

Rules and Procedures of the New Mexico Clean and Beautiful Advisory Committee

1. Composition of the Advisory Committee

In accordance with the *Litter Control and Beautification Act*, the Committee consists of:

- a. Seven to eleven members appointed by the tourism commission.
- b. No two members shall be residents of the same county.
- c. One member of the committee shall be appointed from each of the six tourism regions, and one to five members shall be appointed from the state at large.
- d. At least two of the members shall have experience in tourism, economic development, community beautification, sustainable materials management or recycling initiatives.
- e. Members of the committee must be knowledgeable in the areas of beautification, blight reduction, litter eradication, waste diversion and modification of human behavior patterns.
- f. No member shall be an employee of the state.

2. Role of the Advisory Committee

In accordance with the *Litter Control and Beautification Act*, the committee shall document and report on an annual basis the effectiveness and impact of department-sponsored litter control and beautification programs by:

- a. Reporting on all projects and activities funded by the department through allocations from the litter control and beautification fund. The community appearance index technique shall be a part of this report in communities where appropriate and available.
- b. Investigating and reporting on the feasibility, appropriateness and cost of a statewide community appearance index or other technique for the evaluation of highway litter.

3. Responsibilities of Members

- a. The Committee shall meet at least quarterly to conduct its business. Members shall be absent at no more than one meeting per year.
- b. Members shall agree to serve on the Committee for a term of 3 years.
- c. Members shall serve as regional representatives for New Mexico Clean and Beautiful grantees by providing technical assistance to regional partners in their content area of expertise as well as providing the committee with regional updates on the success of grant-funded programs.
- d. Members shall facilitate at minimum two meetings per year with New Mexico Clean and Beautiful grant partners in their respective regions.
- e. Members shall review best practices and provide recommendations on the scope, methodology, and feasibility of a state-wide litter assessment.

4. Process for Nomination of Members

- a. The Department shall publish a call for nominations every three years. Interested nominees should submit a letter of interest and resume to be considered for the role.
- b. Active Committee Members will support the nomination process through recruitment efforts. Active members shall submit a letter of interest and updated resume to be considered for an additional term.
- c. The Department shall review nominations to ensure compliance with the statutory requirements of the Committee. The Department shall propose and present nominations to the tourism commission.
- d. The tourism commission shall appoint all members to the Committee.

5. Vacancies of Members

- a. Committee members shall submit an official letter of resignation if they decide to vacate their role on the Advisory Committee.
- b. The Department shall publish a call for nominations if the composition of the Committee no longer complies with statute. Committee members may be appointed by the tourism commission to serve the remainder of the term.

6. Election of the Chair

- a. The Committee shall select a person from its membership to serve as Chair.
- b. The Chair shall serve for a term of three years. The Chair shall not serve consecutive terms.
- c. If the Chair vacates their position, the Committee shall select another person from its membership to serve as Chair. The new Chair will serve the remainder of the term and will be eligible to serve one consecutive term.

7. Responsibilities of the Chair

- a. The Chair acts as the representative for the Committee in matters related to procedure and decorum. The Chair shall ensure that members adhere to the Rules and Procedures of the Advisory Committee.
- b. The Chair shall facilitate communication between members and the Department. The Chair shall ensure a quorum will be met for scheduled meetings and will participate in the development of the meeting agenda.
- c. The Chair shall determine tentative meeting dates for the upcoming year in coordination with members and the Department.

8. Per Diem

- a. In accordance with NMSA 67-16-4 (C) and NMSA 10-8-4, per diem may be provided to members who do not receive a salary from state or local government – and – who are not receiving per diem for a different board or committee meeting occurring on the same day.
- b. Those members may receive either:

- i. forty-five dollars (\$45.00) if the member physically attends the committee meeting for less than 4 hours or the member attends a virtual meeting of any duration during a single calendar day; or
 - ii. ninety-five dollars (\$95.00) if the member physically attends the committee meeting for four hours or more during a single calendar day.
- c. In order to receive per diem, a member must provide an updated W-9 each year and submit a request for each instance.