

Information Services Committee

A RESOLUTION

NO: 2022-1

A RESOLUTION ADOPTING ANNUAL OPEN MEETINGS POLICY FOR FISCAL YEAR 2023

WHEREAS, the Information Services Committee hereby adopts the following Amended Open Meetings Policy for Fiscal Year 2023:

WHEREAS, Section 10-15-1(8) 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 require the City Information Services Committee to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Information Services Committee ("ISC") that:

1. Location of the Meetings: All meetings shall be held at Department of Technology & Innovation (DTI) Grand Central Conference Room, Room 205, North City Hall at One Civic Plaza, NW, near the intersection of 5th Street and Marquette Ave. NW, Albuquerque, NM 87102. The meeting may also be presented and attended via Zoom using a meeting link to be published on each agenda.
2. Regular meeting: With the exception of Special or Emergency Open Meetings as provided herein, the ISC will conduct regular monthly meetings during the remainder of Fiscal Year 2023. Unless the business before the ISC dictates otherwise, the ISC shall conduct a regular meeting the second Wednesday of every month on the following dates:
 - September 14, 2022
 - October 12, 2022
 - November 9, 2022
 - December 14, 2022
 - January 11, 2023
 - February 8, 2023
 - March 8, 2023
 - April 12, 2023
 - May 10, 2023
 - June 14, 2023

The meetings shall begin at 1:30pm unless otherwise noted. The purpose of these meetings shall be considering and acting on proceedings before the ISC as well as its practice of informational and informal discussions of items of public issues and ISC business. It is the intent of the ISC 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 Department of Technology & Innovation, whose office is located in Albuquerque, New Mexico. The agenda will also be posted on the DTI website at www.cabq.gov/technology-innovation/information-services-committee.

3. Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posting on the DTI website at www.cabq.gov/technology-innovation/information-services-committee.
4. 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. The agenda will be available at least seventy-two hours before the meeting and posting on the DTI website at www.cabq.gov/technology-innovation/information-services-committee.
5. 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 ISC 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 ISC will notify the Attorney General's Office.
6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in the following location: DTI Office.
7. 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 posted in the following location: DTI Office.
8. 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 meeting, please contact the Department of Technology & Innovation at 505-768-2344 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the DTI Office at 505-768-2344 if a summary or other type of accessible format is needed.
9. The ISC 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 a majority vote of a quorum of the ISC 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 ISC 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 vote of the ISC in an open public meeting.

10. Cancellations and Different Meeting Times and Locations: Meetings may be cancelled or set at different times and locations than set forth herein. The announcement of such changes should be made, when possible, at a prior meeting of the full ISC.