

**HUMAN RIGHTS BOARD
RESOLUTION NO. 2019- (1)**

NOTICE REQUIREMENTS FOR MEETINGS OF THE BOARD

WHEREAS, the City of Albuquerque (“City”) Human Rights Board (“Board”) met in regular session at the Office of Civil Rights, November 19, 2019 at 4:30 p.m. 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

Office of Civil Rights
<https://www.cabq.gov/civilrights/human-rights-board>
civilrights@cabq.gov
505-768-4595

22 WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the
23 Board to determine annually what constitutes reasonable notice of its public
24 meetings; and

25 WHEREAS, Section 2-6-1-4(B) (ROA 1994) of the City of Albuquerque
26 Public Boards, Commissions and Committees Ordinance requires that every
27 public board, commission or committee created by the City of Albuquerque must
28 determine what is reasonable notice to the public of its meetings; provided that in
29 no event shall notice be less than the notice required for Albuquerque City
30 Council meetings;

31 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF**
32 **ALBUQUERQUE HUMAN RIGHTS BOARD, the Governing Body of the**
33 **City's Office of Civil Rights, that:**

34 Section 1. Unless otherwise specified, all meetings of the Board shall be
35 held in Suite 3020 in the Office of Civil Rights, the Albuquerque/Bernalillo
36 County Government Center Building at 1 Civic Plaza NW, Albuquerque, NM
37 87102, starting at 4:30 p.m. Mountain Time Zone.

38 Section 2. Unless otherwise specified, regularly scheduled meetings of the
39 Board shall be held bi-monthly on the third (3rd) Tuesday of the months of
40 January, March, May, July, September and November. Public notice in writing of
41 any other regularly scheduled meetings will be given at least five (5) days in
42 advance of the meeting date. The agenda for a regularly scheduled meeting will
43 be available to the public at least 72 hours (3 days) prior to such meeting. Copies

44 of the agenda will be available to the public upon request from the Director of the
45 Office of Civil Rights, whose phone number is 505-768-4595 and whose office is
46 located in the Albuquerque/Bernalillo County Government Center Building at 1
47 Civic Plaza NW, Albuquerque, NM 87102.

48 Section 3. Special meetings of the Board may be called by the
49 Chairperson of the Board or by a majority of the Board members upon three (3)
50 days advance notice. The agenda for a special meeting will be available to the
51 public at least seventy-two (72) hours prior to such special meeting. Copies of the
52 agenda will be available to the public upon request from the Director of the Office
53 of Civil Rights, whose phone number is 505-768-4595 and whose office is located
54 in the Albuquerque/Bernalillo County Government Center Building at 1 Civic
55 Plaza NW, Albuquerque, NM 87102.

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

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

66 A. a printed notice of the date, time and place of the meeting is posted for
67 public viewing in the following location: in the 1st floor lobby of the
68 Albuquerque/Bernalillo County Government Center (City-County Building) at 1
69 Civic Plaza NW, Albuquerque, NM 87102 and

70 B. an electronic copy of the notice is posted on the Board web page.
71 Currently, the Board web page address is <https://www.cabq.gov/civilrights/human->
72 [rights-board](https://www.cabq.gov/civilrights/human-) and this website address may change from time to time as needed by
73 the City or the Board.

74 C. Notice shall also be sent electronically to those broadcast stations (radio
75 and television) licensed by the Federal Communications Commission (FCC) and
76 newspapers of general circulation in the State of New Mexico that (i) have
77 submitted a written request for notice of public meetings to the Director of the
78 Office of Civil Rights, whose office is located in the Albuquerque/Bernalillo
79 County Government Center Building at 1 Civic Plaza NW, Albuquerque, NM
80 87102, and (ii) have provided an electronic mail (e-mail) address to which public
81 notices are to be sent. Currently, the Board finds that the Director has not received
82 any written requests for ongoing notice of all Board meetings from any FCC
83 licensed broadcast stations or from newspapers of general circulation, located in
84 New Mexico or anywhere else.

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

87 “NOTICE TO PERSONS WITH DISABILITIES: If you are a person with a
88 disability and require a reasonable accommodation to observe or participate in
89 this meeting, please contact Ms. Crystal Velarde, whose phone number is 505-
90 764-4595 and whose email address is: civilrights@cabq.gov as soon as possible.
91 Public documents, including the agenda and minutes, can be provided in various
92 accessible formats. Please contact the office if a summary or other type of
93 accessible format is needed. The meeting will occur in a room that is accessible to
94 persons in wheelchairs, by use of an elevator.”

95 Section 7. Notice of Cancellations of meetings of the Board, and notice of
96 different meeting times and/or dates and/or locations, may be announced at prior
97 meetings of the Board. Sudden cancellations of meetings may occur if a quorum
98 of Board members cannot or unexpected fail to attend a previously scheduled
99 meeting time. Different meeting dates and times may be needed if a regularly
100 scheduled meeting date (such as a Monday) is a federal, state or city holiday and
101 City offices are closed that day. And different meeting dates and/or times and/or
102 locations may be needed for a regularly scheduled meeting date if there is
103 inclement weather, or if the meeting location is not available for use, or for other
104 reasons.

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

107 Section 9. The Board may close a Meeting of the Board to the public only
108 if the subject matter of such discussion or action is exempted from the open to the

109 public meeting requirement under Section 10-15- 1(H) (NMSA 1978) of the Open
110 Meetings Act.

111 A. If any open meeting is closed during such open meeting, the closure
112 shall be approved by a majority vote of a quorum of the Board taken during the
113 open meeting. The specific provision of law authorizing the closed meeting and
114 the subject(s) to be discussed shall be stated with reasonable specificity in the
115 motion to close the meeting to public observation and the vote of each individual
116 member on the motion to close the meeting shall be recorded in the minutes, in a
117 roll call vote. Only those subjects specified in the motion to close the meeting
118 may be discussed by the Board in the closed meeting.

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

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

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

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

136 Section 11. The official list of dates of the Regular Meetings of the City of
137 Albuquerque Human Rights Board for January 2020 to November 2020 are as
138 follows:

139 Tuesday, January 21, 2020

140 Tuesday, March 17, 2020

141 Tuesday, May 19, 2020

142 Tuesday, July 21, 2020

143 Tuesday, September 15, 2020

144 Tuesday, November 17, 2020

145 Section 12. If any section, paragraph, sentence, clause, word or phrase of
146 this resolution is for any reason held to be invalid or unenforceable by any court
147 of competent jurisdiction, such decision shall not affect the validity of the
148 remaining provisions of this resolution. The Board hereby declares that it would

149 have passed this resolution and each section, paragraph, sentence, clause, word or
150 phrase of this resolution irrespective of any provision being declared invalid or
151 unenforceable.

152 PASSED AND ADOPTED this 19th day of November, 2019.

153 BY A VOTE OF 7 and 0 AGAINST.

154

155 Members Absent: 0

156

157 Members voting against: 0

158

159 CITY OF ALBUQUERQUE
160 HUMAN RIGHTS BOARD

161

162 By:

163

164

165 (SIGNED COPY AVAILABLE UNPON REQUEST)

166

167 Samia Assed
168 Chairperson of the Board

169

170

171

172 ATTEST:

173

174

175 (SIGNED COPY AVAILABLE UPON REQUEST)

176

177 Torri Jacobus
Office of Civil Rights