

**RESOLUTION**

**ESTABLISHING AN OPEN MEETINGS POLICY FOR THE  
CITY OF ALBUQUERQUE INDICATORS PROGRESS  
COMMISSION PURSUANT TO THE OPEN  
MEETINGS ACT**

**WHEREAS**, the City of Albuquerque Indicators Progress Commission (hereinafter "IPC") met in a regular session at Albuquerque, New Mexico, on \_\_\_\_\_, at \_\_\_\_\_; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act 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 requires IPC to determine annually what constitutes reasonable notice of its public meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the IPC that:

1. All meetings shall be held at City Hall, 11<sup>th</sup> Floor, Budget Conference Room (Room 11028), or as otherwise specified in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held monthly at 12:00

p.m. on the second Tuesday of the month. The agenda will be available at least seventy-two ( 72) hours prior to the meeting on the City's website and shall be posted on the City Council Notice Board in the lobby of the first floor of City Hall. Notice of regular meetings other than those described in this paragraph will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.

3. Special meetings may be called by the Chairperson or a majority of the members upon three (3) days notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four (24) hours before any special meeting.

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. IPC shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or a majority of the members upon twenty-four (24) hours notice, unless the 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.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted in the location shown in paragraph 2. The IPC staff shall also provide a copy of the written notice 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 paragraph 3 and 4 of this resolution, notice requirements shall be met by posting notice of the date, time, place and agenda on the City Council Notice Board in the lobby of the first floor of City Hall. The IPC staff shall also provide notice 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.

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

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, until further notice please contact Christine Garcia at 505-768-3509 seventy two (72) hours prior to the meeting or as soon as possible.

8. IPC may close a meeting to the public only if the subject matter of such discussion or action is exempted 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 IPC 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 shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

(b) If the decision to hold a closed meeting is made when IPC 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 IPC in an open public meeting.

9. A member of IPC may participate in a meeting by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of IPC who speaks during the meeting.

10. Cancellations and different meeting times and places may be announced at prior meetings of the IPC. Cancellations so announced shall also have notice given by the same methods and time frames as provided for regular meetings in Section 2.

11. Action summary minutes shall be made of all open meetings with the following minimal information:

A. Date, time, and place of meeting

B. Names of staff in attendance and a list of members present

C. A general statement of each discussion topic and of how each member voted on any motion before the IPC. A draft copy of the minutes shall be available within ten (10) working days following each meeting. Minutes do not become official until approved by the IPC at a subsequent meeting.

12. All or any part of this resolution may be amended or modified by the IPC from time to time. At a minimum, the IPC shall review the resolution annually as required by the Open Meetings Act.

PASSED AND ADOPTED THIS 9 DAY OF January, 2018.

BY A VOTE OF: \_\_5\_\_ FOR \_\_0\_\_ AGAINST.

**IPC MEMBERS:**

Frank Roth\_\_\_\_\_

Diane Ogawa\_\_\_\_\_

Ari Herring\_\_\_\_\_

Amy Overby\_\_\_\_\_

Monica Abeita\_\_\_\_\_

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