

1

1

2

3

**City of Albuquerque
Transit Advisory Board**

4

5

6

7

RESOLUTION

**8APPROVAL OF A PUBLIC NOTICE PROCEDURE FOR THE TRANSIT ADVISORY
9BOARD.**

10 WHEREAS, the New Mexico Open Meetings Act, NMSA 1978, Chapter 10,
11Article 15, states that “Any meeting at which the discussion or adoption of any proposed
12resolution, rule, regulation or formal action occurs and at which a majority or quorum of
13the body is in attendance, and any closed meetings, shall be held only after reasonable
14notice to the public. The affected body shall determine at least annually in a public
15meeting what notice for a public meeting is reasonable when applied to that body. That
16notice shall include broadcast stations licensed by the Federal Communications
17Commission and newspapers of general circulation that have provided a written request
18for such notice.”

19 **NOW, THEREFORE, BE IT RESOLVED BY THE TRANSIT ADVISORY BOARD**
20**THAT THE FOLLOWING PUBLIC NOTICE PROCEDURES ARE APPROVED:**

21 Section 1. Meetings shall be held at 100 First Street SW, Albuquerque, New
22Mexico. The meeting schedule and time of the meetings will be approved by Transit
23Advisory Board members during the first meeting of the Fiscal Year.

24 Section 2. The Transit Advisory Board meeting notice and agenda will be
25available at least seventy-two hours prior to the board meeting by posting on the Transit
26Department’s Web site.

27 Section 3. Information regarding a change in the date, time or location of a
28Transit Advisory Board meeting shall be posted on the Transit Department’s Web site at
29least seventy-two hours prior to the change.

30 Section 4. Copies of the Transit Advisory Board meeting notice and agenda shall
31also be e-mailed to those broadcast stations licensed by the Federal Communications
32Commission and newspapers of general circulation that have made a written request for
33this information.

1
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

Section 5. A draft of Transit Advisor Board meeting minutes shall be posted on the Transit Department's Web site no later than 10-calendar days after the meeting.

Section 6. At a minimum, the Transit Advisory Board meeting minutes shall include the following information:

- a. The date, time and location of the meeting
- b. The name of Transit Advisory Board members who were present, absent, or excused
- c. A description of the substance of the information, presentation(s), or proposals considered during the meeting
- d. A record of the decisions made and how Transit Advisory Board members voted

Section 7. Transit Advisory Board members shall vote to approve, amend or disapprove meeting minutes during the next scheduled Transit Advisory Board meeting.

Annie JonesFrancis
David Kesner
Co-Chair, Transit Advisory Board
July 9, 2015

ATTEST

Bruce Rizzieri
Director
Transit Department