

Agendas are prepared by staff and posted in LRGPWWA offices, public places and on the LRGPWWA website in accordance with the provision of the Open Meetings Act. The format of the agenda is:

- I. Call to order by the Chair & roll call to establish quorum
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Guest Presentations
- VI. Public Input – 15 minutes allotted for this item, 3 minute time limit per person
- VII. Management Reports
- VIII. Unfinished Business
- IX. New Business
- X. Other discussion and items for the next meeting agenda
- XI. Adjourn

Staff also prepares a Board Packet prior to each meeting containing documents and information related to the items on the agenda. The Board Packet is posted at the board's web page for Directors to view and/or download prior to the meeting, and paper copies are provided to each Director at the beginning of each meeting. Board Packets include draft minutes from the previous meeting(s), and while these can be amended or corrected with the board action to approve them, Directors are encouraged to submit corrections or amendments to the General Manager or the General Manager's staff designee so that the draft minutes can be corrected prior to the meeting.

Closed Sessions may be included in the agenda as permitted by the Open Meetings Act and are usually scheduled at the end of the agenda for the convenience of the public and staff attending the meeting unless there is reason to schedule it earlier in the meeting.

The Consent Agenda is a concept used by many legislative bodies to make many minor, non-controversial decisions in one action. This may include approval of the minutes, committee reports, management reports, or other routine resolutions or approvals. If a Consent Agenda is included in the LRGPWWA Board Agenda, it will be placed following the approval of the meeting Agenda or may replace the Approval of Minutes agenda item if minutes are included in the consent agenda. Any member of the Board of Directors may request that an item on the Consent Calendar be removed for the purpose of discussion and voting on that item, and such a request does not require a Board vote.

Action items on the agenda will be in the form of a motion to approve, a motion to authorize the General Manager or LRGPWWA attorney to act on behalf of the LRGPWWA, or a motion to adopt a resolution. The following items will be approved or adopted by resolution: Open Meetings Act annual compliance, LRGPWWA policies, LRGPWWA budgets, LRGPWWA planning documents, election proclamations, authorizations to dispose of property, authorizations to apply for project funding when required by the funding agency, and any other documents required as part of project funding that need a resolution.

6. Submitting Agenda Items

Directors wishing to place items on the Agenda of the Board of Directors should submit a request to the General Manager or the General Manager's staff designee ten (10) days prior to the meeting in order to provide sufficient time to incorporate the request in the Agenda Package which is prepared and distributed to Board Members in advance of the meeting. Urgent items which are submitted by a Director subsequent to the cutoff time may be added to the Agenda only if the final agenda posting requirements of the Open Meetings Act can be met. Non-urgent items will be placed the agenda for the subsequent meeting.

Members and customers of the LRGPWWA and the public may request that any of the LRGPWWA Directors place an item on the Agenda or may state their request during the Public Input section at a board meeting. Directors may, at their discretion, elect to place such items on a future agenda.

7. Decorum

Board of Directors Meetings shall be conducted in an expeditious manner consistent with respect and consideration for all persons and their views. In order to speak or make a motion, a person must be recognized by the Chairperson, and all comments should be addressed to the Chairperson. Comments should be limited to the matter under discussion, and personal insults or inflammatory language will not be tolerated. Anyone creating a disturbance or disrupting the meeting may be asked to leave.

8. Board Consideration of Agenda Items

Agenda items will be considered in the order presented in the Agenda or as modified in the action approving the agenda. For items requiring Board action, a motion should be made and seconded prior to the floor being open for discussion. Motions should be stated fully and completely to ensure that the board action recorded in the minutes accurately reflects the intention of the Board. Reports may be accepted by the Chairperson with or without further discussion. In all cases, discussion should be limited to the item under consideration.

9. Member, Customer & Public Comments

In addition to the Public Input agenda item where members and customers of the LRGPWWA and members of the public may address the board on any topic with a time limit of three minutes during the 15 minutes allot for this item, such persons may be recognized by the Chairperson of the meeting to speak on any topic under consideration with a limit of three minutes per person. However members and customers of the LRGPWWA and the public are not allowed to address the Board of Directors until they are recognized by the Chairperson, must limit their comments to the item under consideration, and must yield the floor to the Chairperson when directed to do so by the Chairperson. The Chairperson should recognize any Directors who wish to speak before opening the floor to comment from the members, customers or public. The Chairperson may choose to allow a brief extension of the time-limit for Public Input or public comments on other agenda items for persons to complete their statement, or the Board may choose to act to grant a time extension to any individual or all persons seeking further comment.

10. Board Meeting Minutes

Draft minutes of each Board of Directors meeting are prepared by staff for approval by the Board at its next regular meeting. Minutes are a record of items considered by the Board and actions by the Board and a summary of the discussion, and they must comply with the provisions of the Open Meetings Act with regard to content and availability to the public. Additions or corrections to the

draft minutes may be sent to the General Manager or General Manager's staff designee by email prior to the next meeting or may be included in the motion to approve the minutes. The approved minutes, not any notes or recording used to prepare them, are the official record of the board meeting. Individual Directors shall not amend, correct (except for spelling & typos) draft minutes or sign approved minutes for meetings which they were not in attendance. Any Director may make a motion to approve, second the motion to approve and vote on motions to approve minutes. Approved minutes shall be signed by the Directors present at that meeting.