



**CITY OF RIO RANCHO
RESOLUTION**

RESOLUTION NO. 48

ENACTMENT NO. 19-047

**RESOLUTION ESTABLISHING ANNUAL SCHEDULE OF REGULAR MEETINGS OF
THE GOVERNING BODY AND DETERMINING REASONABLE NOTICE
OF PUBLIC MEETINGS**

WHEREAS: Section 2.09A of the City Charter requires that notice of meetings of the Governing Body be given in an annual Resolution adopted by the Governing Body pursuant to the New Mexico Open Meetings Act, NMSA 1978, Sections 10-15-1 to 10-15-4; and

WHEREAS: §30.04(A)(1), Revised Ordinances of Rio Rancho, New Mexico 2003, requires the Governing Body to establish an annual schedule of regular meetings at the second meeting in April of each year; and

WHEREAS: the Open Meetings Act states that, except as otherwise 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 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 such body, are declared to be public meetings open to the public at all times; 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; and

WHEREAS: the Open Meetings Act requires the Governing Body of the City of Rio Rancho to determine annually what constitutes reasonable notice of its public meetings.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RIO RANCHO:

Section 1. Regular Meetings. Regular meetings of the Governing Body will be held on the second and fourth Wednesdays of each month at 6:00 p.m. in the Council Chambers in City Hall, except for November and December in which only one meeting will be held on the second Wednesday at 6:00 p.m. in the Council Chambers in City Hall. Meetings will be recorded for government cable television broadcast and City website streaming. Meetings may be canceled, postponed or rescheduled by vote of at least four members of the Governing Body. The Mayor may cancel a regular meeting in the event of an emergency, for lack of a quorum or for lack of agenda items by giving such notice as is practical under the circumstances. Agendas for each meeting will be available at least seventy-two hours prior to the meeting on the City's website and in the Office of the City Clerk, located in City Hall, 3200 Civic Center Circle NE,

1 Rio Rancho, New Mexico. Notice of regular meetings will be given no
2 fewer than ten days in advance of the meeting date. The notice shall
3 indicate how a copy of the agenda may be obtained.
4

5 **Section 2. Regular Work Sessions.** The Governing Body will hold regular work
6 session meetings on the third Tuesday of every month at 3 p.m. in the
7 Council Chambers in City Hall. No action shall be taken in a work session.
8 Meetings will be recorded for government cable television broadcast and
9 City website streaming. Work session meeting topics will be proposed by
10 individual Governing Body members and/or the City Manager and will be
11 properly noticed in compliance with the Open Meetings Act and the
12 Governing Body Rules of Procedure. Scheduled Governing Body work
13 session meetings may be canceled, after proper notice, due to lack of
14 agenda items. Agendas for each regular work session will be available at
15 least seventy-two hours prior to the meeting on the City's website and in
16 the Office of the City Clerk, located in City Hall, 3200 Civic Center Circle
17 NE, Rio Rancho, New Mexico.
18

19 **Section 3. Special Meetings.** Special meetings of the Governing Body may be
20 called by the mayor or by three or more members of the City Council upon
21 not less than seventy-two hours' notice. Notice shall include information
22 on who called the special meeting and as well as an agenda for the
23 meeting or how members of the public may obtain a copy of the agenda.
24 Agendas for special meetings will be available at least seventy-two hours
25 prior to the meeting on the City's website and in the Office of the City
26 Clerk, located in City Hall, 3200 Civic Center Circle NE, Rio Rancho, New
27 Mexico.
28

29 **Section 4. Work Session.** Non-regular work sessions may be called by the Mayor
30 or by three or more members of the City Council upon no less than
31 seventy-two hours' notice. No action shall be taken in a work session.
32 Notice shall include an agenda or information on how members of the
33 public may obtain a copy of the agenda. Agendas for work sessions will
34 be available at least seventy-two hours prior to the meeting on the City's
35 website and in the Office of the City Clerk, located in City Hall, 3200 Civic
36 Center Circle NE, Rio Rancho, New Mexico.
37

38 **Section 5. Emergency Meetings.** Emergency meetings will be called only under
39 unforeseen circumstances, which demand immediate action to protect the
40 health, safety and property of citizens or to protect the public body from
41 substantial financial loss. Emergency meetings will be avoided whenever
42 possible. Emergency meetings may be called by the Mayor or by three or
43 more members of the City Council upon twenty-four hours' notice, unless
44 threat of personal injury or property damage requires less notice. The
45 notice for all emergency meetings shall include an agenda or information
46 on how the public may obtain a copy of the agenda.
47

48 **Section 6. Closed Meetings.** The Governing Body will close a meeting to the public
49 only if the subject matter of such discussion or action is accepted from the

1 open meeting requirement under Section 10-15-1(H) of the Open
2 Meetings Act.

- 3
- 4 A. If a meeting is closed during an open meeting, such closure
5 shall be approved by a majority vote of a quorum of the
6 Governing Body taken during the open meeting. The
7 authority for the closed meeting and the subjects to be
8 discussed shall be stated with reasonable specificity in the
9 motion to close and the vote of each individual member on
10 the motion will be recorded in the minutes. Only those
11 subjects specified in the motion may be discussed in the
12 closed meeting.
- 13
- 14 B. If the decision to hold a closed meeting is made when the
15 Governing Body is not in an open meeting, the closed
16 meeting shall not be held until public notice, appropriate
17 under the circumstances, stating the specific provision of the
18 law authorizing the closed meeting and the subjects to be
19 discussed with reasonable specificity, is given to the
20 members and to the general public. Non-emergency closed
21 sessions may be called by the mayor or by three or more
22 members of the City Council upon not less than seventy-two
23 hours' notice.
- 24
- 25 C. Following completion of the closed meeting, the minutes of
26 the open meeting that was closed, or the minutes of the next
27 open meeting, if the closed meeting was separately
28 scheduled, shall state whether the matters discussed in the
29 closed meeting were limited only to those specified in the
30 motion or notice for closure.
- 31
- 32 D. In accordance with Section 10-15-1(H) of the Open Meetings
33 Act, any action taken as a result of discussions in a closed
34 meeting shall be made by a vote of the Governing Body in
35 an open public meeting.
- 36

37 **Section 7. Reconvened Meetings.** The Governing Body may recess and reconvene
38 a meeting to a day subsequent to that stated in the meeting notice, if,
39 prior to recessing, the Governing Body specifies the date, time and place
40 for continuation of the meeting, and immediately following the recessed
41 meeting, posts notice of the date, time and place for the reconvened
42 meeting on or near the door of the place where the original meeting was
43 held and in at least one other location appropriate to provide public notice
44 of the continuation of the meeting. Only matters appearing on the agenda
45 of the original meeting may be discussed at the reconvened meeting.

46

47 **Section 8. Notice Locations.** For the purposes of regular meetings described in this
48 resolution, notice requirements are met if notice of the date, time, place
49 and agenda is placed in newspapers of general circulation in the state and

1 such notice is posted in the Office of the City Clerk, City Hall, on the City's
2 website, the Meadowlark Senior Center, Esther Bone Memorial Library,
3 Loma Colorado Library, Star Heights Community Center, Cabezon
4 Community Center and Sabana Grande Recreation Center. Appropriate
5 notice shall also be provided to those broadcast stations licensed by the
6 Federal Communications Commission and newspapers of general
7 circulation, which have made a written request for notice of public
8 meetings. For the purposes of special meetings, non-regular work
9 sessions and emergency meetings, notice requirements are met if notice
10 of the time, place and agenda is posted on the City's website and posted
11 in the locations noted above. Telephone or email notice also shall be
12 given to those broadcast stations licensed by the Federal
13 Communications Commission and newspapers of general circulation that
14 have made a written request for notice of public meetings.
15

16 **Section 9.** All notices shall also contain the following language: "If you are an individual
17 with a disability who is need of a reader, amplifier, qualified sign language
18 interpreter or any other form of auxiliary aid or service to attend or participate
19 in the hearing or meeting, please contact the City Clerk at 505-891-5004 at
20 least 48 hours in advance to make arrangements. Public documents,
21 including the agenda and minutes, can be provided in various accessible
22 formats. Please contact the City Clerk if a summary or other type of
23 accessible format is needed."
24
25

26 ADOPTED THIS 24th DAY OF APRIL, 2019.
27
28

29
30 
31 _____
32 Gregory D. Hull, Mayor

33 ATTEST:

34 
35 _____
36 Yolanda Lucero, Acting City Clerk
37 (SEAL)

