



**RESOLUTION NO. 2020-001**

**OPEN MEETINGS ACT RESOLUTION 2020**

**WHEREAS**, the Board of County Commission met in regular session at the Mora County Complex – Administration Building on January 9, 2020, at 9:00 a.m. as required per law; and

**WHEREAS**, Section 10-15-(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-I to - 4) states that, except as may be otherwise provided in the Constitution of the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory 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 actions within the authority of or the delegated authority of such body, are declared to public meetings open to the public at all times; 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-I (D) of the Open Meetings Act requires the Board of County Commission to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE BE IT RESOLVED** by the Board of County Commission that:

1. All meetings shall be held at the Mora County Courthouse at 9:00 a.m. or as indicated in the meetings notice.
2. Unless otherwise specified, regular meetings shall be held each month on second Thursday of the month at 9:00 am. The agenda will be available 72 hours prior to the meeting from the Manager's Office, whose office is located in the Mora County Courthouse, Mora, New Mexico. Any matters to be placed on the agenda shall be presented in writing before the second Thursday on the month. Notice of any other regular meetings will be given ten (10) days in advance of the agenda. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting.
3. Special meetings may be called by the Chairman or a majority of the members upon three (3) day notice. The notice shall include an agenda for the meetings or information on how members of 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.

4. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Mora County Commission will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hour notice, unless threat of personal injury or property damage require 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 emergency agenda.
5. For the purposes of regular meetings described in paragraph two of this resolution. Notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the state, when practical, and posted to the County website, as well as in the following locations of the Mora County Courthouse: the lobby door and interior bulletin board. The Manager's Secretary shall also mail copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.
6. For the purposes of special meetings and emergency meetings described in paragraph three and four of this resolution, notice requirements shall be met by posting notice of the date, time, place and agenda on the County website and in the offices of the County Managers. The Manager's Secretary shall also provide telephone notice to those broadcast stations licensed by the Federal Communication, Commission and Newspapers of general circulation that have made a written request for notice of public meetings.
7. In addition to the information specified above, all notices shall include the following language: English. 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 County Manager's Office at the Mora County Courthouse at least one week 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 Mora County Managers Office at 575-387-5925 if a summary or other accessible format is needed.
8. The Mora County Board of County Commissioners may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-I (H) of the Open Meeting Act.
  - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of County Commissioners taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity, in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
  - (b) If the decision to hold a closed meeting is made when the Board of county Commissioners is not in an open meeting, the closed meeting shall 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 if 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.
- (d) 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 Board of County commissioners in an open public meeting.

**PASSED by the Board of County Commissioners this 9<sup>th</sup> day of January 2020.**

**Mora County Commission:**



\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**VICE CHAIRMAN**



\_\_\_\_\_  
**MEMBER**



\_\_\_\_\_  
**ATTEST: Carlos J. Arellano, County Clerk**

