



## **RESOLUTION 2017-008 (Amendment 2)**

A Resolution of the City of Anthony, New Mexico Approving the Mayor, Board of Trustees, and City Manager Policies and Meeting Procedures.

**WHEREAS**, The Governing Body must have rules to promote the orderly and business-like consideration of the items which come before it for determination; and

**WHEREAS** Rules determine the priority and manner of consideration of items and provide an orderly and methodical plan so that business may receive proper consideration. and

**WHEREAS**, Section 3-12-3, NMSA, 1978, provides that Governing Body shall determine rules of its own proceedings.

### **THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ANTHONY:**

That the following rules of procedure are hereby adopted:

#### **1.1 Meetings**

- A. Meetings of the Governing Body shall be held in accordance with the Open Meetings Act, NMSA, 1978, §10-15-1 et. seq.
- B. All binding actions of the Governing Body shall be taken at regular meetings, special meetings, or emergency meetings.
- C. The Governing Body may recess and reconvene a meeting to a subsequent date provided that prior to adjourning of the meeting , the presiding officer shall specify the date, time, and place of continuation. Posting of the notice to reconvene the meeting must be posted on the door before leaving the current meeting location, with the date & time of the agreed upon rescheduled meeting. The meeting should be reconvened to the closest available date, time and place possible. Only matters that were on the agenda of the original meeting may be discussed at the reconvened meeting.
- D. Notice of all meetings shall be in accordance with the Open Meetings Resolution as adopted in accordance with the Open Meetings Act.
- E. Work Sessions may be held for the purpose of examining issues, but no official action may be taken.



1. Nonmandatory work sessions held in accordance with Section 2-2-6 may be called for the purpose of formulating policy.
  - a. Nonmandatory work sessions are limited to three (3) hours.

### **1.2 Attendance of Governing Body**

- A. Members of the Governing Body are expected to attend all scheduled meetings and shall make every effort to attend all special meetings.
- B. Members of the Governing Body must notify the Mayor or City Clerk with at least one (1) hour notice before the meeting, if unable to attend.

### **1.3 Duties of the Presiding Officer**

**A.** The Mayor shall possess the powers and perform duties consistent with state and federal law and as designated by the Trustees, so long as the designation does not conflict with applicable law, the Mayor shall:

1. Preserve order and decorum and have general direction of the meetings.
2. Announce the business before the Governing Body in the order in which it is to be acted upon.
3. Recognize the speakers entitled to the floor, guide, and direct the proceedings of the Governing Body.
4. Call for public input on agenda items.
5. Decide all points of order, subject to appeal, unless he/she prefers to submit the item to the decision of the Governing Body.
6. Put to vote all items that are regularly moved or otherwise arise in the course of the proceedings.

**B.** In the absence of the Mayor or upon his/her inability to act, the Mayor Pro Tem shall preside and shall have all the powers and authority of the Mayor and retains voting power.

### **1.4 Adopted Rules**

**A.** Any matter not covered by these rules shall be governed by decision of the presiding officer, applying Robert's Rules of Order, Newly Revised Edition.

**B. Amendment of Rules:** These rules or any part thereof may be amended, repealed, altered, or rescinded by a vote of a majority of the Governing Body, after notice of intended proposal. Such notice shall be presented by resolution at a regular meeting of the Governing Body.



**C. *Suspension of Rules:*** Except for statutory or ordinance provisions, these rules, or any part thereof, may be temporarily suspended by a majority vote of Trustees present. When the suspension of a rule is requested, and no objection is offered, the presiding officer shall announce the rule suspended, and the Governing Body may proceed accordingly.

**D. *Violation of Rules:*** Violation of these rules does not invalidate action of the Governing Body.

### **1.5 Trustees Responsibilities**

A. Requests for initiation of legislation (policy changes, rule changes, resolutions, and ordinances) shall be directed through the City Manager.

B. As sponsor of legislation, it is the responsibility of the Trustee to present the proposal to the Governing Body.

C. Staff may be available to assist in the preparation of the necessary documents, with the directive of the City Manager.

D. **Substitute legislation:** A proposal for a substitute ordinance or resolution shall be submitted through the City Manager and made available to the Governing Body at least 24 hours prior to the meeting at which the matter is to be discussed.

E. In all public statements, make clear that they only speak for themselves unless authorized by the Governing Body as a whole.

F. Ensure that the Mayor is informed of significant communications with outside entities, be either directed to or initiated by the Trustee.

G. Refrain from negotiating contracts on behalf of the City, without authority or approval of the Governing Body. Only the Governing Body can negotiate a contract on behalf of the City.



## **ARTICLE II PROCEDURES**

### **2.1 Preparation and Distribution of Agendas**

A. The City Clerk shall prepare the agenda for all Governing Body meetings with the review of the Mayor and City Manager.

1. Matters may be placed on the consent calendar which are routine or ministerial in nature.
2. The city clerk shall assure that scheduled public hearings have been duly advertised.
3. All documents to be presented to the Governing Body shall be submitted to the city clerk by 5 PM, no later than seven days prior to the meeting date.
4. An ordinance, resolution, or communication is deemed introduced to the Governing Body when filed with the City Clerk.
5. The agenda, along with introductions and related documentation, shall be available to each member of the Governing Body at five days in advance of the meeting.
6. Every page of the agenda shall be visibly posted by the entrance door of City Hall and other stated public sites within the City OMA resolution.
7. Agenda items for nonmandatory work sessions held in accordance with section 2-2-6 NMSA may be submitted to the city clerk by the Governing Body.
  - a. Agenda items for nonmandatory work sessions will be placed on the agenda in the order in which they are received by the city clerk.
  - b. No more than three (3) items will be placed on any nonmandatory work session agenda.
8. When the nonmandatory work session adjourns with business pending, it will be taken up as the first item on the agenda of the next scheduled work session.

### **2.2 MINUTES**

- A. 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 the proposals considered and a record of any decisions and votes taken that show how each member voted.
- B. Approval of the minutes shall be placed on the next regular meeting agenda. The minutes of the previous meetings may be corrected and approved.



- C. Previously approved minutes may be corrected whenever an error is noticed, although the time to reconsider the vote has elapsed in accordance with Article II, Section 10 of these rules.

### **2.3 Order of Business**

- A. **Regular meetings:** The order of business of the Governing Body shall be conducted in the following order:

- Call to order
- Pledge of Allegiance
- Roll call
- Consent of Agenda order
- Consent of Minutes
- Public Floor Items
- Ordinances
- Action Items
- Closed Session as needed
- City Clerk Items
- City Manager Items
- Governing Body Items
- Adjournment

- B. **Workshop Sessions:** The order of business shall be conducted in the following order:

- Call to order
- Pledge of allegiance
- Roll call
- Discussion
- Adjournment

- C. **Special Meetings:** The order of business shall be conducted in the following order:

- Call to order
- Pledge of allegiance
- Roll call
- Discussion open or possible Closed session
- Action Items
- Governing Body Items
- Adjournment

### **2.4 Ordinances and Resolutions**

A. **Ordinances:** An ordinance ranks highest in authority of all actions of the Governing Body. If duly enacted, an ordinance has the force of law within the municipality and may be enforced in municipal court.

1. Ordinances shall be adopted in accordance with section 3-17-1 et.seq., NMSA, 1978.



2. Ordinances may be amended on the First Reading or upon Second Reading provided such amendments do not constitute a substantive change. Amendments shall be in accordance with Article II, Section 2.12 of these rules.
3. Substantive amendments offered at Second reading shall require adoption of the ordinance to be postponed to a subsequent meeting.

**B. Resolution:**

A resolution is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character.

1. Resolutions are open to amendment provided such amendment does not constitute a substantive change. Amendments shall be in accordance with Article II, Section 2.12 of these rules.
2. Substantive amendments offered to resolutions may require the resolution to be postponed to a subsequent meeting.
3. Governing Body action shall be taken by resolution when required by law and in those instances where a formal expression of policy is desired.
4. Resolutions shall remain in effect until rescinded or replaced by a subsequent resolution on the same subject.

**C. Withdrawal of Ordinances and Resolutions:**

1. An ordinance or resolution which has been introduced, is in the possession of the Governing Body, and may be withdrawn only with the consent of the Governing Body.

**D. Substitutes for Ordinances and Resolutions**

1. A Trustee may recommend that every clause in an ordinance or resolution be changed and that entirely new matter be substituted, so long as the new matter is relevant to the title and subject of the original measure.
2. Introduction of substitute ordinances or resolutions shall be in accordance with Article IV Section 1.2 of these rules.

**2.5 Approvals:**

- A. Approvals are the class of action in which the Governing Body shall make the final determination upon the recommendation of the Mayor or the City Manager.
- B. Those items requiring approval by the Governing Body shall include, but not be limited to:
  1. Mayor's communications recommending appointments to boards, committees, and commissions.



2. Approval of contracts, administrative, agreements, or departmental requests.
3. Approvals which have been introduced may be withdrawn upon an affirmative vote of the Governing Body.

## **2.6 Appeals:**

Appeals to the Governing Body are the class of action mandated by statutory or ordinances provisions.

## **2.7 Proposals for Action:**

- A. Proposals for action shall be presented to the Governing Body for a determination of any action to be taken, or item resolved.
- B. Proposals for action shall be in the format adopted by the Administration.

## **2.8 Motions**

### **A. Presentation of Motions**

1. **Main Motion.** A main motion presents an ordinance, resolution, or other proposition for the passage for adoption, approval, or rejection. The item is usually stated in the positive form, "to pass", "to adopt", "to approve" "to confirm", "to concur".
2. A main motion must be seconded before debate can take place and only one main motion may be on the floor at a time. A Trustee may give brief explanatory comments before stating the motion but must refrain from debate until the motion has been seconded. In the absence of a second, the motion fails.
3. Main motions are debatable, amendable, and can be reconsidered after adoption.
4. Motions become the official recorded statement of an action taken by the Governing Body.
5. A motion should be worded in a concise, unambiguous, and complete form appropriate to such a purpose.
6. A motion should not be offered if its only effect is to propose that the Governing Body refrain from doing something since the same result can be accomplished by no motion at all.

### **B. Withdrawal and modification of motions:**

1. Until a motion is seconded and stated, the mover may withdraw or modify the motion without consent.
2. When a motion is seconded and stated, it is in the possession of the Governing Body and can be withdrawn or modified only by consent of the majority of the Governing Body.



## **2.9 Postponement of Action**

**A. Postponement to a definite time:** The motion to postpone defers action on a pending item to some definite, day, or meeting time. When an item has been postponed to a certain time, it becomes an order of the day for that time. When the rescheduled date and time to which an item has been postponed arrives and the item is taken up, it can be postponed again if the additional delay will not interfere with the proper handling of the postponed item. The motion to postpone is debatable, amendable, and may be reconsidered.

**B. To Table (postpone temporarily):** Any measure before the Governing Body may be tabled temporarily at the same meeting. Items must be removed from the table and acted upon prior to adjournment. The motion to table is not debatable, not amendable, and cannot be reconsidered.

**C. To Remove from the Table: (Resume Consideration):** The purpose is to bring before the Governing Body for action an item that has previously been laid on the table. The motion to remove from the table is not debatable, not amendable and cannot be reconsidered.

## **2.10 Reconsideration of Action**

The purpose is to permit the Governing Body to reconsider a vote on previous action. The reconsideration of a negative vote on final action is as proper as reconsideration of a favorable vote.

**A. Right of Reconsideration.** The motion to reconsider may be made at the same meeting or a subsequent meeting. However, certain rules apply as appropriate under the circumstances.

1. The motion must be made by a member who voted on the prevailing side.
2. The motion to reconsider is inappropriate after the action taken has gone into effect or after it is too late for any reason, to reverse the action taken.
3. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.
4. Should the motion for reconsideration pass, the item is immediately before the Governing Body to be acted upon or scheduled for hearing at a subsequent meeting.
5. Should the motion for reconsideration fail, the item remains as adopted.
6. Either the motion to reconsider or notice of intent to reconsider must be made not later than the next regular meeting. A member of the Governing Body may indicate notice of intent to propose reconsideration either orally or in writing.





**B. Effect of Reconsideration:** The effect of making the motion to reconsider, or of giving notice of the motion, is to suspend all action on the subject of the motion until the reconsideration is acted upon.

**C. Reconsideration at a subsequent meeting:** When notice is required for an item, the Governing Body shall comply with all rules requiring public notice.

1. If reconsideration will be taken up at a subsequent meeting, notice of intent will be placed on the agenda. The determination of reconsideration is dependent on the passage or failure of the motion for reconsideration.

**D. Debate of Motion:** Debate on the motion to reconsider will be limited to the merits of the reconsideration and not the merits of the item.

**E Vote:** The passage of the motion to reconsider requires a majority vote, even if the measure to be reconsidered requires a two-thirds vote.

#### **2.11 Appeal a decision of the presiding officer**

A. An appeal must be made promptly before any debate or other business has intervened.

B. When an appeal is taken, the presiding officer should clearly state the decision being appealed and may state their reasons for their decision.

C. If there is no debate, or when debate is concluded, the presiding officer may put the item to the Governing Body. A majority vote of those present sustains a decision of the presiding officer.

#### **2.12 Amendments**

A. Every amendment proposed must be relevant to the subject of the proposition.

B. A proposed amendment takes precedence over the original motion out of which it arises and must be voted upon before the original motion.

C. After an amendment is adopted, the item as amended must be put to a vote.

D. Rejection of an amendment leaves the pending item worded as it was before the amendment was offered.

#### **E. Form of amendments**

1. Amendments should be offered in a concise, unambiguous manner, and in a complete form of a motion.

2. In form, amendments may be divided into the following types:



- a. To add (that is to place at the end of the item)
- b. To insert
- c. To strike out
- d. To strike out and insert

#### **F. Decision on amendments**

1. An amendment, once adopted, may not thereafter at the same meeting be changed or modified, except upon reconsideration of the vote by which it was adopted.
2. When a proposed amendment has been defeated, the same amendment may not be proposed again without first reconsidering the vote by which the amendment lost.
3. The presiding officer may require amendments to be submitted in writing.

#### **G. Withdrawing Amendments and Accepting Modification**

1. Amendments may be withdrawn before being seconded and stated by the presiding officer. After it is seconded and stated it is in the possession of the Governing Body and be withdrawn only with the consent of the Governing Body.
2. A member may modify an amendment before it is seconded and stated by the presiding officer. After it is seconded and stated, it is in the possession of the Governing Body and can be modified only with the consent of the Governing Body.
  - a. The presiding officer may put the item of modification without waiting for a motion if there is no objection.



## **ARTICLE III RULES OF ORDER**

### **3.1 Rules of Debate**

Debate is the essential feature of a legislative Body. It is how the opinions of members are exchanged, items deliberated, and conclusions reached on the business before the Governing Body.

#### **A. To permit Debate:**

1. There must be a debatable item before the Governing Body, and one member must have been recognized as entitled to speak.
2. All debate must be addressed to the presiding officer, and not to the members.
3. Debate must be confined to the item before the Governing Body.

**B. Time Limits.** The presiding officer may set time limits in debate.

#### **C. Call the Item (Previous Item)**

1. Debate may be closed immediately by calling the item.
2. The motion for the call for the item may motivate unanimous consent to ending debate.
3. Before such a motion has been seconded, the chair may ask if there is any objection to closing debate. If there is no objection, the presiding officer shall immediately call the item.
4. If one member objects, the presiding officer shall ask if there is a second to the motion. If there is a second to the call, he/she must immediately take a vote on whether to order the call for the item.
5. The call for the item requires a two-thirds (2/3) vote before the vote on the item to which applied. The call for the items is neither amendable nor debatable and can be reconsidered.

### **3.2 Rules of Voting**

A. Each Trustee in attendance must vote for or against all measures before the Governing Body, unless there is a conflict of interest, for which abstention is recognized. Such conflict of interest disclosure shall be recorded in the minutes.



- B. A member shall not explain his vote during voting, which would be the same as debate at such a time.
- C. Except for procedural matters, voting shall be by roll call and each Trustee's vote shall be recorded in the minutes. Roll call votes shall be at random.

### **3.3 Decorum**

- A. Members must address all remarks through the presiding officer.
- B. Members of the Governing Body shall confine their remarks to the item under discussion or debate, avoiding personal references or attacks on fellow members, staff members, and/or members of the public.
- C. No member of the Governing Body shall engage in private discourse or commit any other act tending to distract the attention of the Governing Body from the business before it.
- D. A member who resorts to persistent irrelevance or persistent repetition may be directed to discontinue his speech by the presiding officer.
- E. **Point of Order:** A Trustee may call attention to the violation of the rules or a mistake in procedure by rising to a point of order.
  - 1. The presiding officer may permit a full explanation before ruling on the claim and may submit the item to the Governing Body for decision by a majority vote.
  - 2. The presiding officer is not required to decide any point of order not directly presented in the proceedings of the Governing Body.
  - 3. Such an assertion does not require a second, is not debatable nor amendable and cannot be reconsidered.
- F. **Questions of Privilege** do not relate to pending business but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.
  - 1. The presiding officer makes a ruling as to whether it is admitted as an item of privilege and whether it requires consideration before the pending business is resumed.



### **3.4 Public Hearing Procedures**

- A. Reasonable efforts shall be made to give notice of public hearings to all interested people.
  - 1. Notice of public hearings shall state the subject, the time and place of the public hearing, the manner in which interested people may express their views and where interested people may obtain copies of the material that is the subject of the hearing.
- B. A meeting of the Governing Body is called to order and business, if any, is considered until the public hearing comes on the agenda.
- C. At the beginning of the public hearing, the presiding officer shall require that all interested persons (who have an immediate or direct interest that will be substantially and specifically affected by the proceeding, and/or witnesses sponsored by such interested persons), wishing to address the Governing Body shall register with the City Clerk at the meeting by giving their names and addresses, and whether they wish to speak as a proponent, opponent, or otherwise. Any person who fails to register shall not be permitted to speak until all those who signed in have spoken.
- D. All interested persons offering testimony as parties to the proceeding and their witnesses will be sworn by the City Clerk and are subject to cross-examination by other parties, city staff or the Governing Body.
- E. Objections to the testimony of any person must be made at the time the testimony is offered.
- F. The presiding officer may change the order of speakers so that testimony is heard in the most logical groupings, e.g., proponents, opponents, adjacent owners, vested interests, etc.
- G. The presiding officer will introduce the item, open the public hearing and call upon the staff to submit its report into evidence and request the proponent to describe the matter under consideration.
- H. Interested persons shall have the opportunity to submit data, views, or arguments orally or in writing. All written material must be marked as exhibits, submitted to the City Clerk, and placed into evidence as part of the administrative record.
- I. Cross examinations of a witness or interested party wishing to express their views, may be limited to the discretion of the presiding officer.
- J. The presiding officer may establish reasonable speaker time limits and control presentations to avoid repetition, or introduction of incompetent evidence.



- K. Additional time may be granted if appropriate and necessary to secure a full and fair presentation of either factual or opinion testimony or of legal argument.
- L. After the proponents and opponents have had an opportunity to be heard, the presiding officer will call for a rebuttal.
- M. A proponent or opponent speaking in rebuttal shall not introduce new material.
- N. After the Governing Body has heard all the evidence, the presiding officer closes the public hearing and entertains a motion. Following the motion and its second, discussion occurs among the Governing Body.
- O. The Governing Body shall prepare a written decision that includes an order granting or denying relief and a statement of the factual and legal basis for the order and shall file with the City Clerk.
- P. The City Clerk shall serve a copy of the written decision and the requirements for filing an appeal on all persons who appeared as interested persons in the proceedings and every person who has filed a written request for notice of the final decision in that particular proceeding.



**Attachment to Resolution 2017-008 (Amendment 2): Exhibit A**  
**CITY OF ANTHONY**  
**MAYOR, BOARD OF TRUSTEES, AND CITY MANAGER POLICIES**

**SECTION A: MAYOR 3-11-2 to 3-11-7 NMSA**

1. The Mayor is the chief executive officer and shall:
  - 1.1 cause the ordinances and regulations of the municipality to be obeyed;
  - 1.2 exercise, within the municipality, powers conferred upon sheriffs of counties to suppress disorders and keep the peace; and
  - 1.3 perform other duties, compatible with his office, which the Governing Body may require.
2. The Mayor of a municipality is the presiding officer of the Governing Body. In all municipalities the Mayor shall vote only when there is a tie vote.
3. Subject to the approval of the majority of all members of the Governing Body, the Mayor shall:
  - 3.1 appoint all officers and employees except those holding elective office (and except court employees).
  - 3.2 designate an employee to perform any service authorized by the Governing Body.
  - 3.3 The Mayor may appoint temporary employees but the appointment must be approved by the majority of all members of the Board of Trustees at the next regular meeting [§3-11-6B].
  - 3.4 Mayor is empowered to discharge the city manager but only with the Governing Body's approval. 1987 Op. Attorney General No. 87-69
  - 3.5 examine the grounds of reasonable complaint made against any employee; and cause any violation or neglect of the employees' duties to be corrected promptly or reported to the City Manager and proper authority for correction discipline. [§3-11-6C]
  - 3.6 discharge an appointed official or employee upon the approval of a majority of all members of the Governing Body; and
  - 3.7 suspend an appointed official or employee until the next regular meeting of the Board of Trustees at which time the suspension shall be approved or disapproved by a majority of all members of the Board of Trustees. (If the suspension is disapproved, the appointed official or employee shall be paid back pay for the period of the suspension) [§3-11-6D(3)].
4. If the Board of Trustees has enacted a Merit System, all the above actions of the Mayor are governed by it.
5. The Mayor shall sign all commissions, licenses and permits granted by the Governing Body, and other acts that the law or ordinances may require, or the commissions, licenses and permits may be



authenticated as authorized under the Uniform Facsimile Signature of Public Officials Act [6-9-1 to 6-9-6 NMSA 1978].

**SECTION B: BOARD OF TRUSTEES 3-12-1 to 3-12-4 NMSA**

1. Subject to any Merit System which has been enacted, the Board of Trustees:
  - 1.1. Shall approve or disapprove all appointments, suspensions and discharges of appointed officials and employees by vote of a majority of all members; and
  - 1.2. May discharge any appointed official or employee by vote of a majority of all members, whether the Mayor or City Manager has recommended it or not [§3-11-6D(1)].
  - 1.3. Shall create and/or abolish non-appointment personnel positions.
2. The Board of Trustees shall:
  - 2.1. elect one of its members to act as Mayor Pro Tem in the absence of the Mayor in case of the death, disability, resignation or change of residence, from the municipality, of the Mayor, the Governing Body shall appoint by majority vote a qualified elector to fill the vacancy for the unexpired term of office.
  - 2.2. possess all powers granted by law, and other municipal powers not conferred by law or ordinance on another officer of the municipality;
  - 2.3. manage and control the finances and all property, real and personal, belonging to the municipality;
  - 2.4. determine the time and place of holding its meetings, which shall be open to the public;
  - 2.5. determine the rules of its own proceedings;
  - 2.6. keep minutes of its proceedings, which shall be open to examination by any citizen;
  - 2.7. adopt rules and regulations necessary to effect the powers granted municipalities;
  - 2.8. prescribe the compensation and fees to be paid municipal officers and employees; and
  - 2.9 prescribe the powers and duties of those officers whose terms of office or powers and duties are not defined by law, and impose additional powers and duties upon those officers whose powers and duties are prescribed by law. [§3-12-3(A)]
3. Any vacancy on the Governing Body shall be filled by appointment of a qualified elector by the Mayor of the municipality, with the advice and consent obtained of the Governing Body. Any qualified elector appointed to fill a vacancy on the Governing Body shall serve until the next regular local election, at which time a qualified elector shall be elected to fill the remaining unexpired term, if any.





4. The Governing Body may compel the attendance of absent members in such manner and under such penalties it deems desirable.
5. The Mayor or a majority of the members of the Governing Body may call special meetings by notice to each member of the Governing Body, personally served or left at his usual place of residence.

**SECTION C: CITY MANAGER** 3-14-13 to 3-14-15 NMSA

1. The manager shall be the chief administrative officer.
2. The manager shall:
  - 2.1. enforce and carry out all ordinances, rules and regulations enacted by the Governing Body;
  - 2.2. employ and discharge all persons engaged in the administrative service of the municipality; except court employees.
  - 2.3. prepare and submit an annual budget; and
  - 2.4. make recommendations to the Governing Body on all matters concerning the welfare of the municipality.
3. The City Manager shall have a seat, but no vote, at every meeting of the Governing Body. Except when clearly undesirable or unnecessary, the Governing Body shall request the opinion of the manager on any proposed measure.
4. Designate an employee to perform any service authorized by the Governing Body.
5. Supervise the employees of the municipality.
6. Cause any violations or neglect of the employees' duties to be corrected promptly or reported to the proper authority for correction and punishment

**PASSED, APPROVED AND ADOPTED THIS 7<sup>th</sup> DAY OF OCTOBER 2020.**

**ATTEST:**

Esther Motongo, City Clerk  
{SEAL}



Diana M. Trujillo, Mayor

**ROLL CALL VOTE:**

MPT Fernando Herrera     YES     NO

Trustee Gloria Gameros     YES     NO

Trustee Elva Flores     YES     NO

Trustee Javier Silva     YES     NO