ALBUQUERQUE HOUSING AUTHORITY
"Improving quality of life through housing opportunities"

BOARD OF HOUSING COMMISSIONERS
RESOLUTION NO. 2011-11

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, October 19, 2011 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

WHEREAS, Section 2-6-1-4(B) (ROA 1994) of the City of Albuquerque Public Boards, Commissions and Committees Ordinance requires that every public board, commission or committee

created by the City of Albuquerque must determine what is reasonable notice to the public of its meetings; provided that in no event shall notice be less than the notice required for Albuquerque City Council meetings (as adopted on September 20, 2010 by the Albuquerque City Council in Resolution R-10-137, Enactment No.R-2010-112);

BE IT RESOLVED BY THE BOARD THAT:

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

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

Section 3. Special meetings of the Board may be called by the Chairperson of the Board or by a majority of the Board members upon three (3) days notice. The agenda for a special meeting will be available to the public at least twenty-four (24) hours prior to such special meeting. Copies of the agenda will be available to the public upon request from the Senior Office Assistant, whose phone number is 505-764-3915 and whose office is located in the AHA Administrative Office Building at 1840 University Blvd. SE, Albuquerque, NM 87106.

Section 4. Emergency meetings of the Board will be called only under unforeseen circumstances that demand immediate action by the Board to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Board will avoid holding

emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or a majority of the Board members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. Public notice for an emergency meeting shall include an agenda for the emergency meeting.

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

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

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

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

B. an electronic copy of the notice is posted on the AHA website. Currently, the AHA website address is www.cabq.gov/housing.

Notice shall also be sent electronically to those broadcast stations (radio and television) licensed by the Federal Communications Commission and newspapers of general circulation in the State of New Mexico that (i) have submitted a written request for notice of public meetings to the AHA Executive Director, at the AHA Administrative Office Building at 1840 University Blvd. SE, Albuquerque, NM 87106, and (ii) have provided an electronic address to which public notices are to be sent.

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

"NOTICE TO PERSONS WITH DISABILITIES: If you are a person with a disability and require a reasonable accommodation to observe or participate in this meeting, please contact the Senior Office Assistant, whose phone number is 505-764-3915 and whose address is located in the AHA Administrative Office Building at 1840 University Blvd. SE, Albuquerque, NM 87106,

at least one (1) 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 Senior Office Assistant if a summary or other type of accessible format is needed."

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

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

Section 9. The Board may close a meeting of the Board 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) (NMSA 1978) of the Open Meetings Act.

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

B. If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice of the meeting of the Board, 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 Board members and the public.

C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting of the Board 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 to close the meeting or the public notice of a closed meeting.

D. Except as provided in Section 10-15-1(H) (NMSA 1978) 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 in an open meeting.

Section 10. All resolutions, rules or parts of resolutions or rules, inconsistent with this resolution, are hereby repealed only to the extent of such inconsistency. Such implied repeal shall not be construed to revive any resolution, rule or part of any resolution or rule that was previously repealed.

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

PASSED AND ADOPTED THIS 19TH DAY OF OCTOBER, 2011
BY A VOTE OF: 3 FOR AND 0 AGAINST.

Stephen J. Vogel, Chairperson
Board of Housing Commissioners

ATTEST:

Dolly Newman, Secretary of the Board
Executive Director