

**VILLAGE OF LOS RANCHOS
RESOLUTION 2011-3-1**

**A RESOLUTION CONCERNING GOVERNING BODY MEETINGS
AND PUBLIC NOTICE REQUIRED**

WHEREAS, the Village of Los Ranchos Board of Trustees met in Regular session at the Warren J. Gray Hall, on March 9, 2011, at 7:00 p.m. as required per law; and

WHEREAS, Section 10-15-1 (B), NMSA 1978 provides that "All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policy making body of any state agency, any agency or authority of any county, municipality, district or any political subdivision 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 policy making 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 Governing Body of the Village of Los Ranchos to determine annually what constitutes reasonable notice of its public meetings;

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Village of Los Ranchos de Albuquerque, that:

1. PLACE

All meetings of the Governing Body shall be held at the Warren J. Gray Village Hall, 6718 Rio Grande Blvd NW, at 7:00 p.m., unless otherwise indicated in the meeting notice.

2. REGULAR MEETINGS

Unless otherwise specified, 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 at least twenty-

four (24) hours prior to the meeting from the Village Clerk, whose office is located at 6718 Rio Grande Blvd NW. The agenda may be amended 24 hours before the meeting. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date.

3. SPECIAL MEETINGS

Special Meetings may be called by the Mayor or a majority of the members of the Governing Body upon three (3) days' notice. The agenda shall be available to the public at least twenty-four (24) hours before 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 Governing Body, 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 Governing Body upon (24) hours' notice, unless threat of personal injury or property damage requires less notice.

5. TELEPHONE CONFERENCE

The telephone conference shall be done in accordance with NMSA, Section 10-15-1 (C), of the Open Meetings Act.

6. NOTICE FOR REGULAR MEETINGS

For the purposes of Regular Meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in the outside bulletin board at the entrance of the Village Hall and Hartnett Park and posted on the Village website www.losranchosnm.gov.

The Village Clerk will send notice of the meeting to the Albuquerque Journal West Side Calendar Events.

The Village Clerk shall also mail copies of the notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general

circulation, which have made written requests to the Village for notice of public meetings.

7. NOTICE FOR SPECIAL AND EMERGENCY MEETINGS

For the purpose of Special Meetings and Emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements shall be met when notice of the date, time and place is posted on the bulletin board outside the Village Office, Hartnett Park and the Village website www.losranchosnm.gov Notice by telephone or facsimile is 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.

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, 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 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 344-6582 if a summary or other type of accessible format is needed.

8. CLOSED MEETINGS

The Governing Body 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 this section, the closure:

A. If made in an open meeting, shall be approved by a majority vote of a quorum of the Governing Body 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 for closure and the vote 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 Governing Body 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.

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 Governing Body in an open public meeting.

Resolution 2010-3-1 is hereby rescinded.

APPROVED AND ADOPTED by the Governing Body of the Village of Los Ranchos de Albuquerque at its Regular Meeting held this 9th, day of March, 2011.

APPROVED:

Larry P. Abraham, Mayor

[SEAL]

ATTEST:

Annabelle Silvas, Village Clerk