



BOARD OF ETHICS AND CAMPAIGN PRACTICES

A RESOLUTION

NO: 1-2025

A RESOLUTION ADOPTING ANNUAL OPEN MEETINGS POLICY FOR THE 2025 ELECTION CYCLE

WHEREAS, the Board of Ethics and Campaign Practices hereby adopts the following Amended Open Meetings Policy for the 2025 election cycle:

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 or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated 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 and Section 5(B) of the Board's Rules require the City Board of Ethics to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Ethics and Campaign ("The Board") Practices that:

1. **Location of the Meetings:** All in-person meetings shall be held at the Vincent E. Griego Chambers, Basement Level of the City of Albuquerque Government Center at One Civic Plaza, NW, near the intersection of 5th Street and Marquette Ave. NW, Albuquerque, NM 87102. Remote meetings will be held via zoom.

2. **Regular meeting:** With the exception of Special or Emergency Open Meetings as provided herein, the Board of Ethics will conduct regular monthly meetings during the 2025 campaign season beginning in February 2025. Regular monthly meetings shall be conducted on the following dates unless the business of the Board dictates otherwise:

- February 12
- March 12
- April 9
- May 14
- June 11
- July 9
- August 13
- September 10
- November 12
- December 10



Weekly meetings: The Board of Ethics will conduct regular weekly meetings during the month of October 2025. Weekly meetings shall be conducted on the following dates unless the business of the Board dictates otherwise:

- October 1
- October 8
- October 15
- October 22
- October 29

The meetings shall be at 1:00pm unless otherwise noted. The purpose of these meetings shall be considering and acting on proceedings before the Board as well as its practice of informational and informal discussions of items of public issues and Board Business. It is the intent of the Board to continue to provide itself with flexibility in taking action on time sensitive matters and any matter may appear on the agenda of each form of meeting in the event administrative and time considerations may dictate.

The agenda will be available at least seventy-two hours prior to the meeting from the Office of the City Clerk, whose office is located in Albuquerque, New Mexico. The agenda will also be posted at the offices of the City Clerk and on the City Clerk's website at <https://www.cabq.gov/clerk/ethics-1/board-of-ethics#upcoming-board-of-ethics-meetings>.

3. Special meetings may be called by the Chair or a majority of the members upon three days notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained a copy of the agenda. The agenda will be available at least seventy two hours before the meeting and posted on the City Clerk's website at <https://www.cabq.gov/clerk/ethics-1/board-of-ethics#upcoming-board-of-ethics-meetings>.

4. 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 Board of Ethics and Campaign Practices will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members with twenty-four hours prior notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the Board of Ethics and Campaign Practices will notify the Attorney General's Office.

5. For the purposes of regular meetings, notice requirements are met if notice of the date, time, place and agenda is placed in newspapers of general circulation in the state if requested and posted in the following locations: The City Clerk's Office and City Hall. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

6. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is provided by online and posted in the offices of The City Clerk's Office and City Hall.

7. In addition to the information specified above, all notices shall include the following language: If you are a member of the public who has a disability and requires accommodations to attend or participate in the meeting, such as sign language interpretation, an amplifier, a reader, or any other form of



accommodation, please contact Cristobal Rocha at 505-767-5873 or crystalrocha@cabq.gov at least 5 days prior to the meeting. Furthermore, if you require public documents, such as meeting agendas, in an accessible format, please contact Cristobal Rocha.

8. The Board of Ethics and Campaign Practices may close a meeting 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) of the Open Meetings Act. (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Ethics and Campaign Practices taken during the 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 and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting. (b) If a closed meeting is conducted when the Board of Ethics and Campaign Practices is not in an open meeting, the closed meeting shall not be held until public notice, 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 the members and to the general 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 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 or notice for closure. (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 Board of Ethics and Campaign Practices in an open public meeting.

9: **Cancellations:** Meetings may be canceled by the Chair if there is no pending business no less than three (3) business days before the scheduled meeting.

Board of Ethics and Campaign Practices

Passed by the Board of Ethics and Campaign Practices this ____ day of _____, 20__.