

# CITY OF ALBUQUERQUE

Office of Diversity and Human Rights

<http://www.cabq.gov/humanrights/general-information>

[odhr@cabq.gov](mailto:odhr@cabq.gov)

505-768-3307



1 **HUMAN RIGHTS BOARD**  
2 **RESOLUTION NO. 2015- (1)**

3  
4 **NOTICE REQUIREMENTS FOR MEETINGS OF THE BOARD**

5 WHEREAS, the City of Albuquerque (“City”) Human Rights Board (“Board”)  
6 met in regular session at the Office of Diversity and Human Rights, the  
7 Albuquerque/Bernalillo County Government Center Building at 1 Civic Plaza NW,  
8 Albuquerque, NM 87102, on Tuesday, February 17, 2015 at 4:00 p.m. as required by law;  
9 and

10 WHEREAS, Section 10-15-1(B) (NMSA 1978) of the Open Meetings Act states  
11 that “[A]ll meetings of a quorum of members of any board, commission, administrative  
12 adjudicatory body or other policymaking body of any state agency, any agency or  
13 authority of any county, municipality, district or any political subdivision, held for the  
14 purpose of formulating public policy, including the development of personnel policy,  
15 rules, regulations or ordinances, discussing public business or for the purpose of taking  
16 any action within the authority of or the delegated authority of any board, commission or  
17 other policymaking body are declared to be public meetings open to the public at all  
18 times except as may be otherwise provided in the Constitution of New Mexico, or the  
19 provisions of the Open Meetings Act;” and

20 WHEREAS, any meetings subject to the Open Meetings Act at which the  
21 discussion or adoption of any proposed resolution, rule, regulation or formal action  
22 occurs shall be held only after reasonable notice to the public; and



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

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

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

33 Box 1293

34 Section 1. Unless otherwise specified, all meetings of the Board shall be held in  
35 the Main Conference Room in the Office of Diversity and Human Rights, the  
Albuquerque  
36 Albuquerque/Bernalillo County Government Center Building at 1 Civic Plaza NW,  
37 Albuquerque, NM 87102, starting at 4:00 p.m. Mountain Time Zone.

NM 87103

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39 Section 2. Unless otherwise specified, regularly scheduled meetings of the Board  
40 shall be held quarterly on the third (3<sup>rd</sup>) Tuesday of the months of February, May, August  
41 and November. Public notice in writing of any other regularly scheduled meetings will  
42 be given at least five (5) days in advance of the meeting date. The agenda for a regularly  
43 scheduled meeting will be available to the public at least 72 hours (3 days) prior to such  
44 meeting. Copies of the agenda will be available to the public upon request from the  
Director of the Office of Diversity and Human Rights, whose phone number is 505-768-



45 3307 and whose office is located in the Albuquerque/Bernalillo County Government  
46 Center Building at 1 Civic Plaza NW, Albuquerque, NM 87102.

47 Section 3. Special meetings of the Board may be called by the Chairperson of the  
48 Board or by a majority of the Board members upon three (3) days advance notice. The  
49 agenda for a special meeting will be available to the public at least seventy two (72)  
50 hours prior to such special meeting. Copies of the agenda will be available to the public  
51 upon request from the Director of the Office of Diversity and Human Rights, whose  
52 phone number is 505-768-3307 and whose office is located in the Albuquerque/Bernalillo  
53 County Government Center Building at 1 Civic Plaza NW, Albuquerque, NM 87102.

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54 Section 4. Emergency meetings of the Board will be called only under unforeseen  
55 circumstances that demand immediate action by the Board to protect the health, safety  
Albuquerque and property of citizens or to protect the public body from substantial financial loss. The  
56 Board will avoid holding emergency meetings whenever possible. Emergency meetings  
NM 87103 may be called by the Chairperson or a majority of the Board members upon twenty-four  
57 (24) hours notice, unless threat of personal injury or property damage requires less notice.  
58 Public notice for an emergency meeting shall include an agenda for the emergency  
www.cabq.gov meeting.  
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62 Section 5. For all meetings described in this resolution, public notice  
63 requirements are met if:



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

68           B. an electronic copy of the notice is posted on the Board web page. Currently,  
69 the Board web page address is <http://www.cabq.gov/humanrights> and this website  
70 address may change from time to time as needed by the City or the Board.

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

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



83 “NOTICE TO PERSONS WITH DISABILITIES: If you are a person with a disability  
84 and require a reasonable accommodation to observe or participate in this meeting, please  
85 contact Ms. Shannon Triplett, whose phone number is 505-764-4712 and whose email  
86 address is: [odhr@cabq.gov](mailto:odhr@cabq.gov) as soon as possible. Public documents, including the agenda  
87 and minutes, can be provided in various accessible formats. Please contact the office if a  
88 summary or other type of accessible format is needed. The meeting will occur in a room  
89 that is accessible to persons in wheelchairs, by use of an elevator.”

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

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

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



103 meeting requirement under Section 10-15- 1(H) (NMSA 1978) of the Open Meetings  
104 Act.

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

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112 B. If a closed meeting is conducted when the Board is not in an open meeting, the  
113 closed meeting shall not be held until a written public notice of the meeting of the Board,  
Albuquerque appropriate under the circumstances, stating the specific provision of law authorizing the  
114 closed meeting and the subjects to be discussed with reasonable specificity, is given to  
NM 87103  
115 Board members and to the public.

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117 C. Following completion of any closed meeting, the minutes of the open meeting  
118 that was closed, or the minutes of the next open meeting of the Board if the closed  
119 meeting was separately scheduled, shall state whether the matters discussed in the closed  
120 meeting were limited only to those specified in the motion to close the meeting or the  
121 public notice of a closed meeting.



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

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

129 Section 11. The official list of dates of the Regular Meetings of the City of  
130 Albuquerque Human Rights Board for February 2015 to November 2015 are as follows:

PO Box 1293

131 Tuesday, February 17, 2015

Albuquerque

132 Tuesday, May 19, 2015

NM 87103

133 Tuesday, August 18, 2015

134 www.cabq.gov

Tuesday, November 17, 2015

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

# CITY OF ALBUQUERQUE



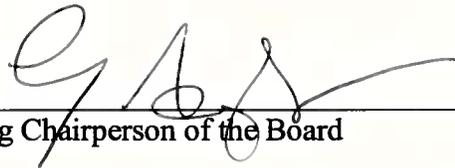
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PASSED AND ADOPTED this 17<sup>th</sup> day of February, 2015.  
BY A VOTE OF 4 FOR, AND 0 AGAINST.

Members Absent: Elaine Miller  
Gary Williams

Members voting against: none

CITY OF ALBUQUERQUE  
HUMAN RIGHTS BOARD

  
By:  
\_\_\_\_\_  
Acting Chairperson of the Board

ATTEST:

  
\_\_\_\_\_  
Gabriel J. Campos, Secretary to the Board  
and Director of the Office of Diversity and Human Rights

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NM 87103

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