

General Rules of Procedure  
Bernalillo County Board of County Commissioners

Article III Commission Meeting Procedures

Section 5. Agenda

- F. Zoning Agenda items may be introduced for a regular Zoning Meeting by the County Manager or his designee provided that the Agenda Item is submitted with all applicable County Planning Commission (CPC) action and necessary documentation to the Agenda Coordinator prior to 4:30 p.m., eleven calendar days before the regularly scheduled Zoning Meeting.
- 1) Presentation of Consent Items: When the CPC has recommended approval of an agenda item, it is placed on the Consent Agenda. Findings in support of recommendations and conditions of approval, if applicable, become part of the record upon their presentation to the Board at the Meeting. These do not need to be read into the record unless deemed necessary by the Commission.
  - 2) Removal from the Consent Agenda: The Board of County Commissioners may, by majority vote of the members present, "designate an item for review" and remove it from the Consent Agenda [Section 25D(1) of the Bernalillo County Zoning Ordinance #213]. The Board member initiating the request for removing an item from the Consent Agenda shall state the reason for their request. When an item is removed from the Consent Agenda, it shall be readvertised and placed on the Public Hearing Agenda of the next regularly scheduled Zoning Meeting or other Meeting as determined by the Board. The Board may utilize one vote for all items on the Consent Agenda.
  - 3) Withdrawal of Applications or Appeals: Any land use application or an appeal of a land use recommendation acted on by the County Planning Commission may be withdrawn by the property owner/agent or by the appellant at any time prior to the item being addressed by the Board. The withdrawal must be requested either in person or in writing "on the record" and accepted by majority vote of the Board's quorum.
  - 4) Appeal or Public Hearing Time Limits: A thirty (30) minute time limit on each party's testimony before the Board may be established with the understanding that the Chair may alter the time limit. Where numerous speakers sign up to testify, the Chair may assign a time limit of two (2) minutes per speaker, but in any event, each party's testimony shall still not exceed the total time allowed

notwithstanding the number of speakers. In all cases, the maximum time available for the proponents should be equal to the maximum time available for the opponents. If necessary, a staff person shall be assigned by the County Manager to be the official timekeeper. Time limits may vary based on the complexity of the issues.

- 5) Swearing in Procedures: The Chair or County Clerk swears in all parties and staff, as well as attorneys qualifying and acting as witnesses providing “competent evidence” and not solely representing their clients in a legal capacity.
- 6) Order of Presentation:
  - i. Staff presentation, 5 minutes;
  - ii. Appellant's presentation, 25 minutes;
  - iii. Opponent(s) presentation, 30 minutes;
  - iv. Appellant's summation or rebuttal, 5 minutes;
  - v. Appellant's and opponent's questions, 5 minutes;
  - vi. Staff closure, 2 minutes;
  - vii. Board discussion and questions,
  - viii. Action.
- 7) Multiple Item Appeals: The Board may combine separate appeals of the same action in order to minimize duplication of testimony and staff presentation. The time allowed for hearing items shall apply. A separate vote is necessary on each appeal.
- 8) Deferrals: Deferrals are granted at the discretion of the Board. The date, time, and place shall be identified for the deferred item. Requests for deferral must be submitted in writing and received by the County Manager no later than seven (7) days prior to the date of the scheduled meeting. The Chair may accept the request and direct staff to notify interested parties of the deferral. Requests for deferral received after the seven-day deadline may be considered at the time of the scheduled hearing with supporters and opponents of the request being given an opportunity to comment on the appropriateness of the deferral.