



ALBUQUERQUE HOUSING AUTHORITY

"Improving quality of life through housing opportunities"

BOARD OF HOUSING COMMISSIONERS

RESOLUTION NO. 2012- 16

NOTICE REQUIREMENTS FOR MEETINGS OF THE BOARD

WHEREAS, the Albuquerque Housing Authority ("AHA") Board of Housing Commissioners ("Board") met in regular session at the Manuel Cordova Conference Room in the AHA Administrative Office Building at 1840 University Blvd SE, Albuquerque, NM 87106 on Wednesday, December 19, 2012 at 12:00 p.m. (noon) as required by law; and

WHEREAS, Section 10-15-1(B) (NMSA 1978) of the Open Meetings Act states that "[A]ll meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency, any agency or authority of any county, municipality, district or any political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times except as may be otherwise provided in the Constitution of New Mexico, or the provisions of the Open Meetings Act;" 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 Board to determine annually what constitutes reasonable notice of its public meetings; and

1 WHEREAS, Section 2-6-1-4(B) (ROA 1994) of the City of Albuquerque Public Boards,
2 Commissions and Committees Ordinance requires that every public board, commission or committee
3 created by the City of Albuquerque must determine what is reasonable notice to the public of its
4 meetings; provided that in no event shall notice be less than the notice required for Albuquerque City
5 Council meetings (as adopted on September 17, 2012 by the Albuquerque City Council in
6 Resolution R-12-91, Enactment No. R-2012-084);

7 **NOW, THEREFORE, BE IT RESOLVED BY THE AHA BOARD OF HOUSING**
8 **COMMISSIONERS, the Governing Body of the Albuquerque Housing Authority (AHA), that:**
9

10 Section 1. Unless otherwise specified, all meetings of the Board shall be held at the Manuel
11 Cordova Conference Room in the AHA Administrative Office Building at 1840 University Blvd.
12 SE, Albuquerque, NM 87106 at 12:00 p.m. (noon) Mountain Time Zone.

13 Section 2. Unless otherwise specified, regularly scheduled meetings of the Board shall be
14 held on the third (3rd) Wednesday of each month, except for July (when there is no regularly
15 scheduled meeting). Public notice of any other regularly scheduled meetings (that are not held on
16 the 3rd Wednesday of the month) will be given at least ten (10) days in advance of the meeting date.
17 The agenda for a regularly scheduled meeting will be available to the public least 24 hours prior to
18 such meeting. Copies of the agenda will be available to the public upon request from the Executive
19 Assistant to the Executive Director, whose phone number is 505-764-3915 and whose office is
20 located in the AHA Administrative Office Building at 1840 University Blvd. SE, Albuquerque, NM
21 87106.

22 Section 3. Special meetings of the Board may be called by the Chairperson of the Board or
23 by a majority of the Board members upon three (3) days notice. The agenda for a special meeting
24 will be available to the public at least twenty-four (24) hours prior to such special meeting. Copies
25 of the agenda will be available to the public upon request from the Executive Assistant to the

1 Executive Director, whose phone number is 505-764-3915 and whose office is located in the AHA
2 Administrative Office Building at 1840 University Blvd. SE, Albuquerque, NM 87106.

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

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

12 A. a printed notice of the date, time and place of the meeting is posted for public viewing in
13 the following locations:

14 i. in the 1st floor lobby of the Albuquerque/Bernalillo County Government Center
15 (City-County Building) at 1 Civic Plaza NW, Albuquerque, NM 87102 and

16 ii. in the lobby of the AHA Administrative Office Building at 1840 University Blvd
17 SE, Albuquerque, NM 87106; and

18 B. an electronic copy of the notice is posted on the AHA Board web page. Currently, the
19 AHA web page address is <http://www.cabq.gov/albuquerque-housing-authority/board-information>.
20 And this website address may change from time to time as needed by AHA.

21 C. Notice shall also be sent electronically to those broadcast stations (radio and television)
22 licensed by the Federal Communications Commission and newspapers of general circulation in the
23 State of New Mexico that (i) have submitted a written request for notice of public meetings to the

1 AHA Executive Director, at the AHA Administrative Office Building at 1840 University Blvd. SE,
2 Albuquerque, NM 87106, and (ii) have provided an electronic mail address to which public notices
3 are to be sent. Currently, AHA has not received any requests for ongoing notice of all Board
4 meetings from any FCC licensed broadcast stations or newspapers of general circulation, in New
5 Mexico or anywhere else.

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

8 “NOTICE TO PERSONS WITH DISABILITIES: If you are a person with a disability and
9 require a reasonable accommodation to observe or participate in this meeting, please contact the
10 Executive Assistant to the Executive Director, whose phone number is 505-764-3915 and whose
11 address is located in the AHA Administrative Office Building at 1840 University Blvd. SE,
12 Albuquerque, NM 87106, at least one (1) week prior to the meeting or as soon as possible.
13 Public documents, including the agenda and minutes, can be provided in various accessible
14 formats. Please contact the [~~Senior Office~~] Executive Assistant if a summary or other type of
15 accessible format is needed.”

16 Section 7. Cancellations of meetings of the Board, and different meeting times and places,
17 may be announced at prior meetings of the Board. Sudden cancellations of meetings may occur if a
18 quorum of Board members cannot attend a previously scheduled meeting time. Different meeting
19 dates and times may be needed if a regularly scheduled meeting date is a holiday and the AHA
20 offices are closed that day, if there is inclement weather, if the meeting location is not available for
21 use or for other reasons.

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

1 Section 9. The Board may close a meeting of the Board to the public only if the subject
2 matter of such discussion or action is excepted from the open meeting requirement under Section 10-
3 15- 1(H) (NMSA 1978) of the Open Meetings Act.

4 A. If any open meeting is closed during such open meeting, the closure shall be approved by
5 a majority vote of a quorum of the Board taken during the open meeting. The specific provision of
6 law authorizing the closed meeting and the subject(s) to be discussed shall be stated with reasonable
7 specificity in the motion to close the meeting and the vote of each individual member on the motion
8 to close the meeting shall be recorded in the minutes. Only those subjects specified in the motion to
9 close the meeting may be discussed in the closed meeting.

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

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

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

21 Section 10. All resolutions, rules or parts of resolutions or rules, inconsistent with this
22 resolution, are hereby repealed only to the extent of such inconsistency. Such implied repeal shall

1 not be construed to revive any resolution, rule or part of any resolution or rule that was previously
2 repealed.

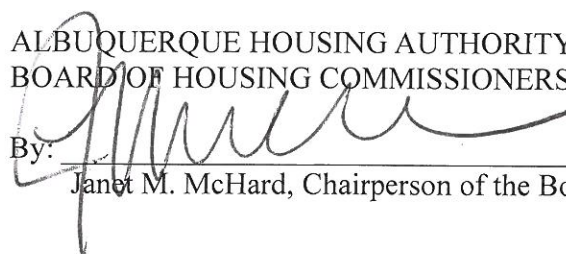
3 Section 11. If any section, paragraph, sentence, clause, word or phrase of this resolution is
4 for any reason held to be invalid or unenforceable by any court of competent jurisdiction, such
5 decision shall not affect the validity of the remaining provisions of this resolution. The Board
6 hereby declares that it would have passed this resolution and each section, paragraph, sentence,
7 clause, word or phrase of this resolution irrespective of any provision being declared invalid or
8 unenforceable.

9 PASSED AND ADOPTED this 19th day of December, 2012
10 BY A VOTE OF 3 FOR, AND 0 AGAINST.

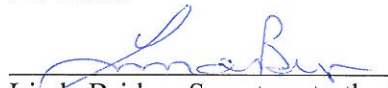
11
12 Members Absent: 1

13
14 Members voting against: 0

15
16 ALBUQUERQUE HOUSING AUTHORITY
17 BOARD OF HOUSING COMMISSIONERS

18
19 By: 
20 Janet M. McHard, Chairperson of the Board

21 ATTEST:

22 
23
24 Linda Bridge, Secretary to the Board and Executive Director

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26 28075