

MIDDLE RIO GRANDE HOUSING COLLABORATIVE

2025 Open Meetings Act Resolution

WHEREAS, the New Mexico Open Meetings Act, NMSA 1978, § 10-15-1, *et seq.* requires affected bodies to determine at least annually in a public meeting what reasonable public notice of its meetings and written minutes of meetings shall be required.

NOW, THEREFORE, be it resolved by the be it resolved by the Board of Commissioners of the Middle Rio Grande Housing Collaborative, the governing body of the Housing Collaborative, pursuant to the Open Meetings Act Resolution that:

1. Authority

This Resolution is adopted pursuant to the New Mexico Open Meetings Act, NMSA 1978, § 10-15-1, *et seq.*

2. Regular Meetings

Regular meetings of the Commission of the Middle Rio Grande Housing Collaborative (the Housing Collaborative), a joint powers entity established under and pursuant to the New Mexico Joint Powers Act, NMSA 1978, § 11-1-1 *et seq.*, and the Joint Powers Agreement (the JPA) entered into between the City of Albuquerque (the City), and the Commissioners of Bernalillo County (the County) will be held at regular pre-announced intervals, unless otherwise announced pursuant to this policy.

Notice of Regular Meetings

Notice to the public of the regular meetings of the Middle Rio Grande Housing Collaborative Commission (the Commission) will specify the date, time, and place thereof and will state that a copy of the agenda will be made available on the public website at, <https://www.mrcog-nm.gov/662/About>, at least seventy-two (72) hours prior to the meeting. Notice will be given to those newspapers and broadcast stations that have filed a written request with the Housing Collaborative for such notices of meetings. Notice will be by email at least ten (10) days prior to the meeting and the written Notice will be placed on the public website at <https://www.mrcog-nm.gov/662/About>

3. Special Meetings

Special meetings of the Commission may be called by the Chair of the Commission and/or as provided in the JPA.

Notice of Special Meetings

Notice to the public of special meetings of the Commission will specify the date, time, and place thereof and will state that a copy of the agenda will be made available on the public website at <https://www.mrcog-nm.gov/662/About>, at least seventy-two (72) hours prior to the meeting. Notice will be given to those newspapers and broadcast stations that have filed a written request with the Housing Collaborative for such notices of meetings. Notice will be by email at least seventy-two (72) hours prior to the meeting and the written notice will be placed on the public regents.unm.edu website.

4. Emergency Meetings

Emergency meetings of the Commission may be called by the Chair of the Commission only in the event of unforeseen circumstances that, if not addressed immediately by the Commission, will likely result in injury or damage to persons or property or substantial financial loss to the Housing Collaborative. The Commission will avoid emergency meetings whenever possible.

Notice of Emergency Meetings

Notice to the public of emergency meetings of the Commission will specify the date, time, place, and subject matter thereof and will be given to those newspapers and broadcast stations that have filed a written request with the Housing Collaborative for such notices of meetings. Notice will be by email, at least twenty-four (24) hours prior to the meeting or by such other notice as soon as possible and as may be practicable under the circumstances.

Report to the New Mexico Attorney General

Within ten (10) days of taking action on an emergency matter, the Commission shall report to the New Mexico Attorney General's Office the action taken and the circumstances creating the emergency.

5. Compliance with the Americans with Disabilities Act

In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a meeting of the Commission, please contact the Commission Administrator at (505) 247-1753 with as much advance notice as possible to allow for arranged services. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Commission Administrator if an accessible format is needed.

6. Remote Participation in Meetings

A Commissioner may participate in a regular, special, or emergency meeting of the Commission by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the Commissioner to attend the meeting in person. Each Commissioner participating remotely must be identified when speaking, all participants must be able to hear each other at the same time, and members of the public attending the meeting must be able to hear any Commissioner who speaks during the meeting. The minutes of any meeting at which there is remote participation shall identify any Commissioner(s) who were not physically present but who participated remotely.

7. Closed Meetings (Executive Sessions)

Exceptions to Open Meetings Act

Meetings of the Commission may be closed, according to the procedures set out below, only if the matter to be considered falls within one of the enumerated exceptions defined in Section 10-15-1(H) of the Open Meetings Act or if closure can be implied from or required by other laws or constitutional principles which specifically or necessarily preserve the confidentiality of certain information.

Closing an Open Meeting

Closing of a meeting shall be by a majority vote of a quorum of the Commission during the open meeting, with a “roll call vote” of the Commissioners to show the vote of each Commissioner being recorded. The motion shall state: (1) the authority for the closure (the statutory provision); and (2) the subject to be discussed with reasonable specificity. The matter to be discussed must have been included on the agenda, except for emergency matters.

Calling a Closed Meeting Outside of an Open Meeting

Notice that a meeting will be closed, in whole or in part, will be given as specified above for a regular, special, or emergency meeting, as appropriate, by so specifying

either in the notice of the meeting or on the agenda. The notice shall state the specific provision of the law authorizing the closed meeting and shall state the subject to be discussed with reasonable specificity.

The minutes of the next open meeting shall contain information about the closed meeting, including the date, time, place, and subject matter of the closed meeting, the names of the Commissioners present at the closed meeting, the names of the absent Commissioners, and a statement that the matters discussed in the closed meeting were limited only to those specified in the notice of the closed meeting.

Action

Any final action taken as a result of discussions in a closed meeting shall be made by a vote of the Commission at an open public meeting.

8. Agendas

A copy of the agenda for each regular and special meeting of the Commission will be available at least seventy-two (72) hours prior to the meeting (and the notice of the meeting shall so state) and will be placed on the at <https://www.mrcog-nm.gov/662/About>. Except for emergency matters, the Commission shall take action only on items appearing on the agenda.

9. Public Input at Meetings

An opportunity for public input regarding agenda items shall be provided at each regular meeting during Commission consideration of the agenda item in question. The Chair of the Commission shall determine the length of time to be allowed for public input for each agenda item, the sequence in which individuals may address the Commission, and the length of time that will be allowed for each person to address the Commission. The Chair of the Commission may request that a group designate a spokesperson.

10. Minutes

The Commission shall approve and keep written minutes of all its meetings. The minutes shall include, at a minimum: (1) the date, time, and place of the meeting; (2) the names of in attendance and those absent; (3) a statement of what proposals were considered; and (4) a record of any decisions made by the Commission and how each Commissioner voted.

Draft minutes shall be approved, amended, or disapproved at the next regular meeting where a quorum is present. Minutes shall not become official until approved by the Commission. Official minutes are subject to public inspection.

No minutes need to be kept during closed sessions, but information about the closed session must be recorded as specified in the "Closed Meetings" section of this resolution.

DONE this 23rd day of January, 2025.

BOARD OF COMMISSIONERS

Talia Freedman, Chair

Dan Majewski, Vice-Chair

Ian Robertson, Member

Lawrence Rael, Member

Steven Anaya, Member