

1 **WHEREAS**, the Board of County Commissioners of Santa Fe County by virtue
2 of this Resolution hereby provides the following as reasonable notice to the public of its
3 meetings as required by the Open Meetings Act.

4 **NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF**
5 **COUNTY COMMISSIONERS OF SANTA FE COUNTY, AS FOLLOWS:**

6 Section 1. Regular, Special and Emergency Meetings shall be held as follows:

7 A. Regular Meetings: Regular meetings of the Board of County
8 Commissioners of Santa Fe County (hereinafter referred to as "the Board") and any
9 commission, board, or committee appointed by the Board (hereinafter referred to as "a
10 Committee") shall be held as determined by the Board, and notice to the public of any
11 and all regular meetings shall be given at least ten (10) days in advance of any meeting of
12 a quorum of the members of the governing body held for the purpose of formulating
13 public policy, discussing public business, or for the purpose of taking any action within
14 the authority of the Board or a Committee. A notice shall be posted in a conspicuous and
15 appropriate place at the Santa Fe County Administrative Building at least ten (10) days
16 prior to the public meeting, and notice shall be published in a newspaper of general
17 circulation at least ten (10) days before such meeting. Notice of meetings shall be
18 provided to broadcast stations licensed by the Federal Communications Commission and
19 newspapers of general circulation that have made written request for such notices.

20 B. Special Meetings, Closed Meetings: A special meeting to consider
21 and take action upon the public business, or a closed meeting to consider matters for
22 which a closed executive session is permitted pursuant to the New Mexico Open
23 Meetings Act, may be scheduled by the Chairperson or by a majority of the members of

1 the Board or a Committee at such time and place as in the opinion of the Chairperson or a
2 majority of the members of the Board or a Committee deem appropriate. Notice of such
3 special meeting or closed meeting shall be posted in a conspicuous and appropriate place
4 at the Santa Fe County Administrative Building at least three (3) days prior to the public
5 meeting. Notice of any special meeting shall be provided to broadcast stations licensed
6 by the Federal Communications Commission and newspapers of general circulation that
7 have made written request for such notice.

8 C. Emergency Meetings: An emergency meeting may be scheduled
9 by the Chairperson or by majority of the members of the Board or a Committee to
10 consider any matter that could not have been anticipated and which threatens the health,
11 welfare or safety of the people of Santa Fe County if not addressed immediately by the
12 Board or a Committee. An emergency meeting may be conducted at a time and place
13 designated by the Chairperson or by a majority of the members of the Board or a
14 Committee, and notice of such emergency meeting shall be posted in a conspicuous and
15 appropriate place at the Santa Fe County Administrative Building at least twenty-four
16 (24) hours prior to the emergency meeting, if possible. If twenty-four (24) hours advance
17 notice cannot be given, notice shall be posted as soon as possible under the
18 circumstances. Notice of an emergency meeting shall be provided to broadcast stations
19 licensed by the Federal Communications Commission and newspapers of general
20 circulation that have made written request for such notice.

21 D. Agendas: Proposed agendas of all meetings shall be available
22 before the meetings at the office of the County Manager, 102 Grant Avenue, Santa Fe,
23 New Mexico.

1 Section 2. The Board and all committees may recess and reconvene a meeting to
2 a later day, if, prior to recessing, the Board or Committee specifies the date, time and
3 place for continuation of the meeting, and, immediately following the recessed meeting,
4 posts notice of the date, time and place for the reconvened meeting on or near the door of
5 the place where the original meeting was held and on the public bulletin board at the
6 Santa Fe County Administrative Building of the continuation of the meeting. Only
7 matters appearing on the agenda of the original meeting may be discussed at the
8 reconvened meeting.

9 Section 3. Notwithstanding any provision contained herein, the Board may
10 establish such additional notice requirements as may be deemed necessary and advisable.

11 **APPROVED AND ADOPTED** this 6th day of January 2004.

12

13

14

15

16

17

18

19

**THE BOARD OF COUNTY
COMMISSIONERS OF SANTA FE COUNTY**


Jack Sullivan, Chairman

20

21

ATTEST:

22

23

24

25

26

27

28

29


Rebecca "Becky" Bustamante, County Clerk



30

APPROVED AS TO FORM:

31

32

33

34


Stephen C. Ross, County Attorney

COUNTY OF SANTA FE STATE OF NEW MEXICO
I hereby certify that this instrument has been filed for Record on the 7th Day of January, A.D. 2004 at 10:30 AM and is duly recorded in the Instrument # 134884 of the Records of Santa Fe County,
New Mexico.
Rebecca Bustamante
County Clerk