WHEREAS, the Regional Coalition of LANL Communities [“Coalition”] wishes to establish minimum 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 otherwise be 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 policy making 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, when it is difficult or impossible for a member to attend a meeting in person, the member may participate by means of a conference telephone or similar communications equipment [Section 10-15-1C NMSA 1978]; and

WHEREAS, any meeting 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 [Sec 10-15-1D NMSA 1978];

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];

WHEREAS, the Coalition wishes to establish the minimum standards of reasonable notice to the public for all public meetings of the Coalition for the year 2019 and until a new resolution concerning public meetings is adopted.

NOW THEREFORE, BE IT RESOLVED by the Coalition that:

1. All meetings of the Coalition shall be held at the time and place indicated in the meeting notice. All meetings of the Coalition shall be held quarterly on the dates specified in the schedule attached to this Resolution as Schedule “A” unless notice is otherwise provided seventy-two (72) hours in advance of the meeting date.

2. 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 the Coalition office at 112 W. San Francisco, Suite 312, Santa Fe, New Mexico. All agendas shall be posted on the Coalition website (www.regionalcoalition.org and www.regionalcoalitionNM.org) provided the website is operational during the period seventy-two (72) hours prior to the meeting.

3. Special meetings may be called by the chair or a majority of the directors 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 for the public in a conspicuous place in the vicinity of the front door of the Coalition office at 112 W. San Francisco, Suite 312, Santa Fe, New Mexico and posted on the Coalition’s website (www.regionalcoalition.org and www.regionalcoalitionNM.org) at least seventy-two (72) hours before any special meeting; provided the website is operational during the period seventy-two (72) hours prior to the meeting.

4. 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 directors of the Coalition 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 or information on how the public may obtain a copy of the agenda, which shall be published on the Coalition’s website as soon as is practicable after it is created.

5. For the purposes of regular meetings described in paragraphs 1 and 2 of this Resolution, notice requirements are met if notice of the date, time and place is posted in a conspicuous place in the vicinity of the front door of the Coalition office at 112 W. San Francisco, Suite 312, Santa Fe, New Mexico and on the Coalition’s website (www.regionalcoalition.org and www.regionalcoalitionNM.org) at least seventy-two (72) hours before any special meeting; provided the website is operational during the period seventy-two (72) hours prior to the meeting. 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.

6. For the purposes of special meetings described in paragraph 3 of this Resolution, notice requirements are met if notice of the date, time and place is posted in a conspicuous place in the vicinity of the front door of the Coalition office at 112 W. San Francisco, Suite 312, Santa Fe, New Mexico and on the Coalition’s website (www.regionalcoalition.org and www.regionalcoalitionNM.org) at least seventy-two (72) hours before any special meeting; provided the website is operational during the period seventy-two (72) hours prior to the meeting. 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.

7. For the purposes of emergency meetings described in paragraph 4 of this Resolution, notice requirements are met if notice of the date, time and place is posted on the Coalition’s website as soon as is practicable. 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.

8. The staff of the Coalition shall develop an email distribution list that includes anyone who wishes to be notified of Coalition meetings. The 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 distributed at least twenty-four (24) hours prior to the meeting to the email distribution list.

9. 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) 336-4247, at least one (1) 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) 336-4247, if a summary or other type of accessible format is needed.

10. 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 subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual director 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 the law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the directors and to the general public.

c) Following the 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 10-15-1D NMSA 1978].

11. Any director may participate by means of a conference call, video communication or similar communications equipment when it is difficult or impossible for a director to attend a meeting in person, provided that each director participating by other means 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 director of the public body who speaks during the meeting.

PASSED AND ADOPTED this 26th day of April, 2019