



City of Albuquerque
Human Rights Board

Agenda Packet

Special Meeting December 10, 2024

Contents

Agenda –December 10, 2024

(Draft) Meeting Minutes – October 19, 2024

(Proposal) HRB Resolution No. 2024-99: Annual Resolution

(Proposal) HRB OC-2024-99: HRB Annual Report

(Proposal) Changes to the HRB Rules & Regulations

Thursday, December 10, 2024

5:00 – 6:30 PM MST

Contact: civilrights@cabq.gov

Zoom Meeting Information

Meeting ID: **858 1752 4672**

Remote Meeting via Zoom Only

Accommodations: If you have a disability and need accommodation in order to participate in this public meeting, please contact CivilRights@CABQ.gov or call during regular business hours (505) 768-4556 Please request any accommodation necessary at least 72 hours prior to 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.



City of Albuquerque Human Rights Board Agenda

(Items listed on the agenda may be discussed and acted on out of sequential order)

1. Call to Order/Introductions
2. Approvals
 - a. Agenda – December 10, 2024
 - b. Meeting Minutes – October 19, 2024
3. Public Comment
4. Presentation – 50th Human Rights Day in Albuquerque (*Dass*)
5. Director’s Report - Office of Civil Rights
6. Subcommittee Reports
7. 2025 Board Chair & Board Vice Chair Elections¹
8. Proposals
 - a. Changes to the Board Rules and Regulations
 - b. HRB Resolution No. 2024-99: Annual Report
 - c. HRB OC-2024-99: Annual Report
9. Announcements
10. Adjourn

Please click the link below to join:

[Zoom Meeting Information](#)

Meeting ID: **858 1752 4672**

Next Meeting: *January 16, 2024*

¹ Elections shall be conducted in the following order. Board members who are interested in running for 2025 Chair will be encouraged to volunteer themselves and board members may also nominate another board member. Any nominations, including self-nominations, require a second by another board member to be considered. Once the nominations are made and seconded, the board will either conduct a roll call vote stating the name of the candidate they are voting for. If there is only one candidate nominated, the roll call vote will be to approve (aye) or not approve (no) the lone candidate. Once a quorum of the board elects/approves a candidate, the candidate becomes the Board Chair Elect for 2025. The process will be repeated for the Vice Chair Position. The 2025 Board Chair Elect may not run for the 2025 Board Vice Chair position. Current officers may run for a 2nd term in the same position, or for the 1st term in the election for the position that they did not hold in 2024. No incumbent may run for a 3rd year in the same position, and members who’s term is concluding on 12/31/2024 may not run unless they have been approved by City Council to remain on the board for an additional 3 year term.

1 CITY OF ALBUQUERQUE
2 HUMAN RIGHTS BOARD
3 RESOLUTION No. 2024-99
4

5 NOTICE REQUIREMENTS FOR MEETINGS OF THE BOARD and APPROVING THE
6 2024 HUMAN RIGHTS BOARD REPORT
7

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

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

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

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

28 WHEREAS, § 11-3-5(I) of the City of Albuquerque Human Rights Ordinances
29 requires that the Albuquerque Human Rights Board “submit annually a written report of
30 its activities and an evaluation of the effectiveness of this article to the City Council and
31 Mayor with recommendations for changes.”

32 NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ALBUQUERQUE
33 HUMAN RIGHTS BOARD:

34 SECTION 1. REGULAR MEETINGS

35 Unless otherwise specified, all regular meetings of the Board shall be held in [Vincent E. Griego Council Chambers on the Basement Level of 1 Civic Plaza NW, Albuquerque, NM 87102](#) (“City Council Chambers”) starting at 5:00 PM Mountain Standard Time on the following dates:

- 39 a. Thursday, January 16, 2025
- 40 b. Thursday, February 20, 2025

- 41 c. Thursday, March 20, 2025
- 42 d. Thursday, April 17, 2025
- 43 e. Thursday, May 15, 2025
- 44 f. Thursday, June 26, 2025 (*Moved to observe Juneteenth*)
- 45 g. Thursday, July 17, 2025
- 46 h. Thursday, August 21, 2025
- 47 i. Thursday, September 18, 2025
- 48 j. Thursday, October 16, 2025
- 49 k. Thursday, November 20, 2025

50 **SECTION 2. SPECIAL MEETINGS.**

51 Special meetings of the Board may be called by the Chairperson of the Board or by a
52 majority of the Board members upon three (3) days advance notice. The agenda for a
53 special meeting will be available to the public at least seventy-two (72) hours prior to a
54 special meeting.

55 **SECTION 3. EMERGENCY MEETINGS**

56 Emergency meetings of the Board will be called only under unforeseen circumstances
57 that demand immediate action by the Board to protect the health, safety and property of
58 citizens or to protect the public body from substantial financial loss, pursuant to the
59 Open Meetings Act, NMSA 1978, Section 10-15-1 (F). The Board will avoid holding
60 emergency meetings whenever possible. Emergency meetings may be called by the
61 Chairperson or a majority of the Board members upon twenty-four (24) hours' notice,
62 unless threat of personal injury or property damage requires less notice. Public notice
63 for an emergency meeting shall include an agenda for the emergency meeting.

64 **SECTION 4. PUBLIC NOTICE.**

65 Public Notice for all meetings described in this resolution, public notice requirements are
66 met if:

67 (A) The notice contains the date, time and place of the meeting is posted for public
68 viewing in the following location(s): in the 1st 67 floor lobby of the Albuquerque
69 Government Center at 1 Civic Plaza NW, Albuquerque, NM 87102, unless
70 posting such notice is made impossible due to ongoing public health restrictions
71 or other legal limitations. An electronic copy of the notice will be posted on the
72 City website at <https://www.cabq.gov/civilrights/events> and this website address
73 may change from time to time as needed by the City or the Board.

74 (B) The agenda for a special and regularly scheduled meeting shall be available to
75 the public at least 72 hours (3 days) prior to such a meeting. Copies of the
76 agenda in English and any other language that is requested will be available to
77 the public at [www.cabq.gov/office-of-equity-and-inclusion/civilrights/human-](http://www.cabq.gov/office-of-equity-and-inclusion/civilrights/human-rights-board/)
78 [rights-board/](http://www.cabq.gov/office-of-equity-and-inclusion/civilrights/human-rights-board/)

79 (C) Notice shall include the following text:

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

89 **SECTION 5. CANCELLATIONS**

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

99 **SECTION 6. COMMITTEES**

100 (A) If any committees are formed that are delegated the authority to make
101 decisions on behalf of, formulate recommendations that are binding in any legal
102 or practical way on, or otherwise establish policy for the public body, shall be
103 equal to that specified in Section 4 of this resolution.

104 (B) Subcommittees are not required to shall be equal to that specified in Section 4
105 of this resolution only if they are:

- 106 1. Not be comprised of more than 3 Human Rights Board members
- 107 2. Not be delegated the authority to make decisions on behalf of; and
- 108 3. Not formulate legally binding recommendations; and
- 109 4. Not otherwise autonomously establish policy for the board.

110 **SECTION 7. CLOSED MEETINGS.**

111 The Board may close an otherwise Open Meeting of the Board to the public only if the
112 subject matter of such discussion or action is exempted from the open public meeting
113 requirement under Section 10-15- 1(H) (NMSA 1978) of the Open Meetings Act.

114 (A) If any open meeting is closed, the closure shall be approved by a majority vote
115 of a quorum of the Board taken during the open meeting. The specific provision

116 of law authorizing the closed meeting and the subject(s) to be discussed shall
117 be stated with reasonable specificity in the motion to close the meeting to public
118 observation and the vote of each individual member on the motion to close the
119 meeting shall be recorded in the minutes in a roll call vote. Only those subjects
120 specified in the motion to close the meeting may be discussed by the Board in
121 the closed meeting.

122 (B) If a closed meeting is conducted when the Board is not in an open meeting, the
123 closed meeting shall not be held until a written public notice of the meeting of
124 the Board, appropriate under the circumstances, stating the specific provision
125 of law authorizing the closed meeting and the subjects to be discussed with
126 reasonable specificity, is given to Board members and to the public.

127 (C) Following completion of any closed meeting, the minutes of the open meeting
128 that was closed, or the minutes of the next open meeting of the Board if the
129 closed meeting was separately scheduled, shall state whether the matters
130 discussed in the closed meeting were limited only to those specified in the
131 motion to close the meeting or the public notice of a closed meeting.

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

135 **Section 8. SEVERANCE.**

136 All resolutions, rules or parts of resolutions or rules, inconsistent with this resolution, are
137 hereby repealed only to the extent of such inconsistency. Such implied repeal shall not
138 be construed to revive any resolution, rule or part of any resolution or rule that was
139 previously repealed.

140 **Section 9. ANNUAL REPORT.**

141 The Board hereby approves "OC-2024-99" (**Attachment A**) which includes the
142 "Albuquerque Human Rights Board 2024 Report" for publication on the Board's
143 webpage and distribution to City Council and the Mayor.

144 **Section 10. EFFECTIVE DATE.**

145 This resolution shall take effect five (5) calendar days after its signing, which shall take
146 place within seventy-two (72) hours of its adoption by a quorum of the Board.

147
148 **APPROVED** and **ADOPTED** by the Board on this ___th Day of the Month of
149 _____ in the Year _____
150 by a vote of ___ In Favor, ___ Opposed, ___ absent/excused.

151
152 Members in Favor:
153
154 Members Opposed:
155
156 Members Absent/Excused:

**CITY OF ALBUQUERQUE
HUMAN RIGHTS BOARD**

157
158
159
160
161 Signature:
162
163
164 _____
165 Anami Dass, Chairwoman
166 Albuquerque Human Rights Board

PROPOSAL - NOT YET APPROVED



Anami Dass
Chair of the Board

HUMAN RIGHTS BOARD *City of Albuquerque*

[ATTACHMENT A](#)

Office of Civil Rights
505-768-4595
civilrights@cabq.gov

HRB 2024 ANNUAL REPORT & RECOMMENDATIONS

December 10, 2024

FILE NO: HRB OC-2024-99

FROM: Albuquerque Human Rights Board

SUBJECT: 50th Albuquerque Human Rights Board Annual Report (2024)

Distribution:

Honorable Mayor
Council President
Councilors

Executive Summary

The Albuquerque Human Rights Board was commissioned through the Albuquerque Human Rights Ordinance which went into effect on January 1, 1974. The attached annual report is required § 11-3-5(I) of the Human Rights Ordinance of the City of Albuquerque Code of Ordinances.

Reported activities include a summary of any resolutions/communications adopted by the board between January 1, 2024 and December 31, 2024, a summary of all meetings and hearings held by the board this year, an introductory overview into the structure of the HRB, a roster of board members, letters from the board chair **and chair elect**, an overview of the challenges and successes that the board experiences this year, and goalsetting for 2025.

This document was adopted by the Board on December 10, 2024, Human Rights Day, in honor of the conclusion of the 50th year that the Albuquerque Human Rights Ordinance has been in effect.

Chair Anami Dass

Any text that is highlighted in yellow are subject to change.

[BRACKETED TEXT, HIGHLIGHTED IN BLUE WILL BE REPLACED.]

Notes outlined with red and any watermarks will be removed at time of approval.

ONE ALBUQUE RQUE

civil rights

HUMAN RIGHTS BOARD 2024 ANNUAL REPORT

Board Members

Anami Dass, *Chair*

Jack Champagne, *Vice Chair*

Kathryn Boulton

Larry Hinojos Jr.

Kimberly Andujo

Samia Assed

Leticia Galvez-Trujillo, *Immediate Past Chair*

Board Staff

Charles Davis, *Board Attorney*

James Bradley, *former Board Attorney*

Lisa Y. Schatz-Vance, *former Board Attorney*

Jennifer Lucero, *former Paralegal*

Mari Kempton, *former Board Parliamentarian*

Matthew Montoya, *former Board Attorney*

Brian Moore, *former Board Attorney*

Crystal Velarde, *former Program Coordinator*

Dr. Nina Cooper, *Office of Equity & Inclusion Community Empowerment Officer*

Albuquerque Human Rights Ordinance

The city of Albuquerque established the Albuquerque Human Rights Board when the Human Rights Ordinance was adopted by the Commission going into effect on New Year's Day 1974.

The Ordinance tasks the board to:

- A. Set such rules and regulations as are necessary for the operation of the Board.
- B. Conduct public hearings upon the request of the City Council or Mayor.
- C. Receive complaints alleging an unlawful discriminatory practice as defined in this article.
- D. Not receive any complaints that have already been filed with another agency.
- E. Use its best efforts to:
 - Promote mutual trust, understanding and respect among the citizens of the Albuquerque community and between the citizens and their governmental agencies.
 - Endeavor that all citizens may enjoy their rights and pursue their opportunities on an equal basis without unlawful discrimination.
 - Conduct programs of research and investigation into the existence, cause, prevention, and remedy of inter-group tensions and hostility, and prejudice and discrimination within the community and to inform and educate the citizens as to the results of such research and investigation.
 - Conduct programs of information and education within the community so as to advise citizens of their existing rights and opportunities and the means by which they may lawfully be attained.
 - Work in close cooperation with all agencies within the community whose aims or activities are consistent with the purpose of the HRO.
 - Provide review of all existing and proposed ordinances and policies which relate to the objectives of Article VIII of the Albuquerque City Charter.
- F. Work with governmental agencies and community organizations to carry out the purpose of Article VIII of the City Charter.
- G. Make recommendations to the City Council based upon its findings concerning problems occasioned by prejudice and discrimination in all fields of human relations and recommend corrective action to aid in carrying out the purpose of Article VIII of the City Charter.
- H. Submit an annual written report of its activities and an evaluation of the effectiveness of the HRO to the City Council and Mayor with recommendations for changes.
- I. Review and make recommendations to the Mayor, City Council, or Chief Administrative Officer regarding the City Affirmative Action Plan and Programs; city department, division, agency, and program affirmative action plans; and affirmative action guidelines for City contracts.
- J. Conduct investigations, monitor, and make recommendations to the Mayor, City Council or Chief Administrative Officer about the city's implementation of such plans or guidelines. Recommend any remedial action necessary for compliance with approved plans or guidelines to the Chief Administrative Officer.

[THIS PAGE WILL FEATURE A LETTER FROM THE BOARD'S CURRENT CHAIR.]

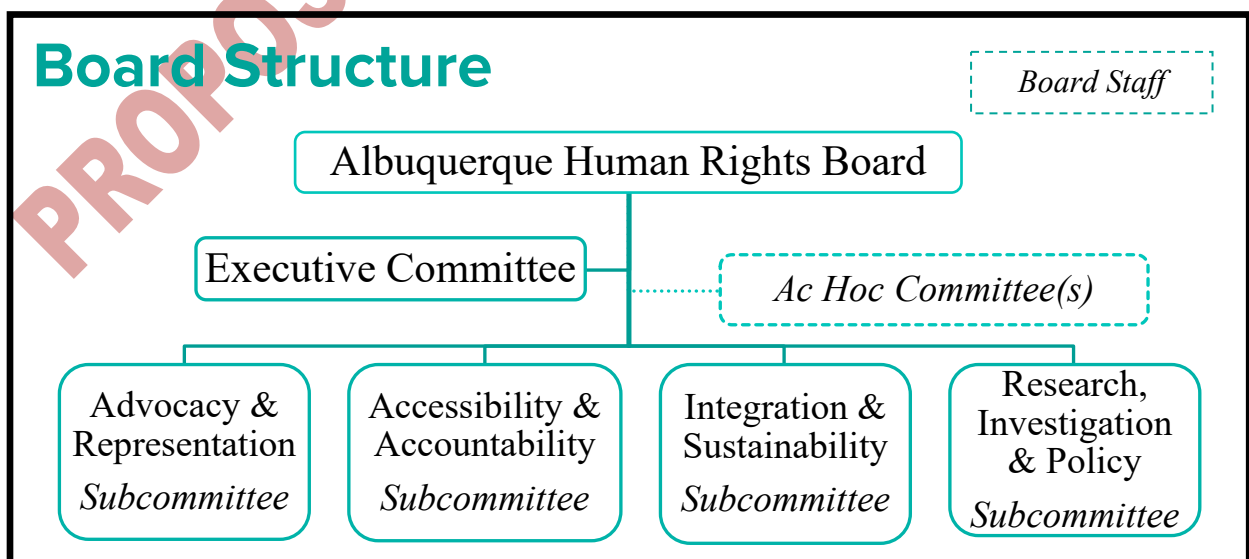
PROPOSAL - NOT YET APPROVED

Albuquerque Human Rights Board 2024 Members

- **Anami Dass** (*District 9*) is a harm reductionist and community organizer in Albuquerque. Her in-depth research practices and evidence-based approach to public matters has been present in her work with both national and local organizations like the Transgender Law Center and the NM Harm Reduction Collaborative, as well as her independent policy recommendations for the City of Albuquerque, Bernalillo County's Metropolitan Detention Center, and the Democratic Party of New Mexico. Her focus areas involve worldwide health and human rights concerns, and most of her time is spent advocating for the rights of people experience homelessness, incarceration, and societal exclusion.
 - **Chair 2024**
 - Appointed: 2023
 - End of Term: 2025
- **Jack Champagne** (*District 8*) is a father, jurist, and educator with a long history of working for civil rights. His work with the NM Black Leadership Council as well as the Southern Poverty Law Center has equipped him with the passion to work in this field.
 - **Vice Chair 2024**
 - Appointed: 2023
 - End of Term: 2025
- **Leticia G. Trujillo** (*District 9*) is an Outreach Worker at Albuquerque Public Schools, focusing on the McKinney-Vento Program for homeless, unaccompanied, and abandoned youth. Proficient in Spanish, she engages with monolingual Spanish-speaking communities. In previous roles with APS, she led the development of online professional development, creating the Teaching English Language Learners ("TELL") courses. As a Bilingual Technology Integration Specialist, she collaborated with Apple to enhance accessibility of digital resources for Bilingual communities worldwide. Currently, Mrs. Trujillo serves as President of MANA National Executive Committee and Chairwoman on MANA National Board of Directors. Recognized with the 2023 "Walking the Talk" Leadership Achievement Award. Passionate about empowering youth, Leticia advocates for education, community service, and leadership. Leticia has served as the Immediate Past Chair of the HRB in 2024.
 - **Immediate Past Chair**
 - Appointed: 2021, 2024
 - End of Term: 2026
- **Larry Hinojos, Jr.** (*District 6*) is a long-time serving community organizer who grew up in the South Broadway Community. He spent his 15-year career working in the sexual and domestic violence field, working to end gender-based violence. Mr. Hinojos has worked with a number of organizations across the state of New Mexico, including Albuquerque RCCNM, Taos CAV, and Santa Fe IMPACT, and currently works around opioid misuse.
 - Appointed: 2021, 2024
 - End of Term: 2026

- **Kimberly Andujo** (*District 6*) has earned 2 associates and a bachelor's degree all the while working full time, raising 2 children, and serving her community. She has volunteered with AmeriCorps Vista through the Mayor's office and has served on the City's Transit Board. Andujo is committed to advocating for improvements for the people living in the International District of Albuquerque, where she is a beloved community leader.
 - Appointed: 2023
 - End of Term: 2025
- **Kate Boulton, JD, MPH**, (*District 7*) is a health and human rights lawyer with nearly 15 years of experience in public interest roles. Currently, she is Senior Legal Technical Advisor to the Vital Strategies Overdose Prevention Program, where she acts as a thought leader on drug policy and public health, focusing on addressing barriers to harm reduction and promoting evidence-based overdose prevention strategies. Kate has worked for the Center for HIV Law and Policy. Boulton has maintained a consistent commitment to the health and rights of marginalized communities. Kate earned her JD from Harvard Law School and her Master of Public Health from the University of Michigan.
 - Appointed 2024
 - End of Term: 2026
- **Samia Assed** (*District 9*) is a human rights advocate and spokesperson in the community. She serves in leadership positions and on the Boards of several organizations that work on human rights and social justice issues, including the Albuquerque Center for Peace and Justice, SouthWest Organizing Project (SWOP), Women's March New Mexico, and Poor People's Campaign New Mexico. Having first been appointed to the board in 2018, her tenure on the board will expire at the end of 2024.
 - Appointed 2018, 2022
 - End of Term: 2024

HRB Structure



Glossary

CABQ: City of Albuquerque

HRB: CABQ Human Rights Board

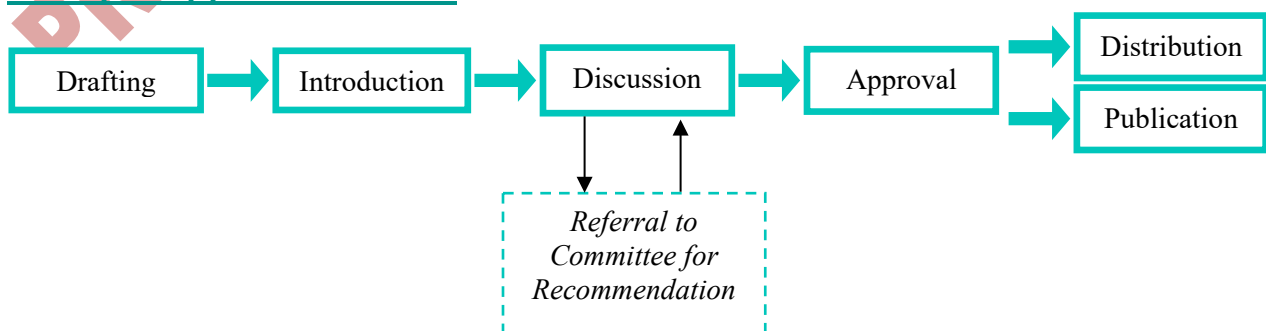
HRO: CABQ Human Rights Ordinance (§11-3 of the Albuquerque Code of Ordinances)

OCR: CABQ Office of Civil Rights

Board Documents

- **Announcements & Records**
 - **Agenda** attached with any invitation to a Board meeting and published on the Board's website.
 - **Notice of Public Hearing**. A document describing an upcoming public hearing by the Board posted at least 30 days prior to any hearing.
 - **Minutes** kept by Board staff and approved by the Board during subsequent meetings of the Board
 - **Transcripts** can be requested by the Board for public hearings.
- **Legislation**
 - **Resolutions** (*HRB R-YYYY-##*)
 - **Administrative**
 - **Amendments (Recommendations for City Legislation)**
 - **Annual**
- **Communication** (*HRB OC-YYYY-##*)
 - **Preliminary Findings**
 - **Reports**
 - **Awards**
 - **Human Rights Bridge Award**
 - **Miguel Trujillo Unsung Hero Award**
 - **Human Rights Award**
 - **Certificate of Recognition**
 - **Scholarships**

Example Approval Process



Albuquerque Human Rights Board – 2024 Summary

January 1, 2024 –Albuquerque Human Rights Ordinance 50th Anniversary

- **January 18, 2024 – Regular Meeting**
 - o Proposal R-2024-01 on Homeless Rights Introduced
 - o Board established an Ad Hoc Committee to create & administer a Cease-fire in Gaza Resolution (Members - Dass & Assed)
 - A series of special meetings were called by the chair to vote on the Ceasefire resolution.

January 22, 2024 – Special Meeting - *The Board did not meet quorum.*

January 25, 2024 – Special Meeting - *The Board did not meet quorum.*

January 30, 2024 – Special Meeting - *The Board did not meet quorum.*

February 6, 2024 – Special Meeting - *The Board did not meet quorum.*

- **February 15, 2024 – Regular Meeting**
 - o Approved and Adopted “Homeless Rights Resolution” ([HRB R-2024-01](#)) by a vote¹ of (4-0-2).
 - o Approved and Adopted “Cease-fire in Gaza Resolution” ([HRB R-2024-02](#)) by a vote of (4-0-2).
- **March 21, 2024 – Regular Meeting**
 - o Board Discussed CABQ O-2024-5 with City Councilor Rogers (District 6)
 - o Board reviewed HRB R-2024-01 with ACAO Mariela Ruiz-Angel & Maria Wolfe, CABQ Homelessness Innovations Officer, and Councilor Rogers.
- **April 18, 2024 – Regular Meeting**
 - o Board Adopted and Approved [Administrative Resolution No. 2024-03](#) by a vote of (5-0-2).
 - Changes Location to Plaza Del Sol Building
 - o Board Adopted a New Subcommittee Structure establishing Subcommittees on:
 - Accessibility & Accountability (AA)
 - Advocacy & Representation (AR)
 - Integration & Sustainability (IS)
 - Research, Investigation, and Policy (RIP)
- **May 16, 2024 – Regular Meeting**
 - o Board Announced the City’s Adoption of O-24-5: Amendments to the Human Rights Ordinance (Based on HRB R-2023-01)

¹ Voting records formatted as follows: (# Votes In Favor - # Votes Opposed - # Members Absent)

- Board Approved Notice of Public Hearing
- Board elected Subcommittee Chairs for 3 of the 4 subcommittees.
 - Advocacy & Representation (Hinojos Jr.)
 - Integration & Sustainability (Andujo)
 - Research, Investigation, and Policy (Boulton)

May 17, 2024 – Human Rights Ordinance Amendments Signed (O-24-5)
 Chair Dass & Immediate Past Chair Galvez-Trujillo attended the signing event.

- **June 20, 2024 – Regular Meeting**
 - Baruch Campos from Together for Brother Presented Transit Equity
 - Board Discussed on “Hate Crimes Amendments” Resolution (R-2024-04)
 - APD Dep. Chief Griego and Aja Brooks, USANM, attended the meeting to discuss the proposal recommendation.

June 22, 2024 – HRB Public Hearing
 Board held Public Hearing on Anti-Homeless Sentiment & Discrimination Based on Housing Status at the International District Public Library

- **July 18, 2024 – Regular Meeting (Broadcast)**
 - Board adopted [HRB R-2024-04](#) recommending amendments to the Albuquerque Hate Crimes Ordinance
 - Board discussed preliminary findings to include in a future communication relating to the public hearing.
 - Vice Chair Champagne elected chair of the “Integration & Sustainability” subcommittee.

~~**August 15, 2024 – Regular Meeting**~~ - Cancelled due to Technical Issues.

- **September 19, 2024 – Regular Meeting (Broadcast)**
 - Board reviewed and approved its preliminary findings [HRB OC-2024-03](#) with guests from the City Administration and Council.
- **October 17, 2024 – Regular Meeting (Broadcast)**
 - Dr. Sarita Cargas, Associate Professor of Human Rights for UNM Honors College, presented on UNM Basic Needs Project.

~~**November 21, 2024 – Regular Meeting**~~ – The Board did not meet Quorum.

- **December 10, 2024 – Special Meeting**
 - Board adopted HRB Annual Resolution and Annual Report.
 - The Board held elections for 2025’s Chair and Vice Chair
 - 2025 Chair Elect: [\[CHAIR ELECT’S NAME\]](#)
 - 2025 Vice Chair Elect: [\[VICE CHAIR ELECT’S NAME\]](#)

HRB Successes 2024

- O-24-05 – Adopted by Council & Signed into Law in May 2024. Supported amendments to the HRO to include prohibitions on discrimination based on sexual orientation, gender identity, gender, pregnancy or condition related to childbirth or pregnancy, and physical/mental disability.
- Adopted 5 Resolutions
 - R-24-01: Homeless Rights
 - R-24-02: Ceasefire in Gaza
 - R-24-03: Administrative Resolution
 - R-24-04: Hate Crimes Amendments
 - R-24-99: 50th Annual Report & Recommendations
- 1x advisory hearing held at the International District Library
- Increased community presence.
- Subcommittee Restructuring – 4 New Subcommittees
 - *Accessibility & Accountability*
 - *Advocacy & Representation*
 - *Integration & Sustainability*
 - *Research, Investigation, & Policy*
- Meeting Location changes:
 - *From 4th Floor Conference Room to Lower Level Hearing Room - Plaza Del Sol;*
 - *From Plaza Del Sol to Vincent E. Griego Council Chambers.*
- 3x broadcasts on GovTV
- Increased attendance from City personnel including:
 - *Michelle Melendez, former Director - OEI*
 - *Vanessa Martinez, former Chief of Staff*
 - *Maria Wolfe, Homelessness Innovations Officer*
 - *Mariela Ruiz-Angel, former Associate Chief Administrative Officer*
 - *Carla Martinez, Associate Chief Administrative Officer*
 - *Jodie Esquibel, Director - ACS*
 - *Paloma Garcia, Policy Analyst [District 6]*
 - *Dr. Charlie Verploegh, Ph.D., Deputy Director of HHH*
 - *Vanessa Arballo, Bank on Burque Program Manager*
 - *Commander Jason Sanchez, APD*
 - *Deputy Chief John Griego, APD*
 - *Lauren Keefe, City Attorney*
 - *Dr. Nina Cooper, Community Empowerment Officer – OEI*
- Special Guests from Community Organizations or other Local Agencies
 - *Dr. Sarita Cargas, Associate Prof. Human Rights, UNM Honors College*
 - *Aja Brooks, Executive Assistant United States Attorney, District of NM*
 - *Baruch Campos, Program Director, Together for Brothers*
 - *Nichole Rogers, City Councilor [District 6]*

- Increased Participation from Community Members
 - Ilse Biel, *Community Advocate*
 - Sarah Azibo, *Community Advocate*
 - Holly Mel, *Community Advocate*
 - Lee Shepard, *Community Advocate*
 - Paula Barteau, *Community Advocate*
 - Christine Barber, *Community Advocate*
 - Janus Herrera, *Community Advocate*
 - Ian Menton, *Community Advocate*
 - Gabrielle Keigher, *Big Brothers Big Sisters CNM*
 - Rosemary Blanchard, *Near North Valley Neighborhood Association*
 - Mervyn Tilden, *Community Member*
 - Joanna Lucero, *Community Member*
 - Betty Rice, *Community Member*
 - Eric Perkins, *Community Member*
 - Steven Emmons, *Community Member*
 - Noelle Smith, *Community Member*
- 1x New Board Member
 - *Kathryn Boulton, JD*
- 1x Renewed Appointment for a Board Member
 - *Leticia Galvez-Trujillo, Immediate Past Chair*

HRB Challenges 2024

1. The Office of Civil Rights (OCR) has not had a Director since November 2023, and OCR has not had a Program Coordinator since January 2024. Meaning that the City's Office of Civil Rights has not been staffed for the duration of 2024.²
2. The Board has worked with 5 interim Board Attorneys, 3 interim Parliamentary Counsel Attorneys, and an interim Paralegal this year, which presented issues for the Board's legal team.
3. The changes in staffing throughout the year and the changes in administrative structure of the policy and legal departments and the Office of Equity & Inclusion and the Office of Civil Rights meaningfully hindered communication between the Board and the Administration.
4. The discussions held by the board included sensitive subjects for other areas of the administration, leading to miscommunication at certain points between the board and the rest of the city government.³
5. Technical difficulties with Zoom resulted in at least 1 board meeting being cancelled.

² Any continued function of the OCR Discrimination Mediation procedure has been conducted by the City's Legal Department and/or the Mayor's Office in that time, though no cases have been presented to the Board.

³ These miscommunications were resolved during the September meeting of the board.

2024 HRB Final Recommendations

I. Administration. The Albuquerque Human Rights Board hereby recommends that the administration of the City of Albuquerque:

1. Make additional efforts to adequately staff the Office of Civil Rights because without staff:
 - a. The board cannot fulfill the purpose of the Human Rights Ordinance;
 - b. The systems meant to assist and remediate complaints of discrimination are functionally unavailable;
 - c. Staff from other offices are tasked with the responsibilities of OCR;
 - d. Unlawful Discrimination based on age, ancestry, color, cultural headdress, disability, gender, gender identity, pregnancy, condition relating to pregnancy or childbirth, race, religion, sex, sexual orientation, and source of income is unable to be properly abated by the city;
 - e. Required tasks that had been completed by the Program Coordinator previously have been:
 - i. neglected entirely; or
 - ii. reassigned to staff from other departments who often are unfamiliar with the processes specific to OCR; or
 - iii. fulfilled by the board's Chair without appropriate authority, oversight, or resources to do so properly.
2. Refer human rights related discussions to the Board for additional consideration.
3. Consider a renewal of the [Memorandum of Understanding between the City of Albuquerque and the Navajo Nation signed in August of 2019](#).
4. Update the online form for the public to submit grievances related to possible discrimination to reflect the changes adopted earlier this year in [Ordinance No. 2024-05](#)
5. Provide additional training in addition to the resources offered to volunteer members of public bodies such as the Board that focuses on:
 - a. The requirements of the Open Meetings Act;
 - b. Standard Parliamentary Procedures; and
 - c. Proper Conduct for City Volunteers;
6. Produce to the board any affirmative action plans previously approved by the Human Rights Board with a narrative summary of the history of the document from 1974 to its current/most-recent status.
7. Establish or create, maintain, and provide to all city boards, committees, and commissions:
 - a. Email accounts specific to each public board, council, commission or other similar public body that can be managed by each board's elected/appointed leadership; and
 - b. A contact list for each city department that includes appropriate representatives and public information officers in each office, department, bureau, board, committee, commission, or division in the administration.

II. Council. The Albuquerque Human Rights Board hereby recommends that the **Council:**

1. Make requests for the board to provide additional review of proposed legislation at the sponsors' discretion so that the board can offer both additional review and our recommendation for council action regarding the legislation.
2. Refer human rights related discussions to the Board for additional consideration.
3. Request information from the administration relating to:
 - a. The hiring process for the Office of Civil Rights;
 - b. The resources available for members of the public seeking remediation for grievances related to discrimination;
 - c. The outcomes for all cases submitted to the office of civil rights from December 2023 to December 2024, which have not been reported to the Human Rights Board due to a lack of staff at OCR; and
 - d. The status of funds designated/distributed to the Office of Civil Rights.
4. Invite leadership from the public board, committees, and commissions to participate in council meetings as representatives of their respective boards.
5. Allocate the necessary resources to the administration to enact the recommendations made in **Section I** of these recommendations.

III. Previous Recommendations. The Board reaffirms its recommendations from:

1. [HRB Resolution No. 2024-01](#):
 - a. All departments, divisions, and bureaus of the City of Albuquerque cease the practice of no-notice encampment closures as the practice initiates distrust, tension, and hostility toward all government agencies, is indistinguishable from theft, and violates the autonomy, dignity, and rights of people experiencing homelessness.
 - b. The City of Albuquerque reassess contracts with all providers of emergency shelter with attention paid toward the quality of service, consistency of service, and safety of the residents, their pets, and belongings.
 - c. The Department of Health, Housing, and Homelessness report an accurate nightly headcount and publishing the number of residents each week on the relevant page of the City Housing and Homelessness Department webpage.
 - d. The Department of Health, Housing, and Homelessness offer space and facilitation of public listening sessions where executive leadership representatives from shelter service providers and leadership representing the City of Albuquerque would hear comments and concerns from residents of shelters.
 - e. The City Council amend or repeal any passed legislation that allows for the immediate destruction of private property at the discretion of a city employee or contractor so that destruction is no longer allowed.
 - f. The City of Albuquerque guarantee the rights of all people to access affordable, sustainable, and adequate housing, allow the use of public

space and ensure the human right to rest is accessible to all, and provide safe emergency shelter that is both free of discrimination and accessible by the standards set in the Americans With Disabilities Act of 1990, and shelter free of staff abuse, theft, and neglect.

2. [HRB R-2024-02](#): The Board recommends that the City of Albuquerque join the international calls for an immediate humanitarian cease-fire in Gaza by urging all responsible parties to:
 - a. Promote or facilitate negotiations for de-escalation and ceasefire immediately to halt current violence.
 - b. Provide humanitarian assistance to include fuel, water, food, medical supplies, and medical personnel into Gaza so as to alleviate suffering effectively and quickly.
 - c. Pause all military aid to Israel and call upon all allies of combatants to halt the shipment of weapons into the war zone.
 - d. Secure the release of civilians being held hostage or political prisoners being detained and allow foreign nationals freedom of movement.
3. [HRB Resolution No. 2024-04](#): The Board recommends that city council consider amending the city’s Hate Crimes Ordinance to include crimes motivated by animus for the victims’/survivors’ gender identity, age, housing status, and/or veteran status.
4. [HRB OC-2024-03](#): The Board recommends that:
 - a. Representatives from the city’s administration and members of City Council attend meetings of the Albuquerque Human Rights Board with some frequency or regularity to stay updated of the Board’s efforts moving forward.
 - b. Publish information about complaints and/or grievances submitted to 311 with sufficient detail to access the number of complaints submitted by unhoused people, the nature of those complaints, and the city’s resolution of those complaints.

[2024 Table of HRB Resolutions & Communications](#)

Document #	Approval Date	Title
HRB R-2024-01	2/15/2024	Homeless Rights I
HRB R-2024-02	2/15/2024	Cease-fire in Gaza
HRB R-2024-03	4/18/2024	HRB Location Change
HRB R-2024-04	7/18/2024	Hate Crimes Amendments
HRB OC-2024-03	9/19/2024	Preliminary Findings
HRB R-2024-99	11/21/2024	Annual Resolution
HRB OC-2024-99	11/21/2024	HRB 50 th Annual Report & Recommendations

[THIS PAGE WILL FEATURE A LETTER FROM THE BOARD'S CHAIR ELECT.]

PROPOSAL - NOT YET APPROVED

~~Human Rights Board ~ Operational Rules & Regulations~~

~~● HRB Operational Rules~~

- ~~○ Be responsive to Crystal regarding attendance for quorum purposes~~
- ~~○ Attendance must be in-person unless sick or traveling or if physical disabilities effect your in-person attendance.~~
- ~~○ Cameras on at all times during recorded session~~
- ~~○ Use reactions and wait for acknowledgment by the board chair before entering conversation~~
- ~~○ Equity of voice~~
- ~~○ Address personal business offline (We are here to serve our community)~~
- ~~○ Be respectful of each other and our community~~
- ~~○ Maintain professionalism at all times~~

CITY OF ALBUQUERQUE **HUMAN RIGHTS BOARD** **OPERATIONAL RULES**

PURPOSE: The purpose of the Human Rights Board (HRB or Board) is to promote the Albuquerque Human Rights Ordinance (HRO), which is the city law prohibiting discrimination in the areas of housing, public accommodation, and employment on the basis of a protected status **AS LISTED IN THE HRO. THE BOARD ALSO IS TASKED WITH FULFILLING CERTAIN OBLIGATIONS ESTABLISHED IN THE HRO.** The following operational rules were created to establish guiding principles for those who participate as an HRB member or attending an HRB meeting.

~~I. DUTIES OF THE HUMAN RIGHTS BOARD~~

~~A. The Human Rights Board shall:~~

- ~~1. Set rules and regulations as are necessary for the operation of the Board.~~
- ~~2. Conduct public hearings upon the request of the City Council or Mayor upon such matters as the City Council or Mayor may from time to time direct.~~
- ~~3. Receive complaints alleging unlawful discriminatory practice as defined by the HRO in coordination with the staff director.~~
- ~~4. The Board shall advise complainants of resources available to them for resolution of their problem.~~
- ~~5. Use the Board's best efforts to:~~
 - ~~a) Promote mutual trust, understanding and respect among members of the Albuquerque community and between them and governmental agencies;~~
 - ~~b) Endeavor that all constituents may enjoy their rights and pursue their opportunities on an equal basis without discrimination;~~

- ~~c) Conduct programs of information and education within the community so as to advise them of their existing rights and opportunities and the means by which they may lawfully be attained; and,~~
- ~~d) Work in close cooperation with all public and private agencies within the community whose aims or activities are consistent with the purpose of the HRO.~~
- ~~6. Review all existing and proposed city ordinances and policies which relate to civil rights.~~
- ~~7. Recommend to the City Council concerning problems of prejudice or discrimination and corrective action.~~
- ~~8. Work with the Office of Civil Rights (OCR) to produce an annual report of activities and an evaluation of the HRO's effectiveness to the City Council and Mayor with recommendations for changes.~~
- ~~B. The HRB may:~~
 - ~~1. Hold hearings, request witness appearances and the production of relevant evidence relating to any matter under investigation or in question before the Board.~~
 - ~~2. Investigate or study human relations as in the judgment of the Board in effectuating the general purposes of the Board.~~
 - ~~3. Recommend to the City Council and Mayor legislation to aid in carrying out the purposes of the HRO.~~
 - ~~4. Issue complaints through or in collaboration with the OCR when it has reason to believe an HRO violation occurred.~~

~~II. PROMULGATION OF~~ I. RULES AND REGULATIONS

- A. Notice of the Board's intention to consider the adoption of a rule or regulation shall be given by posting in the lobby of City Hall, posting notice electronically on the City Clerk's website dedicated to the schedule of rulemaking hearings and meetings of public boards, commissions and committees and by giving written notice to the Mayor and the Chief Administrative Officer.
- B. All such notices shall be given at least 14 days prior to the meeting at which the proposed rule or regulation will be considered and shall be in addition to the notice to be given to the public pursuant to division (B)(2) of Public Boards, Commissions and Committees Ordinance (~~Sections~~ § 2-6-1-1 et seq. ROA 1994).
- C. All such notices shall state the time and location of the meeting and contain a brief description of the proposed rule or regulation and a location where the full text of the proposed rule or regulation may be obtained.
- D. The meeting, at which the proposed rule or regulation is considered, shall be open to the public and any person may give testimony in favor of or in opposition to the proposed rule or regulation, whether such testimony is given orally or in writing. In considering the proposed rule or regulation, the Board shall give due consideration to all such testimony.

- E. All rules and regulations, and any subsequent amendments to rules or regulations, shall be adopted upon majority vote by the Board.
- F. All rules and regulations adopted by the Board shall be promptly filed with the City Clerk and shall bear the signature of the presiding officer. In addition to filing the signed rule or regulation, the Board shall file the adopted rule or regulation electronically on the City Clerk's website.

~~III.~~ II. MEMBERSHIP

- A. The Board is composed of seven members, all of whom shall be Albuquerque residents. Members are named by the Mayor and appointed with the consent of City Council.
- B. The term of office for an HRB member is three years. The terms of office for each member is maintained by OCR.
- C. Every Board member shall hold office until a successor has been appointed, unless the City Council has voted not to approve that member for reappointment. In such a case, the member shall not serve beyond the date the Board member's current term expires or the date in which City Council votes not to approve the member, whichever is later.
- D. No person shall serve more than two consecutive terms. If a person is appointed to fill an unexpired term of another, that term shall not be considered a term for the purpose of this limitation if the time remaining in the term at the time of the appointment is one year or less.
- E. In the event of a Board vacancy, OCR will facilitate the process of obtaining applicants and coordination with the Mayor's office for recommendation and appointment.
- F. The Board Chairperson may submit a request to the Mayor for the removal of a Board member for any one or more of the following reasons.
 - 1. The member has been absent from three consecutive meetings, unless the absence was excused by the Chairperson. For this purpose, being absent is defined as not being in attendance 75% or more of the duration of each officially called meeting.
 - 2. The member has been absent from more than 50% of the meetings during any twelve consecutive months.
 - 3. The member is incapacitated, neglectful of duty, or commits malfeasance in office, as determined by the appointing entity.
- G. A member who seeks to resign from the Board shall submit a written resignation to the Chairperson or OCR as soon as practicable. If possible, the resignation should allow for a thirty-day notice so that the Board and/or OCR can seek a replacement.

~~IV.~~ III. OFFICERS

- A. The Board shall elect a Chairperson, who is tasked with carrying out the usual duties of the Board and other duties as described in the HRO.
- B. The Board shall elect a Vice Chairperson for the purpose of performing all duties of the Chairperson.

- C. The Board may elect other officer positions as deemed appropriate by a majority vote of the Board.
- D. Officers shall be elected annually by a majority vote of the Board prior to the close of the calendar year. Elected officers shall begin their term the following calendar year.
- E. No officer shall serve more than two consecutive terms.
- F. A member may not hold more than one office at a time.

~~V.~~ **IV.** DUTIES OF OFFICERS

- A. The Chairperson shall preside at Board meetings, appoint all committees, represent the Board at ceremonial functions, and sign meeting minutes once approved by a majority vote of the Board.

~~VI.~~ **V.** AGENDAS

- A. A Board member may place an item on the agenda by oral or written request to OCR at least one week prior to the next HRB meeting. After first consulting with and receiving input from OCR staff, the Chairperson shall approve the agenda for posting.
- B. Draft agenda must be posted on the HRB website at least 72 hours prior to that Board meeting in accordance with the New Mexico Open Meetings Act (Chapter 10, Article 15 NMSA 1978; **HEREFORTH REFERRED TO AS "OMA"**).
- C. Meeting agendas must include, at a minimum, the date, time and place of the meeting and a list of specific items of business to be discussed or transacted at the meeting in accordance with ~~the New Mexico Open Meetings Act (Chapter 10, Article 15 NMSA 1978)~~ **OMA**.

~~VII.~~ **VI.** MEETINGS

- A. The Board meetings shall comply with the ~~New Mexico Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4~~ **OMA**) and the Public Boards, Commissions and Committees Ordinance (~~Sections § 2-6-1-1 et seq.~~ ROA 1994).
- B. At least once per year, the Board shall determine what is reasonable notice to the public, provided that in no event shall notice be less than the notice required for City Council meetings.
- C. The Board shall meet at least quarterly, but may meet more frequently. An annual schedule of meetings, upon adoption, shall be posted to the City Clerk's website. Any changes to the annual schedule of meetings, notice of special meetings, and notice of emergency meetings, giving the time, date and location of each meeting with a phone number of a contact person for those needing assistance to attend and observe the meeting.
- D. The Chairperson may call a special meeting and the Chairperson shall call a special meeting if requested by 4 or more Board members. The call for said special meeting shall state its purpose.
 - 1. Agenda for a special meeting shall be made available to the public at least 72 hours prior to the meeting unless the meeting is deemed an emergency. If the meeting is an emergency, the Board Chairperson shall

provide notice and the agenda in accordance with ~~the New Mexico Open Meetings Act (Chapter 10, Article 15 NMSA 1978)~~ **OMA**.

- E. Four HRB members constitute a quorum.
- F. If a quorum for a meeting does not convene within 10 minutes of the posted time for the meeting, then the meeting may not be held.
- G. Chair has discretion to add additional 5 minutes.
- H. All board action must be adopted by an affirmative vote of the members necessary to constitute a quorum of the Board.
- I. The Chairperson has the same voting privileges as any other Board member.
- J. Chair will determine the amount of time each speaker is given for public comment.
- K. OCR shall prepare Board minutes. The minutes of the Board shall include the vote of each Board member for each item before the Board and indicate whether a member is absent or failed to vote on an item.
- L. Board minutes shall be filed electronically with the City Clerk upon the approval of such minutes by the Board in accordance with the Public Boards, Commissions and Committees Ordinance (~~Sections~~ § 2-6-1-1 et seq. ROA 1994). The City Clerk shall post all minutes received on the City Clerk's website.
- M. **IF THE CITY IS UNABLE OR FAILS TO PROVIDE STAFF THROUGH OCR, THE BOARD CHAIR OR VICE CHAIR SHALL BE RESPONSIBLE FOR ENSURING THAT THE FOLLOWING OBLIGATIONS ARE FULFILLED IN ORDER TO CONTINUE THE SUCCESSFUL OPERATION OF THE BOARD:**
 - 1. **CREATING & DISTRIBUTING AGENDAS, MINUTES, AND OTHER DOCUMENTS AS NEEDED;**
 - 2. **SCHEDULING MEETING LOCATIONS FOR ALL REGULAR MEETINGS; AND**
 - 3. **PREPARING DOCUMENTS TO PRESENT TO THE BOARD ATTORNEY TO ENSURE COMPLIANCE WITH CITY AND STATE REGULATIONS INCLUDING BUT NOT LIMITED TO THE OPEN MEETINGS ACT AND THE CITY'S BOARD, COMMISSIONS AND COMMITTEES ORDINANCE (§ 2-6-1-1 ET SEQ ROA 1994).**

~~VIII.~~ **VII.** DECORUM

- A. The Board Chairperson shall be the presiding officer of any HRB meeting and is the individual tasked with maintaining decorum. The Vice Chairperson shall preside over an HRB meeting if the Chairperson is absent.
- B. The Chairperson may interrupt a speaker at any time to inform them if they are out of compliance with the operational rules.
- C. Board members should refrain from speaking until recognized by the Chairperson to minimize crosstalk or interruption.
- D. Board members shall refer to other Board members, City staff, and members of the public only in a respectful manner.
- E. Remarks made during an HRB meeting must be confined to the merits of the pending matter.

- F. Board members shall refrain from engaging in debate with members of the public.
- G. **BOARD MEMBERS SHALL REFRAIN FROM DISCUSSING PERSONAL MATTERS DURING BOARD MEETINGS.**
- H. **BOARD MEMBERS ATTENDING REMOTELY THROUGH VIDEOCONFERENCE SOFTWARE ARE ASKED TO TURN THEIR MICROPHONES OFF WHEN NOT SPEAKING AND THEY ARE ASKED TO LEAVE THEIR CAMERAS ON WHENEVER THEY ARE PRESENT FOR THE MEETING.**
- I. The Chairperson may remove a Board member or attendee from a Board meeting if continual offenses to decorum occur or if the offense is so great that failure to remove the individual would prevent the meeting from continuing.

VIII. POWERS OF THE BOARD
THE BOARD MAY:

- A. **HOLD PUBLIC HEARINGS AS OUTLINED IN SECTION IX OF THESE OPERATIONAL RULES AND REGULATIONS.**
- B. **INVESTIGATE OR STUDY HUMAN RELATIONS AS IN THE JUDGMENT OF THE BOARD IN EFFECTUATING THE HRO.**
- C. **MAKE RECOMMENDATIONS TO THE CITY COUNCIL AND MAYOR LEGISLATION TO AID IN CARRYING OUT THE PURPOSES OF THE HRO.**
- D. **ISSUE COMPLAINTS THROUGH OR IN COLLABORATION WITH THE OCR WHEN IT HAS REASON TO BELIEVE AN HRO VIOLATION OCCURRED AS OUTLINED IN SECTION IX-B OF THESE OPERATIONAL RULES AND REGULATIONS.**

IX. PUBLIC HEARINGS

- A. **THE BOARD MAY FROM TIME TO TIME ELECT TO HOLD A PUBLIC HEARING WITHOUT A REQUEST FROM THE CITY COUNCIL OR THE MAYOR.**
 - 1. **THESE HEARINGS SHALL BE REFERRED TO AS “ADVISORY HEARINGS”.**
 - 2. **ADVISORY HEARINGS SHALL BE ORDERED IN A BOARD RESOLUTION THAT IS APPROVED BY A MAJORITY OF THE BOARD.**
 - 3. **ONCE THE RESOLUTION IS ADOPTED, THE AUTHOR OF THE RELEVANT RESOLUTION AND/OR OCR STAFF AND/OR THE BOARD CHAIR SHALL CREATE A NOTICE OF PUBLIC HEARING.**
 - a) **THE NOTICE SHALL CONTAIN INFORMATION ON THE TIME, DATE, LOCATION, AND SUBJECT MATTER OF THE HEARING AS WELL AS DESCRIBE THE PROCESS FOR THE PUBLIC TO PARTICIPATE IN THE HEARING.**
 - b) **ADVISORY HEARINGS MUST BE OPEN TO THE PUBLIC AND MEET ALL THE REQUIREMENTS OF OMA.**
 - c) **AT LEAST A QUORUM OF THE BOARD MEMBERS MUST BE PRESENT IN ORDER TO CONDUCT A HEARING.**

- d) THE HEARING MUST BE CONDUCTED NO SOONER THAN 30 DAYS AFTER THE NOTICE IS PUBLISHED AND NO LATER THAN 60 DAYS AFTER THE NOTICE IF PUBLISHED.
 - 4. ADVISORY HEARINGS SHALL NOT BE RELATING OR PERTAINING TO ANY CRIMINAL ALLEGATIONS. ADVISORY HEARINGS SHALL BE ON A TOPIC THAT IS DECIDED BY THE BOARD.
 - 5. ADVISORY HEARINGS SHALL NOT RESULT IN THE BOARD RULING ANY PARTY GUILTY OF ANY CRIME.
 - 6. ADVISORY HEARINGS MAY RESULT IN A REPORT WHICH MAY OR MAY NOT INCLUDE RELEVANT FINDINGS THAT RELATE TO THE CONTENTS OF THE HEARING.
 - a) THE REPORT SHALL BE DISTRIBUTED BY THE STAFF DIRECTOR TO THE MAYOR AND CITY COUNCIL AND OTHER PARTIES DECIDED BY THE BOARD WITHIN 10 DAYS OF THEIR ADOPTION BY A QUORUM OF THE BOARD.
- B. QUASI-JUDICIAL HEARINGS
- 1. AT THE REQUEST OF THE STAFF DIRECTOR, THE MAYOR, OR THE CITY COUNCIL, THE BOARD SHALL HOLD A PUBLIC HEARING RELATING TO A SPECIFIC INCIDENT WHEREIN THE AGGRIEVED PARTY HAS FILED A COMPLAINT WITH OCR.
 - a) HEARINGS OF THIS NATURE SHALL BE REFERRED TO AS “QUASI-JUDICIAL HEARINGS” OR “PROCEDURAL HEARINGS” AS THESE ARE THE ONLY SITUATION WHERE THE BOARD WOULD PRODUCE A RULING.
 - b) PROCEDURAL HEARINGS SHALL BE CONDUCTED IN THE MANNER DESCRIBED IN § 11-3-6 AND § 11-3-9 OF THE HRO.