

23 WHEREAS, Section 2-6-1-4(B) (ROA 1994) of the City of Albuquerque Public
24 Boards, Commissions and Committees Ordinance requires that every public board,
25 commission or committee created by the City of Albuquerque must determine what is
26 reasonable notice to the public of its meetings; provided that in no event shall notice be
27 less than the notice required for Albuquerque City Council meetings;

28 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ALBUQUERQUE**
29 **HUMAN RIGHTS BOARD, the Governing Body of the City's Office of Diversity**
30 **and Human Rights, that:**

31 Section 1. Unless otherwise specified, all meetings of the Board shall be held in
32 the Main Conference Room in the Office of Diversity and Human Rights, the
33 Albuquerque/Bernalillo County Government Center Building at 1 Civic Plaza NW,
34 Albuquerque, NM 87102, starting at 4:00 p.m. Mountain Time Zone.

35 Section 2. Unless otherwise specified, regularly scheduled meetings of the Board
36 shall be held quarterly on the third (3rd) Tuesday of the months of February, May, August
37 and November. Public notice in writing of any other regularly scheduled meetings will
38 be given at least five (5) days in advance of the meeting date. The agenda for a regularly
39 scheduled meeting will be available to the public at least 72 hours (3 days) prior to such
40 meeting. Copies of the agenda will be available to the public upon request from the
41 Director of the Office of Diversity and Human Rights, whose phone number is 505-768-
42 3307 and whose office is located in the Albuquerque/Bernalillo County Government
43 Center Building at 1 Civic Plaza NW, Albuquerque, NM 87102.

45 Section 3. Special meetings of the Board may be called by the Chairperson of the
46 Board or by a majority of the Board members upon three (3) days advance notice. The
47 agenda for a special meeting will be available to the public at least seventy two (72)
48 hours prior to such special meeting. Copies of the agenda will be available to the public
49 upon request from the Director of the Office of Diversity and Human Rights, whose
50 phone number is 505-768-3307 and whose office is located in the Albuquerque/Bernalillo
51 County Government Center Building at 1 Civic Plaza NW, Albuquerque, NM 87102.

52 Section 4. Emergency meetings of the Board will be called only under unforeseen
53 circumstances that demand immediate action by the Board to protect the health, safety
54 and property of citizens or to protect the public body from substantial financial loss. The
55 Board will avoid holding emergency meetings whenever possible. Emergency meetings
56 may be called by the Chairperson or a majority of the Board members upon twenty-four
57 (24) hours notice, unless threat of personal injury or property damage requires less notice.
58 Public notice for an emergency meeting shall include an agenda for the emergency
59 meeting.

60 Section 5. For all meetings described in this resolution, public notice
61 requirements are met if:

62 A. a printed notice of the date, time and place of the meeting is posted for public
63 viewing in the following location: in the 1st floor lobby of the Albuquerque/Bernalillo

64 County Government Center (City-County Building) at 1 Civic Plaza NW, Albuquerque,
65 NM 87102 and

66 B. an electronic copy of the notice is posted on the Board web page. Currently, the
67 Board web page address is <http://www.cabq.gov/humanrights> and this website address
68 may change from time to time as needed by the City or the Board.

69 C. Notice shall also be sent electronically to those broadcast stations (radio and
70 television) licensed by the Federal Communications Commission (FCC) and newspapers
71 of general circulation in the State of New Mexico that (i) have submitted a written
72 request for notice of public meetings to the Director of the Office of Diversity and
73 Human Rights, whose office is located in the Albuquerque/Bernalillo County
74 Government Center Building at 1 Civic Plaza NW, Albuquerque, NM 87102, and (ii)
75 have provided an electronic mail (e-mail) address to which public notices are to be sent.
76 Currently, the Board finds that the Director has not received any written requests for
77 ongoing notice of all Board meetings from any FCC licensed broadcast stations or from
78 newspapers of general circulation, located in New Mexico or anywhere else.

79 Section 6. In addition to the information specified above, all public notices shall
80 include the following language:

81 “NOTICE TO PERSONS WITH DISABILITIES: If you are a person with a disability
82 and require a reasonable accommodation to observe or participate in this meeting, please
83 contact Ms. Shannon Triplett, whose phone number is 505-764-4712 and whose email

84 address is: odhr@cabq.gov as soon as possible. Public documents, including the agenda
85 and minutes, can be provided in various accessible formats. Please contact the office if a
86 summary or other type of accessible format is needed. The meeting will occur in a room
87 that is accessible to persons in wheelchairs, by use of an elevator.”

88 Section 7. Notice of Cancellations of meetings of the Board, and notice of
89 different meeting times and/or dates and/or locations, may be announced at prior
90 meetings of the Board. Sudden cancellations of meetings may occur if a quorum of Board
91 members cannot or unexpected fail to attend a previously scheduled meeting time.
92 Different meeting dates and times may be needed if a regularly scheduled meeting date
93 (such as a Monday) is a federal, state or city holiday and City offices are closed that day.
94 And different meeting dates and/or times and/or locations may be needed for a regularly
95 scheduled meeting date if there is inclement weather, or if the meeting location is not
96 available for use, or for other reasons.

97 Section 8. Notice of committee meetings, if any committees are formed, shall be
98 equal to that specified in Sections 2 and 3 of this resolution.

99 Section 9. The Board may close a Meeting of the Board to the public only if the
100 subject matter of such discussion or action is exempted from the open to the public
101 meeting requirement under Section 10-15- 1(H) (NMSA 1978) of the Open Meetings Act.

102 A. If any open meeting is closed during such open meeting, the closure shall be
103 approved by a majority vote of a quorum of the Board taken during the open meeting.

104 The specific provision of law authorizing the closed meeting and the subject(s) to be
105 discussed shall be stated with reasonable specificity in the motion to close the meeting to
106 public observation and the vote of each individual member on the motion to close the
107 meeting shall be recorded in the minutes, in a roll call vote. Only those subjects specified
108 in the motion to close the meeting may be discussed by the Board in the closed meeting.

109 B. If a closed meeting is conducted when the Board is not in an open meeting, the
110 closed meeting shall not be held until a written public notice of the meeting of the Board,
111 appropriate under the circumstances, stating the specific provision of law authorizing the
112 closed meeting and the subjects to be discussed with reasonable specificity, is given to
113 Board members and to the public.

114 C. Following completion of any closed meeting, the minutes of the open meeting
115 that was closed, or the minutes of the next open meeting of the Board if the closed
116 meeting was separately scheduled, shall state whether the matters discussed in the closed
117 meeting were limited only to those specified in the motion to close the meeting or the
118 public notice of a closed meeting.

119 D. Except as provided in Section 10-15-1(H) (NMSA 1978) of the Open
120 Meetings Act, any action taken as a result of discussions in a closed meeting shall be
121 made by a public vote of the Board in an open meeting.

122 Section 10. All resolutions, rules or parts of resolutions or rules, inconsistent with
123 this resolution, are hereby repealed only to the extent of such inconsistency. Such

124 implied repeal shall not be construed to revive any resolution, rule or part of any
125 resolution or rule that was previously repealed.

126 Section 11. The official list of dates of the Regular Meetings of the City of
127 Albuquerque Human Rights Board for February 2016 to November 2016 are as follows:

128 Tuesday, February 16, 2016

129 Tuesday, May 17, 2016

130 Tuesday, August 16, 201

131 Tuesday, November 15, 2016

132 Section 12. If any section, paragraph, sentence, clause, word or phrase of this
133 resolution is for any reason held to be invalid or unenforceable by any court of competent
134 jurisdiction, such decision shall not affect the validity of the remaining provisions of this
135 resolution. The Board hereby declares that it would have passed this resolution and each
136 section, paragraph, sentence, clause, word or phrase of this resolution irrespective of any
137 provision being declared invalid or unenforceable.

138 PASSED AND ADOPTED this 17th day of May, 2016.
139 BY A VOTE OF FIVE (5) FOR, AND ZERO (0) AGAINST.

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141 Members Absent: NONE

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143 Members voting against: NONE

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CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD

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By:

Signed copy available on request

Dusadee Sarangarm
Chairperson of the Board

ATTEST:

Signed copy available on request

Gabriel J. Campos, Secretary to the Board
and Director of the Office of Diversity and Human Rights

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