

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2022-__**

3 **INTRODUCED BY:**

4
5 Mayor Alan Webber

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10 **A RESOLUTION**

11 **RESCINDING RESOLUTION NO. 2021-3 RELATING TO THE OPEN MEETINGS ACT; AND**
12 **ADOPTING ANNUAL NOTICE REQUIREMENTS FOR 2022.**

13
14 **WHEREAS**, the New Mexico Open Meetings Act (“Open Meetings Act”), NMSA 1978,
15 Sections 10-15-1 to -4, requires that public bodies “determine at least annually in a public meeting what
16 notice for a public meeting is reasonable when applied to that body”; and

17 **WHEREAS**, the Open Meetings Act governs the Governing Body and the Governing Body’s
18 subordinate policymaking bodies;

19 **WHEREAS**, the City desires to rescind its prior year’s Open Meeting Act Resolution, Resolution
20 No. 2021-3, and to adopt new notice requirements for the City’s policymaking bodies; and

21 **WHEREAS**, the City of Santa Fe seeks to give annual notice to the public of its determination,
22 pursuant to NMSA 1978, Section 10-15-1(D), that seventy-two (72) hours’ notice prior to its meetings and
23 the meetings of its subordinate policymaking bodies is deemed by the City to be reasonable notice.

24 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY**
25 **OF SANTA FE:**

1 **Section 1.** Resolution No. 2021-3 is hereby rescinded.

2 **Section 2.** The applicability of the Open Meetings Act to the City’s policymaking bodies is
3 recognized.

4 **Section 3.** The notice requirements set forth below are hereby adopted.

5 A. The City shall give a minimum of seventy-two (72) hours’ notice of all regular
6 meetings of the Governing Body and its subordinate policymaking bodies.

7 B. The notice shall include the date, time, and place of the planned meeting and a
8 list of specific items of business to be discussed or transacted at the meeting or
9 information on how the public may obtain a copy of such an agenda.

10 C. The City shall make the notice available to the public and news media through
11 reasonable means, including posting on the City’s website.

12 D. The agenda shall be filed, recorded, and posted with the office of the City Clerk.

13 **Section 4.** Regular Meetings of the Governing Body

14 A. Unless otherwise specified, including in subsections B and C below, regular
15 meetings of the Governing Body shall be held as follows:

16 i. On the second and last Wednesday of each month.

17 ii. In the City Council Chambers of the municipal building of the City,
18 located at 200 Lincoln Avenue, Santa Fe.

19 B. During the declared COVID-19 emergency, while it is difficult or impossible for
20 the Governing Body to meet in person, regular meetings of the Governing Body
21 may be held virtually and broadcast via the City’s YouTube channel, the City’s
22 Government Channel on Comcast Channel 28 or Comcast Channel HD928, and
23 on the radio at KSFR 101.1 FM.

24 **Section 5:** Special Meetings

25 A. The City shall provide a minimum of 72 hours’ notice of all special meetings of

1 the Governing Body and its subordinate policymaking bodies.

2 B. Unless otherwise specified, special meetings are held at the same place specified
3 in Section 4(A)(ii) above. The date, time, and place of a special meeting shall
4 appear on the agenda and be made available to the public and news media through
5 reasonable means including posting on the City's website.

6 C. The agenda shall be filed, recorded, and posted with the office of the City Clerk.

7 **Section 6:** Quasi-Judicial Committees and Subordinate Policymaking Bodies

8 A. The Governing Body hereby requires that every quasi-judicial committee, board,
9 or commission, including but not limited to the planning commission, historic
10 design review board, and board of adjustment, follow the same notice
11 requirements as the Governing Body, and as provided in this resolution and the
12 Open Meetings Act.

13 B. The Governing Body of the City hereby requires that all other policymaking
14 boards, commissions, and committees shall follow the same notice requirements
15 as provided by the Open Meetings Act.

16 **Section 7:** Emergency Meetings

17 A. Pursuant to its procedural rules, the Governing Body or subordinate
18 policymaking body may call, with, if possible, up to 24-hours' notice, a meeting
19 to consider any matter that needs emergency treatment because of a clear and
20 present danger to the health, welfare, or safety of the people of the City. When
21 possible, 24-hour telephonic notice will be given to all media who normally cover
22 City meetings before the emergency meeting commences.

23 B. The notice for all emergency meetings shall include an agenda for the meeting or
24 information on how the public may obtain a copy of the agenda. Unless there is
25 a state of national emergency already declared for the same reasons, within ten

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days of taking action on an emergency matter, the City will notify the Attorney
General's Office that the emergency meeting took place.

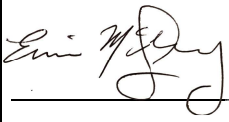
PASSED, APPROVED, and ADOPTED this ___ day of _____ 2022.

ALAN WEBBER, MAYOR

ATTEST:

KRISTINE MIHELICIC, CITY CLERK

APPROVED AS TO FORM:



ERIN K. McSHERRY, CITY ATTORNEY