CITIZENS’ INDEPENDENT SALARY COMMISSION

RESOLUTION #2017-1

DETERMINING REASONABLE NOTICE OF PUBLIC MEETINGS OF THE
CITIZENS’ INDEPENDENT SALARY COMMISSION

WHEREAS, the Citizens’ Independent Salary Commission met in regular session
in the Office of Internal Audit/Office of Inspector General Conference Room, fifth floor - suite
5025 of the Albuquerque City/Bernalillo County Government Center at On Civic Plaza NW,
Near the intersection of 5th Street and Marquette Ave. NW, Albuquerque, New Mexico 87102 as
required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-
15-1 to -4) states that, except as may be otherwise provided in the Constitution of New Mexico
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 policymaking 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 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 Citizens’
Independent Salary Commission to determine what constitutes reasonable notice of its public
meetings; and

WHEREAS, the Public Boards, Commissions and Committees Ordinance, Chapter 2,
Article 6, Section 1-4, (B)(2) Revised Ordinances of Albuquerque, New Mexico 1994 (ROA 1994) requires that: “Reasonable notice shall be given to the public prior to any meeting of any public board, commission or committee. At least once a year, each public board, commission or committee shall determine what is reasonable notice to the public; provided that in no event shall notice be less than the notice required for Council (i.e. Albuquerque City Council) meetings.”;

and

WHEREAS, the Charter of the City of Albuquerque, Citizens’ Independent Salary Commission, Article XVIII(e), requires that: “All meetings of the Commission shall be open to the public and subject to the Open Meetings Act, Sections 10-15-1 et seq. NMSA 1978.”

NOW, THEREFORE, BE IT RESOLVED THAT THE A CITIZENS’ INDEPENDENT SALARY COMMISSION HEREBY ADOPTS THESE PUBLIC NOTICE REQUIREMENTS WHICH ARE CONSISTENT WITH THOSE OF THE ALBUQUERQUE CITY COUNCIL AS ADOPTED ON SEPTEMBER 19, 2016 BY THE COUNCIL IN RESOLUTION R-16-99, ENACTMENT NO. R-2016-083.

Section 1. Location of Meetings. Meetings of the Citizens’ Independent Salary Commission shall normally be held in the Office of Internal Audit/Office of Inspector General Conference Room, fifth floor - suite 5025 of the Albuquerque City/Bernalillo County Government Center at On Civic Plaza NW, Near the intersection of 5th Street and Marquette Ave. NW, Albuquerque, New Mexico 87102, or as indicated in the meeting notice.

Section 2. Regular Meetings. Unless otherwise specified, regular meetings shall be held at the call of the Chair of the Citizens’ Independent Salary Commission but must be at least one year prior to each regular municipal election. The agenda will be available at least seventy-two hours prior to the meeting from the Citizens’ Independent Salary Commission Liaison (Office of
Internal Audit – Executive Assistant), whose office is located in the Albuquerque-Bernalillo
County Government Center at One Civic Plaza NW, fifth floor – suite 5025, near the intersection
of 5th Street and Marquette Avenue NW, Albuquerque, New Mexico 87102. The agenda will also
be posted on the Citizens’ Independent Salary Commission’s website at

Section 3. Other Regular Meetings. Notice of regular meetings other than those
described in Section 2 of this resolution will be given ten days in advance of the meeting date.
The notice will include a copy of the agenda or information on how a copy of the agenda may be
obtained. If not included in the notice, the agenda will be available at least seventy-two hours
before the meeting and posted on the Citizens’ Independent Salary Commission’s website at

Section 4. Special Meetings. Special meetings may be called by the Chair of the
Citizens’ Independent Salary Commission or a majority of the members upon seventy-two hours
notice. The notice for a special meeting shall include an agenda for the meeting or information
on how a copy of the agenda may be obtained. The agenda shall be available at least seventy-two
hours before the meeting and posted on the Citizens’ Independent Salary Commission’s website

Section 5. Emergency Meetings. Emergency meetings will be called only under
unforeseen circumstances that demand immediate action. The Citizens’ Independent Salary
Commission will avoid emergency meetings whenever possible. Emergency meetings may be
called by the Chair of the Citizens’ Independent Salary Commission or a majority of the
members with twenty-four hours prior notice, unless threat of personal injury or property damage
requires 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 agenda.

Section 6. Regular Meeting Notice Requirements. For the purposes of regular meetings described in Sections 2 and 3 of this resolution, notice requirements are met by posting a notice of the date, time, place and agenda in the lobby of the Albuquerque-Bernalillo County Government Center at One Civic Plaza NW, near the intersection of 5th Street and Marquette Avenue NW, Albuquerque, New Mexico 87102 and by posting on the Citizens’ Independent Salary Commission’s website at www.cabq.gov/audit/citizens-independent-salary-commission.

Section 7. Special and Emergency Meeting Notice Requirements. For the purposes of special meetings and emergency meetings described in Sections 4 and 5 of this resolution, notice requirements are met by posting a notice of the date, time, place and agenda in the lobby of the Albuquerque-Bernalillo County Government Center at One Civic Plaza NW, near the intersection of 5th Street and Marquette Avenue NW, Albuquerque, New Mexico 87102 and by posting on the Citizens’ Independent Salary Commission’s website at www.cabq.gov/audit/citizens-independent-salary-commission.

Section 8. Cancellations and Changes of Venue and Meeting Time. Cancellations and changes to meeting times and locations may be announced at prior meetings of the Citizens’ Independent Salary Commission or following notice requirements of this Resolution.

Section 9. Accessibility. In addition to the information specified above, all notices shall include the following language:

"NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and require special assistance to participate in this meeting, please contact the Citizens’ Independent Salary Commission Liaison as soon as possible before the meeting date at (505) 768-3150. Those in need of hearing assistance may call"
Section 10. Closed Meetings. The Citizens' Independent Salary Commission may close
a meeting to the public only if the subject matter of such discussion or action is excepted from
the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

Section 10(a). If any meeting is closed during an open meeting, such closure shall be
approved by a majority vote of a quorum of the Citizens' Independent Salary Commission 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 to close and the vote of each individual
member on the motion to close shall be recorded in the minutes. Only those subjects specified in
the motion may be discussed in the closed meeting.

Section 10(b). If a closed meeting is conducted when the Citizens' Independent Salary
Commission 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.

Section 10(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.

Section 10(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 Citizens'
Independent Salary Commission in an open public meeting.
Passed and Adopted by the Citizens’ Independent Salary Commission this 9th day of February, 2017.

BY A VOTE OF 4 FOR, AND 0 AGAINST.

Absent: Joe Conte

Attest:

________________________