SANDOVAL COUNTY, NEW MEXICO

RESOLUTION NO. 1-16-20.14

OPEN MEETINGS ACT RESOULTION

WHEREAS, the Board of County Commissioners, Sandoval County, met in regular session on January 16, 2020, at 6 p.m., as required by law; and

WHEREAS, upon adoption of this resolution, Resolution No. 1-18-18.9a and any amendments thereto are hereby rescinded in their entirety; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, §10-15-1 to §10-15-4) 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, commission, administrative adjudicatory body or other policy-making body of any state or local public agency 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 any board, commission or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the Constitution of New Mexico or the Open Meetings Act; 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; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Board of County Commissioners, Sandoval County, to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners, Sandoval County (hereinafter referred to as "the Commission"):

1. Location of Meetings Meetings of the Sandoval County Board of Commissioners will normally be held at the Sandoval County Administrative Building, 1500 Idalia Road, Building D, 3rd Floor, Bernalillo, New Mexico, 87004.

2. Regular Meetings a. Regular meetings will be held each month on the dates as specified by Commission Resolution 12-12-19.9A Generally, regular meetings of the Board will be held each month on the first and third Thursday of the month, with the exceptions of January, July, and December and beginning at 6 pm, unless notices otherwise. The final agenda will be available at least seventy-two (72) hours prior to the meeting from the Office of the County Manager, located at 1500 Idalia Road, Building D, 3rd Floor, Bernalillo, New Mexico and also on the County's website www.sandovalcountynm.gov/commission/sccmeetings/ .

b. A member of the Board may participate in a meeting by means of a telephone conference when it is otherwise difficult or impossible for the member to attend the meeting in person. Any member participating by telephone conference shall be identified

when speaking. The Board shall ensure that all members of the Board and of the public are able to hear any member of the board who speaks during a meeting.

3. Special or Informal Meetings a. Special Meetings may be called as required by law or by the Chair or a majority of the members (in a prior open meeting) upon seventy-two (72) hours notice. The notice shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting.

b. The Chair or County Manager may schedule informal meetings, attendance at events, inspections, trips, or retreats. When a quorum of the Commission will or may be present, notice of these meetings shall be given in the same manner as special meetings. Minutes of these meetings shall be made by an individual designated by the Chair.

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. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or the County Manager 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. Within ten days of taking action on an emergency matter, the County Manager 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. Location of Notice for all Meetings. For the purpose of all meetings, as described in Paragraphs 2, 3, and 4 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted on the first floor official bulletin board located in the Sandoval County Administrative Building, 1500 Idalia Road, Building D, Bernalillo, New Mexico and posted on the Sandoval County website, www.sandovalcountynm.gov. Copies of the written notice shall also be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

6. Accessibility. Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the County Clerk's Office at (505) 867-7572, if a summary or other type of accessible format is needed. In addition to the information specified above, all notices shall include the following language:

> "NOTICE TO PERSONS WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign or language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the County Manager's Office at (505) 867-7500 as

soon as possible before the meeting date, preferably one week prior to the meeting date."

8. Closed Meetings. The Board may close a meeting to the public only if the subject matter of such discussion or action is excerpted from the open meeting requirements under § 10-15-1(H) and (I) of the Open Meetings Act.

9. Cancellations and Different Meeting Times and Locations. Meetings may be cancelled or scheduled at different times and location than set forth herein. The announcement of such changes should be made, when possible, at a prior meeting of the full County Board of Commissioners meeting.

APPROVED and ADOPTED by the Board of County Commissioners, Sandoval County, this 16th day of January 2020.

BOARD OF COUNTY COMMISSIONERS OF SANDOVAL COUNTY

David J. Heil, Chairman

Jay C. Block, Vice Chairman

Katherine Bruch, Member

F. Kenneth Eichwald, Member

Michael Meek, Member

ATTEST:

Eileen Garbagni, County Clerk

APPROVED AS TO FORM:

Robin S. Hammer,
County Attorney