CABLE FRANCHISE AND HEARING BOARD

RESOLUTION 2020-04

DETERMINING REASONABLE NOTICE OF THE PUBLIC MEETINGS OF
THE CABLE FRANCHISE AND HEARING BOARD IN 2021

WHEREAS, the Cable Franchise and Hearing Board (also “Cable Board”) met in a
special meeting via Zoom conference on November 17, 2020 at 5:30 p.m. upon proper notice 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 Open Meetings Act, all meetings of a quorum of members of any board, council,
commission, administrative adjudicatory body or policy-making body of any state or local
agency held for the purpose of formulating public policy, discussing public business, or taking
any action within the 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 Cable Franchise
and Hearing Board to determine at least annually what constitutes reasonable notice of its public
meetings.

WHEREAS, the Public Boards, Commissions and Committees Ordinance, Chapter 2,
Article 6, Section 1-4(B)(2) Revised Ordinances of Albuquerque, New Mexico 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 …”

**BE IT RESOLVED BY THE CABLE FRANCHISE AND HEARING BOARD THAT ITS MEETING SCHEDULE UNTIL JUNE 22, 2021 WILL BE AS FOLLOWS:**

**SECTION 1. Location of Meetings.** Meetings of the Cable Franchise and Hearing Board shall normally be held in the City Council Committee Room, Room 9081 on the ninth floor of the Albuquerque City/Bernalillo County Government Center, One Civic Plaza NW, near the intersection of Fifth Street and Marquette Avenue NW, Albuquerque, New Mexico 87102, or as indicated on the applicable meeting notice. However, the Cable Board will hold these meetings via Zoom conference during the Covid-19 health crisis pursuant to State of New Mexico public health orders and instructions from the City administration.¹

**SECTION 2. Regular Meetings.** Unless otherwise specified, regular meetings of the Cable Franchise and Hearing Board shall be held on the fourth (4th) Tuesday of every month beginning January 26, 2021 through June 22, 2021. The agenda will be available at least seventy-two (72) hours prior to the meeting from the City of Albuquerque Legal Department, on the fourth floor of the Albuquerque City/Bernalillo County Government Center, One Civic Plaza NW, Albuquerque, New Mexico 87102 by calling (505) 768-4500 or emailing jyee@cabq.gov. The agenda will also be posted on the Cable Franchise and Hearing Board’s webpage at [https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting](https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting) and also posted on the bulletin board in the main lobby of the City-County Government Center.

**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 (72) hours before the meeting and posted on the Cable Franchise and Hearing Board’s webpage at https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting.

SECTION 4. Special Meetings. The Chair of the Cable Franchise and Hearing Board or a majority of the members may call additional special meetings upon notice of at least seventy-two hours. The notice of meeting shall include a copy of the agenda or information on how to obtain a copy of the agenda. The agenda must also be available at least seventy-two hours before the meeting and posted on the Cable Franchise and Hearing Board’s webpage at https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting.

SECTION 5. Emergency Meetings. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Chair of the Cable Franchise and Hearing Board or a majority of the members may call an emergency meeting upon prior notice of at least twenty-four (24) hours unless threat of personal injury or property damage requires less notice. The notice for any emergency meeting shall include a copy of the agenda or information on how to obtain a copy of the agenda.

SECTION 6. Regular Meeting Notice Requirements. Notice requirements for regular meetings are met by posting the notices containing the meeting date, time, place and agenda in the lobby of the Albuquerque Bernalillo County Government Center at One Civic Plaza NW, Albuquerque, New Mexico 87102 and posting the notices on the Cable Franchise and Hearing Board’s webpage at https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting.
SECTION 7. Special and Emergency Meeting Notice Requirements. Notice requirements for special and emergency meetings are met by posting the notices containing the meeting date, time, place and agenda in the lobby of the Albuquerque Bernalillo County Government Center at One Civic Plaza NW, Albuquerque, New Mexico 87102 and posting the notices on the Cable Franchise and Hearing Board’s webpage at https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting.

SECTION 8. Cancellations and Changes of Venue or Meeting Time. Cancellations and changes to meeting times and locations may be announced prior to the scheduled meetings of the Cable Franchise and Hearing Board or through the notice requirements contained in this Resolution.

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

If you need a reader, amplifier, qualified sign language interpreter or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the City Attorney’s Office (768-4500) at least two days 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 City Attorney’s Office if an accessible format is needed.

SECTION 10. Closed Meetings. The Cable Franchise and Hearing Board may close a meeting to the public only if the Open Meetings Act in Section 10-15-1(H) exempts the subject matter of such discussion or action from the open meeting requirements.

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 Cable Franchise and Hearing Board taken during an 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 the Meeting. 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 may be discussed in the closed meeting.

SECTION 10(b). The closed meeting shall not be held until public notice which is
appropriate under the circumstances, including the specific provision of the law authorizing the
closed meeting and the subjects to be discussed with reasonable specificity, is given to the
members and the general public.

SECTION 10(c). The minutes of the closed portion of the meeting shall state whether
the matters discussed in the closed meeting were limited only to those specified in the Motion or
Notice to Close the Meeting.

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 Cable
Franchise and Hearing Board in an open meeting.

SECTION 11. The Schedule of the Cable Franchise and Hearing Board’s Regular
Meetings in 2021 through June 22, 2021, all beginning at 5:30 p.m., is as follows:

1. January 26, 2021
2. February 23, 2021
3. March 23, 2021
4. April 27, 2021
5. May 25, 2021
6. June 22, 2021

PASSED AND ADOPTED BY THE CABLE FRANCHISE AND HEARING BOARD on
this 22nd day of December 2020.

BY A VOTE OF: 2 to 0.
/s Brian White
Chair

/s Michael Marcotte
Member

Vacant
Member