

REGIONAL COALITION OF LANL COMMUNITIES

RESOLUTION NO. 2012-02

REGIONAL COALITION OPEN MEETINGS RESOLUTION

WHEREAS, the Regional Coalition of LANL Communities [Coalition] wishes to establish standards of reasonable notice to the public for meetings of the Coalition; and

WHEREAS, the democratic ideal is best served by a well-informed public, and sunshine laws generally require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public; and

WHEREAS, the Open Meetings Act 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 held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times [Section 10-15-1B NMSA 1978]; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public [Section 10-15-1C NMSA 1978]; and

WHEREAS, the Open Meetings Act requires the Coalition to determine annually what constitutes reasonable notice of its public meetings [Section 10-15-1D NMSA 1978]; and

WHEREAS, the Coalition wishes to establish standards of reasonable notice to the public for all public meetings of the Coalition for the fiscal year 2013 and until a new resolution concerning public meetings is adopted.

NOW, THEREFORE, BE IT RESOLVED by the Regional Coalition of LANL Communities:

1. All meetings of the Coalition shall be held at the time and place indicated in the meeting notice. Meetings of the Coalition shall be held on the third Friday of the month unless notice is otherwise provided seventy-two (72) hours in advance of the meeting date.

2. Notice requirements are met if notice of the meeting date, time, and place is posted in a conspicuous place in the vicinity by personnel from each city and county governmental member. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.
3. An agenda for all regular meetings of the Coalition shall be available at least seventy-two (72) hours prior to the meeting from personnel in each of the city and county governmental members, except that changes to a previously published agenda may be made, provided that a copy of the change is made available at least thirty-six (36) hours in advance of the meeting to representatives of those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meeting for the coming calendar year. Only one such written request shall be required for each calendar year.
4. In addition, meeting notices and agendas shall be placed on the Regional Coalition website seventy-two (72) hours in advance of the meeting date. All previous Regional Coalition approved meeting minutes and agendas of the current fiscal year shall also be available on the Regional Coalition website.
5. The staff of the Regional Coalition shall develop an e-mail distribution list that includes anyone who wishes to be notified of Regional Coalition meetings. The Regional Coalition website shall include a function that allows people to opt in to the aforementioned distribution list. Meeting notices for all regular meetings of the Coalition shall be circulated at least twenty-four (72) hours prior to the meeting to the e-mail distribution list.
6. Special meetings may be called by the Chair or a majority of the members of the Coalition, upon seventy-two (72) hours notice. The notice shall include an agenda for the meeting or information to indicate how a copy of the agenda may be obtained. An agenda for the meeting shall be available to the public at least seventy-two (72) hours before any special meeting, except that changes to a previously published agenda may be made, provided that a copy of the change is made available at least thirty-six (36) hours in advance of the meeting to representatives of those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meeting for the coming calendar year. Only one such written request shall be required for each calendar year.
7. Emergency meetings may only be called under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Coalition shall

avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members of the Coalition upon twenty-four (24) hours notice, unless threat of personal injury or property damage require less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda

8. 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, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the Coalition at (505)_____ at least one week 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 Coalition at (505)_____ if a summary or other type of accessible format is needed.”

9. The Coalition may close a meeting to the public only if authorized by the Open Meetings Act [Section 10-15-1H NMSA 1978]:

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

- (b) If the decision to hold a closed meeting is made when the Coalition 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 with reasonable specificity is given to the members 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 whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

- (d) Except as provided in the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the Coalition in an open public meeting [Section 10-15-1H NMSA 1978].

PASSED AND ADOPTED this 17th day of August, 2012.

**REGIONAL COALITION OF LANL
COMMUNITIES**

Coalition Chair

ATTEST:

Coalition Secretary