



# CITY OF TEXICO

## CITY COUNCIL MEETING RULES OF CONDUCT AND PROCEDURE

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### **Section 1. Purpose**

The purpose of this Policy is to ensure that city council meetings are conducted in an orderly, efficient, respectful, and lawful manner; that official business proceeds without unnecessary delay or disruption; that agenda items are discussed by the governing body in a structured setting; and that the rights of the public to attend and observe public meetings are preserved consistent with applicable law.

### **Section 2. Authority**

This Policy is adopted by the city council of the city of Texico to govern the conduct of city council meetings, maintain order and decorum, preserve the efficiency of official proceedings, and establish clear standards for participation. These rules are intended to be applied consistently with the New Mexico Open Meetings Act, other applicable law, and parliamentary procedure principles recognizing the authority of the presiding officer to recognize speakers, maintain order, and keep discussion focused on the pending matter.

### **Section 3. Presiding Officer**

The Mayor, or in the Mayor's absence the Mayor Pro-Tem , shall serve as the presiding officer for all City Council meetings.

- Call the meeting to order.
- Recognize persons entitled to speak.
- Preserve order and decorum.
- Keep discussion limited to the pending agenda item, motion, or matter under consideration.
- Rule interruptions, side remarks, and out-of-order conduct improper.
- Issue warnings for disruptive conduct.
- Direct a disruptive person to leave the meeting room when necessary.
- Request law enforcement assistance only when necessary under this Policy.

#### **Section 4. Recognition Required Before Speaking**

No person shall speak during a city council meeting unless first recognized by the presiding officer.

- This requirement applies to members of the public, city staff, appointed officials, the city clerk, the city attorney, consultants, advisors, and any other attendee.
- Council members shall also seek recognition from the presiding officer before speaking on a pending motion or agenda item, except as otherwise permitted by parliamentary procedure, including a proper point of order.

#### **Section 5. Discussion of Agenda Items**

Discussion of agenda items shall be limited to the mayor, members of the city council, and city officials, staff, or advisors who are recognized or called upon by the presiding officer.

- Members of the public shall not participate in debate, deliberation, or back-and-forth discussion regarding agenda items unless the agenda item is a duly noticed public hearing for which public input is authorized by law or agenda designation, or the presiding officer expressly invites comment.
- Attendance at a public meeting does not create a right to participate in debate on every agenda item. The city may limit participation to designated comment periods and maintain order so long as the rules are applied in a viewpoint-neutral manner.

#### **Section 6. Public Comment**

Public comment shall occur only during the designated public comment portion of the meeting or during a duly noticed public hearing, unless otherwise authorized by the presiding officer.

- Speakers shall address the governing body as a whole.
- Speakers shall comply with any lawful time limits adopted by the city.
- Comments shall remain respectful and orderly.
- Speakers shall not engage in shouting, repeated interruption, threats, or other disruptive conduct.
- The Mayor and Council may listen without engaging in debate or extended response.

#### **Section 7. Conduct of City Officials During Meetings**

The city clerk, city attorney, department heads, employees, consultants, and other city officials shall speak only when presenting an assigned agenda item, responding to a direct question from the presiding officer, responding to a direct question from a council member through the presiding officer, or otherwise being recognized by the presiding officer.

- No city official shall interrupt the meeting, interject commentary, or engage in debate unless recognized, except where immediate intervention is reasonably necessary to address a clear legal, safety, or procedural issue requiring immediate attention.

## Section 8. Rules of Debate and Decorum

To keep meetings organized and on pace:

- Only one person may speak at a time.
- All remarks shall be directed through the presiding officer.
- Debate shall be limited to the immediately pending agenda item, motion, or matter under consideration.
- Side conversations, cross-talk, and remarks from the audience are out of order.
- Repetitive or non-germane discussion may be ruled out of order.
- Remarks shall address issues, not personalities.

## Section 9. Prohibited Disruptive Conduct

The following conduct is prohibited during a City Council meeting:

- Speaking without recognition by the presiding officer.
- Interrupting a recognized speaker.
- Shouting, yelling, or speaking over the meeting.
- Attempting to engage council members in debate from the audience outside public comment or a public hearing.
- Repeated verbal interjections, commentary, or side remarks from the audience.
- Refusal to comply with the rulings or directions of the presiding officer.
- Threatening, abusive, intimidating, or harassing conduct.
- Conduct that materially delays, obstructs, or disrupts the orderly progress of the meeting.
- Refusal to leave after being directed to do so under this Policy.

## Section 10. Warning and Removal Procedure

To protect the orderly conduct of official meetings while respecting constitutional rights, the following procedure shall apply to disruptions by any member of the public, City official, staff member, or other attendee, other than a council member acting within parliamentary procedure:

**A. First and Only Warning.** Any person who interrupts the meeting, speaks without recognition, engages in prohibited disruptive conduct, or otherwise interferes with the orderly progress of the meeting shall be given one warning only by the presiding officer.

**B. Pause of Meeting.** If the conduct continues after the warning, the presiding officer may pause the meeting and direct the person to immediately cease the disruption or leave the meeting room.

**C. Order to Leave.** If the person continues the disruptive conduct after the warning, the presiding officer shall direct the person to leave the meeting room so that the official meeting may proceed.

**D. Law Enforcement Assistance.** Law enforcement shall be requested only when a person who has been lawfully directed to leave due to continued disruption refuses to leave and continues to interfere with the meeting, or when conduct occurring during the meeting reasonably appears to constitute a violation of law or presents a threat to safety or order. Law enforcement assistance under this section is intended solely to restore order, protect safety, and allow the meeting to continue, and shall not be used to remove a person merely because of disagreement, criticism, or an unfavorable viewpoint.

**Section 11. Questions and Concerns Outside the Meeting**

Questions, complaints, requests for information, or other matters not properly raised during designated public comment or a public hearing shall be addressed outside the meeting through appropriate administrative channels.

- Any person seeking additional discussion may request to be placed on a future agenda, when appropriate and consistent with law; submit a written request to City Hall; contact the Mayor or appropriate City staff to request a meeting; or schedule a meeting at a time when the Mayor and/or council members are available.

**Section 12. Parliamentary Procedure**

Unless otherwise required by law, ordinance, or this Policy, City Council meetings may be guided by generally accepted parliamentary procedure, including Robert's Rules of Order, Newly Revised, for purposes of recognition of speakers, motions and seconds, debate on pending motions, points of order, appeals from rulings of the chair, and maintaining orderly consideration of one matter at a time.

**Section 13. Viewpoint-Neutral Application**

This Policy shall be applied uniformly and in a viewpoint-neutral manner. Nothing in this Policy shall be interpreted to prohibit lawful criticism of the City, the Mayor, the Council, staff, or City policies during an authorized public comment period or public hearing. Enforcement under this Policy shall be based on disruption, interference with the orderly conduct of the meeting, refusal to follow lawful directions of the presiding officer, threats, or other unlawful conduct, and not on the viewpoint expressed.

**Section 14. Severability**

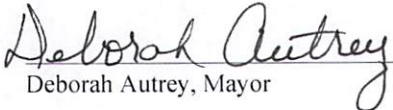
If any section, subsection, sentence, clause, or phrase of this Policy is held invalid or unenforceable, the remaining portions shall remain in full force and effect.

**Section 15. Effective Date**

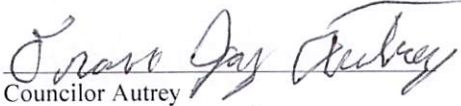
This Policy shall become effective upon approval by the City Council of the City of Texico.

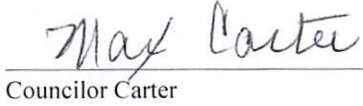
**APPROVED AND ADOPTED:**

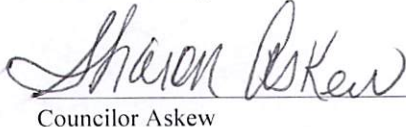
Approved by the City Council of the City of Texico this 26 day of May, 2026.

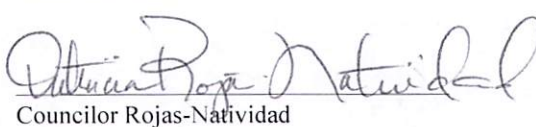
  
Deborah Autrey, Mayor

  
Austen "Ozzie" McMullen, City Clerk

  
Councilor Autrey

  
Councilor Carter

  
Councilor Askew

  
Councilor Rojas-Natividad