

1 **CABLE FRANCHISE AND HEARING BOARD**

2
3 **RESOLUTION 2020-01**
4 **DETERMINING REASONABLE NOTICE OF THE PUBLIC MEETINGS OF**
5 **THE CABLE FRANCHISE AND HEARING BOARD**
6

7 **WHEREAS**, the Cable Franchise and Hearing Board (also “Cable Board”) met in a
8 regular meeting in the City Council Committee Room, ninth floor of the Albuquerque
9 City/Bernalillo County Government Center at One Civic Plaza NW on January 28, 2020 at 5:30
10 p.m. upon proper notice as required by law; and

11 **WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-
12 15-1 to 4) states that, except as may be otherwise provided in the constitution of New Mexico or
13 the Open Meetings Act, all meetings of a quorum of members of any board, council,
14 commission, administrative adjudicatory body or policy-making body of any state or local
15 agency held for the purpose of formulating public policy, discussing public business, or taking
16 any action within the authority of such body, are declared to be public meetings open to the
17 public at all times; and

18 **WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or
19 adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only
20 after reasonable notice to the public; and

21 **WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Cable Franchise
22 and Hearing Board to determine at least annually what constitutes reasonable notice of its public
23 meetings.

24 **WHEREAS**, the Public Boards, Commissions and Committees Ordinance, Chapter 2,
25 Article 6, Section 1-4(B)(2) Revised Ordinances of Albuquerque, New Mexico 1994 requires
26 that: “Reasonable notice shall be given to the public prior to any meeting of any public board,

1 commission or committee. At least once a year, each public board, commission or committee
2 shall determine what is reasonable notice to the public; provided that in no event shall notice be
3 less than the notice required for Council ...”

4 **BE IT RESOLVED BY THE CABLE FRANCHISE AND HEARING BOARD THAT ITS**
5 **MEETING SCHEDULE UNTIL JUNE 23, 2020 WILL BE AS FOLLOWS:**

6 **SECTION 1. Location of Meetings.** Meetings of the Cable Franchise and Hearing
7 Board shall normally be held in the City Council Committee Room, Room 9081 on the ninth
8 floor of the Albuquerque City/Bernalillo County Government Center, One Civic Plaza NW, near
9 the intersection of Fifth Street and Marquette Avenue NW, Albuquerque, New Mexico 87102, or
10 as indicated on the applicable meeting notice.

11 **SECTION 2. Regular Meetings.** Unless otherwise specified, regular meetings of the
12 Cable Franchise and Hearing Board shall be held on the fourth (4th) Tuesday of every month
13 beginning January 28, 2020 until June 23, 2020. The agenda will be available at least seventy-
14 two (72) hours prior to the meeting from the City of Albuquerque Legal Department, on the
15 fourth floor of the Albuquerque City/Bernalillo County Government Center, One Civic Plaza
16 NW, Albuquerque, New Mexico 87102. The agenda will also be posted on the Cable Franchise
17 and Hearing Board’s webpage at [https://www.cabq.gov/cable-franchise/events/cable-franchise-](https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting)
18 [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-
19 County Government Center.

20 **SECTION 3. Other Regular Meetings.** Notice of regular meetings other than those
21 described in Section 2 of this resolution will be given ten days in advance of the meeting date.
22 The notice will include a copy of the agenda or information on how a copy of the agenda may be
23 obtained. If not included in the notice, the agenda will be available at least seventy-two (72)

1 hours before the meeting and posted on the Cable Franchise and Hearing Board’s webpage at
2 <https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting>.

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

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

16 **SECTION 6. Regular Meeting Notice Requirements.** Notice requirements for regular
17 meetings are met by posting the notices containing the meeting date, time, place and agenda in
18 the lobby of the Albuquerque Bernalillo County Government Center at One Civic Plaza NW,
19 Albuquerque, New Mexico 87102 and posting the notices on the Cable Franchise and Hearing
20 Board’s webpage at [https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-](https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting)
21 [board-meeting](https://www.cabq.gov/cable-franchise/events/cable-franchise-and-hearing-board-meeting).

22 **SECTION 7. Special and Emergency Meeting Notice Requirements.** Notice
23 requirements for special and emergency meetings are met by posting the notices containing the

1 meeting date, time, place and agenda in the lobby of the Albuquerque Bernalillo County
2 Government Center at One Civic Plaza NW, Albuquerque, New Mexico 87102 and posting the
3 notices 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-
4 franchise/events/cable-franchise-and-hearing-board-meeting).

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

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

11 If you need a reader, amplifier, qualified sign language interpreter or any
12 other form of auxiliary aid or service to attend or participate in the meeting,
13 please contact the City Attorney’s Office (768-4500) at least two days prior
14 to the meeting or as soon as possible. Public documents, including the
15 agenda and minutes, can be provided in various accessible formats. Please
16 contact the City Attorney’s Office if an accessible format is needed.
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18 **SECTION 10. Closed Meetings.** The Cable Franchise and Hearing Board may close a
19 meeting to the public only if the Open Meetings Act in Section 10-15-1(H) exempts the subject
20 matter of such discussion or action from the open meeting requirements.

21 **SECTION 10(a).** If any meeting is closed during an open meeting, such closure shall be
22 approved by a majority vote of a quorum of the Cable Franchise and Hearing Board taken during
23 an open meeting. The authority for the closed meeting and the subjects to be discussed shall be
24 stated with reasonable specificity in the Motion to Close the Meeting. The vote of each
25 individual member on the Motion to Close the Meeting shall be recorded in the minutes. Only
26 those subjects specified in the Motion may be discussed in the closed meeting.

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

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

8 **SECTION 10(d).** Except as provided in Section 10-15-1(H) of the Open Meetings Act,
9 any action taken as a result of discussions in a closed meeting shall be made by vote of the Cable
10 Franchise and Hearing Board in an open meeting.

11 **SECTION 11. The Schedule of the Cable Franchise and Hearing Board’s Regular**
12 **Meetings in 2020, all beginning at 5:30 p.m., is as follows:**

- 13 **1. January 28, 2020**
- 14 **2. February 25, 2020**
- 15 **3. March 24, 2020**
- 16 **4. April 28, 2020**
- 17 **5. May 26, 2020**
- 18 **6. June 23, 2020**

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20 **PASSED AND ADOPTED BY THE CABLE FRANCHISE AND HEARING BOARD on**
21 **this 28th day of January 2020.**

22 **BY A VOTE OF: 2-0**

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Chair

/s/ Brian White
Member

/s/ Michael Marcotte
Member