

**HUMAN RIGHTS BOARD  
RESOLUTION NO. 2023- (2)**

**NOTICE REQUIREMENTS FOR MEETINGS OF THE BOARD**

WHEREAS, the City of Albuquerque (“City”) Human Rights Board (“Board”) met in regular session at Legal, West Conference Room 1, 4<sup>th</sup> Floor, Suite 4012 of the (City Hall) Albuquerque Government Building. One Civic Plaza NW, Albuquerque, NM 87102, or remotely via Zoom videoconference, at 5:00 pm 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;

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

Section 1. Unless otherwise specified, all meetings of the Board shall be held in Legal, West Conference Room 1, 4<sup>th</sup> Floor, Suite 4012 of the (City Hall) Albuquerque Government Building. One Civic Plaza NW, Albuquerque, NM 87102, starting at 5:00 p.m. Mountain Time Zone. The Board shall continue to offer an option for teleconference attendance via Zoom for those who find it difficult due to the COVID-19 pandemic.

Section 2. Unless otherwise specified, regularly scheduled meetings of the Board shall be held monthly on the third (3<sup>rd</sup>) Thursday of the month public notice in writing of any other regularly scheduled meetings 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 at least 72 hours (3 days) prior to such meeting. Copies of the agenda will be available to the public upon request from the Office of Civil Rights, whose phone number is 505-768-4595 and whose office is located in the Albuquerque Government Center Building at 1 Civic Plaza NW, Suite 4012, Albuquerque, NM 87102.

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 advance notice. The agenda for a special meeting will be available to the public at least seventy-two (72) hours prior to such special meeting. Copies of the agenda will be available to the public upon request from the Office of Civil Rights, whose phone number is 505-768-4595 and whose office is located in the Albuquerque Government Center Building at 1 Civic Plaza NW, Suite 4012, Albuquerque, NM 87102.

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, pursuant to the Open Meetings Act, NMSA 1978, Section 10-15-1 (F). 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.

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

70                   A. The notice contains the date, time and place of the meeting is posted  
71 for public viewing in the following location(s): in the 1<sup>st</sup> floor lobby of the  
72 Albuquerque Government Center at 1 Civic Plaza NW, Albuquerque, NM 87102,  
73 unless posting such notice is made impossible due to ongoing public health  
74 restrictions or other legal limitations. An electronic copy of the notice will be  
75 posted on the City website at <https://www.cabq.gov/civilrights/events> and this  
76 website address may change from time to time as needed by the City or the Board  
77 as well as <https://www.facebook.com/cabqcivilrights/>.

78  
79                   B. Notice shall also be sent electronically to those broadcast stations (radio  
80 and television) licensed by the Federal Communications Commission (FCC) and  
81 newspapers of general circulation in the State of New Mexico that (i) have  
82 submitted a written request for notice of public meetings to the Director of the  
83 Office of Civil Rights, whose office is located in the Albuquerque Government  
84 Center Building at 1 Civic Plaza NW, Suite 4012, Albuquerque, NM 87102, and  
85 (ii) have provided an electronic mail (e-mail) address to which public notices are  
86 to be sent. Currently, the Board finds that the Director has not received any  
87 written requests for ongoing notice of all Board meetings from any FCC licensed  
88 broadcast stations or from newspapers of general circulation, located in New  
89 Mexico or anywhere else.

Section 6. In addition to the information specified above, all public notices shall include the following language(s): English and any requested language.

“NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and need an accommodation in order to participate in this public meeting, please contact the Office of Civil Rights at 505-768-4595 or [civilrights@cabq.gov](mailto:civilrights@cabq.gov). Please request any accommodations necessary at least 72 hours prior to the meeting. Further advance notice is preferred if possible, and you may request accommodations up to 10 days before the meeting. Best efforts will be made to provide the requester with their auxiliary aid of choice. If doing so is not possible due to time constraints or other logistical concerns, the City will work directly with the requester to provide an alternate method of accommodation.

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

113           Section 8. Notice of committee meetings, if any committees are formed  
114           that are delegated the authority to make decisions on behalf of, formulate  
115           recommendations that are binding in any legal or practical way on, or otherwise  
116           establish policy for the public body, shall be equal to that specified in Sections 2  
117           and 3 of this resolution.

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

122           A. If any open meeting is closed, the closure shall be approved by a  
123           majority vote of a quorum of the Board taken during the open meeting. The  
124           specific provision of law authorizing the closed meeting and the subject(s) to be  
125           discussed shall be stated with reasonable specificity in the motion to close the  
126           meeting to public observation and the vote of each individual member on the  
127           motion to close the meeting shall be recorded in the minutes in a roll call vote.  
128           Only those subjects specified in the motion to close the meeting may be discussed  
129           by the Board in the closed meeting.

130           B. If a closed meeting is conducted when the Board is not in an open  
131           meeting, the closed meeting shall not be held until a written public notice of the  
132           meeting of the Board, appropriate under the circumstances, stating the specific  
133           provision of law authorizing the closed meeting and the subjects to be discussed  
134           with reasonable specificity, is given to Board members and to 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 a public 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. The official list of dates of the Regular Meetings of the City of Albuquerque Human Rights Board for January 2024 to November 2024 are as follows:

Thursday, January 18, 2024

Thursday, February 15, 2024

Thursday, March 21 2024

Thursday, April 18, 2024

Thursday, May 16, 2024

155 Thursday, June 20, 2024

156 Thursday, July 18, 2024

157 Thursday, August 15, 2024

158 Thursday, September 19, 2024

159 Thursday, October 17, 2024

160 Thursday, November 21, 2024

161 Section 12. If any section, paragraph, sentence, clause, word or phrase of  
162 this resolution is for any reason held to be invalid or unenforceable by any court  
163 of competent jurisdiction, such decision shall not affect the validity of the  
164 remaining provisions of this resolution. The Board hereby declares that it would  
165 have passed this resolution and each section, paragraph, sentence, clause, word or  
166 phrase of this resolution irrespective of any provision being declared invalid or  
167 unenforceable.

168 PASSED AND ADOPTED this 6th day of December, 2023.

169 BY A VOTE OF 6 FOR and 0 AGAINST.

170

171 Members Absent: Member Jack Sean Champagne.

172

173 Members voting against: 0

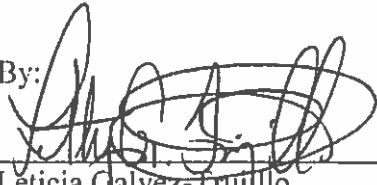
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175 CITY OF ALBUQUERQUE



HUMAN RIGHTS BOARD

By:

  
\_\_\_\_\_  
Leticia Calvez-Trujillo  
Chairperson of the Board

ATTEST:

  
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Antonia Romero  
Attorney for the Human Rights Board