

**SUBJECT: ORDERLY CONDUCT of MEETINGS**

**PURPOSE:** To ensure that all Governance Council (GC) meetings are conducted legally within rules and regulations established by the NM Legislature, and/or issued by the NM Public Education Department, and/or established by the GC itself, to transact business in the most expeditious but thorough manner.

**REQUIREMENTS:**

- (A) All meetings will be conducted in accordance with the New Mexico Open Meetings Act; and will be guided by and any disputes settled according to Robert's Rules of Order.
- (B) An agenda of business scheduled for discussion at any meeting shall be published and made available for anyone to review at least 72 hours prior to the start of each meeting. Any published agenda may be amended by a majority vote of the GC prior to formal approval of the agenda at the start of the meeting. Once approved at the meeting, no item may be removed from or added to an agenda. However, the order in which an item is discussed may be modified if circumstances require.
- (C) Any non-member desiring to address the GC on a pertinent subject may do so during the section of the meeting reserved for "Public Comment". Persons desiring to speak during "Public Comment" must submit their name and topic to be discussed to the GC President or designee prior to the start of the GC meeting. Remarks are to be limited to 3 minutes per person and to a maximum of 30-minutes per meeting for all "Public Comment" combined. If several people wish to discuss the same issue and represent the same viewpoint, one spokesperson must be chosen to speak for the whole group. Time limit for those comments is five minutes.
- (D) Discussion of all business at a meeting shall be conducted in an orderly fashion.
  - 1. A GC member or staff member wishing to speak must first ask to be recognized by the chairman by saying "Mr. Chairman" (or Ms. Chairwoman).
  - 2. The chairman recognizes the speaker by saying "Mr/Ms \_\_\_\_\_".
  - 3. The speaker then addresses all comments to the chairman.
  - 4. If the speaker desires to speak directly to another GC member, staff member or guest, he/she must first request permission from the chairman, by saying, "Mr. Chairman, I would like to direct a question (or make a comment) to \_\_\_\_\_."

Once the chairman approves the request, the speaker may address the other person directly until the speaker has all the information he/she needs or until the chairman intervenes.

- (E) No disturbances by GC members, staff or guests will be tolerated. Anyone who has not been granted the floor by the chairman, or who insists on speaking or who in any way interrupts the lawful conduct of the meeting will be asked politely to refrain from such actions. If the offender persists, he/she will be asked to leave the meeting. If the offender continues and will not leave the meeting voluntarily, he/she will be escorted from the premises by members of the GC and/or staff. If the offender resists physically, local law enforcement will be called to remove him/her. If warranted, charges may be filed against the offender.

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