

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

2 **RESOLUTION NO. 2019-1**

3 **INTRODUCED BY:**

4
5 Mayor Alan M. Webber

6 Councilor Peter N. Ives

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10 **A RESOLUTION**

11 **REPEALING RESOLUTION NO. 2018-1 RELATING TO THE OPEN MEETINGS ACT; AND**
12 **ADOPTING ANNUAL NOTICE REQUIREMENTS.**

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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 repeal its prior year’s Open Meeting Act Resolution, Resolution
20 No. 2018-1, 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
23 and 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**
25 **CITY OF SANTA FE:**

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Section 1. Resolution No. 2018-1 is hereby repealed.

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

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

- A. The City shall give a minimum of 72 hours notice of all regular meetings of the Governing Body and its subordinate policymaking bodies.
- B. The notice shall include the date, time, and place of the planned meeting and a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda.
- C. The City shall make the notice available to the public and news media through reasonable means, including posting on the City’s website.
- D. The agenda shall be filed, recorded, and posted with the office of the City Clerk.

Section 4. Regular Meetings of the Governing Body

- A. Unless otherwise specified, regular meetings of the Governing Body shall be held on the second and last Wednesday of each month in two sessions: the afternoon session, which begins at 5:00 p.m. for presentations, committee hearings, and approval of consent calendar items; and the evening session, which begins at 7:00 p.m. for petitions from the floor, public hearings, or matters of public importance.
- B. Unless otherwise specified, regular meetings are held in the City Council Chambers of the municipal building of the City, located at 200 Lincoln Avenue, Santa Fe. In the event a study session is called, notice shall follow the same requirements of a special meeting as specified in Paragraph A of Section 5, below.

Section 5: Special Meetings

1 A. The City shall provide a minimum of 72 hours' notice of all special meetings of the
2 Governing Body and its subordinate policymaking bodies.

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

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

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

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

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

16 **Section 7:** Emergency Meetings

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

24 B. The notice for all emergency meetings shall include an agenda for the meeting or
25 information on how the public may obtain a copy of the agenda. Within ten days of

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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 9th day of January, 2019.

ALAN M. WEBBER, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

ERIN K. McSHERRY, CITY ATTORNEY