

**VILLAGE OF LOS RANCHOS DE ALBUQUERQUE  
RESOLUTION No. 2020-1-1**

**A RESOLUTION CONCERNING BOARD OF TRUSTEES MEETINGS AND PUBLIC  
NOTICE REQUIREMENTS**

**WHEREAS**, the Village of Los Ranchos de Albuquerque Board of Trustees convened in a regular meeting at the Warren J. Gray Hall, on January 15, 2020 at 7:00 p.m. as required per law; and

**WHEREAS**, Section 10-15-1 (B), of the Open Meetings Act (NMSA 1978, sections 10-15-1 to 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, including the development of policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times. All persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. Reasonable efforts shall be made to accommodate the use of audio and video recording devices; and

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of formulating public policy, including the development of policy, rules, regulations or ordinances, discussing public business occurs shall be held only after reasonable notice to the public; and

**WHEREAS**, Section 10-15-1 (D) of the Open Meetings Act requires the Board of Trustees of the Village of Los Ranchos de Albuquerque to determine annually what constitutes reasonable notice of public meetings;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Los Ranchos de Albuquerque, that:

**1. PLACE**

All meetings of the Board of Trustees shall be held at the Warren J. Gray Village Hall, located at 6718 Rio Grande Blvd NW, Los Ranchos, NM 87107, at 7:00 p.m., unless otherwise indicated in the meeting notice.

## **2. REGULAR MEETINGS**

Unless otherwise canceled or rescheduled as provided below, Regular Meetings shall be held on the second Wednesday of each month. If the meeting day is a holiday, the meeting will take place on the following Wednesday. The agenda will be available to the public at least seventy-two (72) hours prior to a public meeting from the Village Clerk, whose office is located at 6718 Rio Grande Blvd NW, Los Ranchos, NM 87107. Regular Meetings may be cancelled or rescheduled by the Mayor or a majority of the Board of Trustees, for good cause. In the event a Regular Meeting is cancelled or rescheduled, Notice of Cancellation or Rescheduling shall be provided in the same manner as notice for the Regular Meeting would have been provided.

## **3. SPECIAL MEETINGS**

Special Meetings may be called by the Mayor or a majority of the members of the Board of Trustees upon three (3) days notice. The agenda shall be available to the public at least seventy-two (72) hours prior to any Special Meeting.

## **4. EMERGENCY MEETINGS**

Emergency Meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. "Emergency" refers to unforeseen circumstances that, if not addressed immediately by the Board of Trustees, are likely to result in injury or damage to persons or property or substantial financial loss to the public body.

Emergency Meetings may be called by the Mayor or a majority of the members of the Board of Trustees upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting. Within ten (10) days of taking action on an emergency matter, the public body shall report to the attorney general's office the action taken and the circumstances creating the emergency; provided that the requirement to report to the attorney general is waived upon the declaration of a state or national emergency.

**5. TELEPHONE CONFERENCE/REMOTE PARTICIPATION**

A member of the Board of Trustees may participate in a meeting by means of a conference telephone or other form of remote communication equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone or other form of remote communication equipment can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the Board of Trustees who speaks during the meeting.

**6. NOTICE FOR REGULAR MEETINGS**

For the purposes of Regular Meetings described in paragraph two (2) of this resolution, notice requirements are met if notice of the date, time, place and agenda are posted on the outside bulletin board of Village Hall, Hartnett Park and on the Village's website; [www.losranchosnm.gov](http://www.losranchosnm.gov). The Village Clerk shall mail, facsimile, or email copies of the notice to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation, that have provided a written request to the Village for such notice of public meetings.

**7. NOTICE FOR SPECIAL AND EMERGENCY MEETINGS**

For the purpose of Special Meetings and Emergency Meetings described in paragraphs three (3) and four (4) of this resolution, notice requirements shall be met when notice of the date, time, place is posted on the outside bulletin board of Village Hall, Hartnett Park, and on the Village's website; [www.losranchosnm.gov](http://www.losranchosnm.gov). Notice by telephone, facsimile, or email shall be provided to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have submitted a request for notice of public meetings.

**A. In addition to the information specified above, all notices shall include the following language:** If you are an individual with a disability who is in need of a reader, amplifier, remote microphone, qualified sign language interpreter; or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at (505) 344-6582 **five (5) days** prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at (505) 344-6582 if a special format is needed.

## **8. CLOSED MEETINGS**

The Board of Trustees may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meetings requirement under Section 10-15-1(H) of the Open Meetings Act. If any meeting is closed pursuant to the exclusions contained in Subsection H of the Open Meetings Act, the following shall apply:

A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Trustees taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

B. If a closed meeting is called when the Board of Trustees is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed is given to the members of the Board of Trustees and to the general public.

C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state that the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure. This statement shall be approved by the Board of Trustees as part of the minutes prepared under paragraph nine (9).

Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Trustees in an open public meeting.

## **9. MEETING MINUTES**

Minutes of open meetings of the Board of Trustees shall be a concise, accurate written summary statement of all subject matter discussed in addition to the following minimum information: (1) The date, time and place of the meeting, (2) the names of members in attendance and those absent (3) the substance of the proposals that were considered, and (4) a summary of the discussion and a record

of any decisions and votes taken that show how each member voted.

A. A draft copy of the minutes shall be prepared within ten (10) working days after the meeting. Draft copies of these minutes shall be available for public inspection and should clearly indicate on the draft that they are not the official minutes and are subject to review and approval by the Board of Trustees. Minutes do not become official until approved by the governing body at a subsequent meeting.

If any provision or clause of this resolution is held invalid, such invalidity shall not affect the other provisions or clauses and this and the provisions and clauses of this resolution are declared to be severable.

Resolution 2019-1-1 is hereby rescinded.

**APPROVED AND ADOPTED** by the Board of Trustees of the Village of Los Ranchos de Albuquerque at its Regular Meeting held this 15<sup>th</sup> day of January 2020.

[SEAL]

SIGNED: \_\_\_\_\_

Donald T. Lopez, Mayor

ATTEST: \_\_\_\_\_

Danielle Sedillo-Molina, Village Clerk

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