

**THE BOARD OF COUNTY COMMISSIONERS OF  
SANTA FE COUNTY, NEW MEXICO**

**RESOLUTION NO. 2014- 137**

**A RESOLUTION  
DETERMINING REASONABLE NOTICE FOR PUBLIC MEETINGS DURING  
CALENDAR YEAR 2015 OF THE BOARD OF COUNTY COMMISSIONERS OF  
SANTA FE COUNTY AND FOR BOARDS AND COMMITTEES APPOINTED BY OR  
ACTING UNDER THE AUTHORITY OF THE BOARD OF COUNTY  
COMMISSIONERS; ESTABLISHING PERMISSIBLE MEETING LOCATIONS AND A  
WEBCAST AND BROADCAST POLICY; AND RESCINDING PARTS OF  
RESOLUTION NO. 2014-58**

**WHEREAS**, the Open Meetings Act, NMSA 1978, Chapter 10, Article 15 (hereinafter referred to as "the Act") provides that "[a]ll meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of . . . any county, . . . held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the [Act]" (NMSA 1978, Section 10-15-1(B) (2013));

**WHEREAS**, the Act further provides that "[a]ny meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public" (NMSA 1978, Section 10-15-1(D));

**WHEREAS**, the Act further requires a public body to "determine at least annually in a public meeting what notice for a public meeting is reasonable when applied to that body" (NMSA 1978, Section 10-15-1(D)); and

**WHEREAS**, for calendar year 2015, the Board of County Commissioners of Santa Fe County (hereinafter referred to as "the Board") desires to determine what constitutes reasonable notice to the public of its meetings and for meetings of boards and committees appointed by or acting under the authority of the Board, as required by the Act, and to otherwise specify important elements of its continuing compliance with the Act, establish permissible meeting locations, and establish a policy concerning the webcasting and broadcasting of meetings.

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

**1. Regular Meetings.**

**A. Board Meetings.**

**i. Time and Place; Schedule for Calendar Year 2015.** In calendar year 2015, regular meetings of the Board will be held beginning at 2:00 p.m. on the second Tuesday of each month and beginning at 11:00 a.m. on the last Tuesday of each month, except that (i) the second Board meeting in June shall be held on June 23, 2015, and (ii) there will be only one

Board meeting in December, on December 8, 2015. A copy of the complete calendar of regular meetings of the Board for calendar year 2015 is attached to this resolution as Appendix 1.

**ii. Notice.** This Resolution and Appendix 1 shall be posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building. So long as the meetings are held on the days and times and at the location specified in Appendix 1, posting of this Resolution and Appendix 1 shall constitute reasonable and appropriate notice of each regular meeting of the Board.

**iii. Notice of Rescheduled Regular Meeting.** If a regular meeting is rescheduled from the date, time, or location specified in Appendix 1, notice of the rescheduled meeting shall be posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building at least ten (10) days prior to the date of the meeting.

**iv. Notice to Radio, Television and Print Media.** Notice of a regular meeting shall be provided to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made written request for such Notice.

## **B. Other Meetings Requiring Notice.**

**i. Time and Place.** A regular meeting of a board or committee appointed by or acting under the authority of the Board shall be held at a time and place to be specified in the resolution creating such board or committee or, if not specified, upon a decision of the board or committee.

**ii. Notice, Annual Schedule.** Notice of a regular meeting of each board or committee shall be posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building at least ten (10) days before such meeting. Alternatively, a regular meeting schedule of a board or committee may be developed for calendar year 2015 and posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building; if so posted and so long as meetings are held on the days and times and at the location specified, posting of the annual meeting schedule shall constitute reasonable and appropriate notice of each regular meeting of the board or committee.

**iii. Notice of Rescheduled Regular Meeting.** If a regular meeting is rescheduled from the date, time, or location specified on the annual schedule, notice of the rescheduled meeting shall be posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building at least ten (10) days prior to the date of the meeting.

**iv. Notice to Radio, Television and Print Media.** Notice of a regular meeting of a board or committee shall also be provided to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made written request for such notices.

## **2. Special Meetings.**

**A. When Held.** A special meeting of the Board may be called by the Chair or by a majority of the members of the Board at such time and place as the Chair or a majority of the members of the Board deem appropriate. A special meeting of a board or committee appointed by or acting under the authority of the Board may be called by the chair of that board or committee or by a majority of the members of that board or committee at such time or place as

the chair of that board or committee or a majority of members of the board or committee deem appropriate.

**B. Notice of Special Meeting.** Notice of a special meeting shall be posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building at least three (3) days before such meeting.

**C. Notice to Radio, Television and Print Media.** Notice of a special meeting shall be provided to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made written request for such notice.

### **3. Emergency Meetings.**

**A. Board Emergency Meeting, When, Where Held.** An emergency meeting of the Board may be called by the Chair or by a majority of the members of the Board to consider unforeseen circumstances that, if not addressed immediately, will likely result in injury or damage to persons or property or substantial financial loss to the County. An emergency meeting may be conducted at a time and place as the Chair or a majority of the members of the Board deem appropriate.

**B. Board or Committee, When, Where Held.** An emergency meeting of a board or committee appointed by or acting under the authority of the Board may be called by the chair of that board or committee or by a majority of the members of that board or committee to consider unforeseen circumstances that, if not addressed immediately, will likely result in injury or damage to persons or property or substantial financial loss to the County, to be held at such time or place as the chair of that board or committee or a majority of members of the board or committee deem appropriate.

**C. Notice.** If possible given the emergency circumstances, notice of an emergency meeting shall be posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building at least twenty-four (24) hours prior to the meeting. If twenty-four (24) hours advance notice cannot be given, notice shall be posted as soon as possible.

**D. Notice to Radio, Television and Print Media.** Notice of an emergency meeting shall be provided to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made written request for such notice.

**E. Required Report.** Any action taken at an emergency meeting shall be reported to the Attorney General's Office as described in paragraph 4 of this Resolution.

**4. Agendas.** Meeting notices shall include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda. If not included in the notice of meeting, a final agenda shall be prepared and posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building and on the County's internet web site at least seventy-two (72) hours before the meeting. Except for emergency matters, action shall be taken only on items appearing on the final agenda. An "emergency" refers to "unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial loss to the public body." NMSA 1978, Section 10-15-1(F). Within ten (10) days of taking action on an emergency matter, the County shall report to the Attorney General's Office

the action taken and the circumstances creating the emergency, except in the event of a declared state or federal emergency.

**5. Recessed Meetings.** A meeting may be recessed to a later day, if, prior to recessing, the date, time and place for continuation of the meeting is specified, and, immediately following the recessed meeting, notice of the date, time and place for the reconvened meeting is posted on or near the door of the place where the original meeting was held. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting unless notice of the reconvened meeting is provided as otherwise set forth herein.

**6. Cancelled Meetings.** A meeting may be cancelled by posting a notice of cancellation in a conspicuous and appropriate place at the Santa Fe County Administrative Building and posting notices of the cancelled meeting on the doors of the building where the meeting was to be held as soon as practicable prior to the time and date of the cancelled meeting.

**7. Participation by Conference Telephone.** A member of the Board may participate in a meeting of the Board by means of conference telephone or other similar communications equipment when it is 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 the Board who speaks, during the meeting; provided that at least one member must be physically present to conduct the meeting at the meeting location.

**8. Closed Meetings.** A meeting may be closed in the following manner:

A. If the Board or board or committee appointed by or acting under the authority of the Board is in an open meeting when a closed meeting is desired and authorized by the Act, then the closed meeting shall be approved on motion by a majority of a quorum of the Board, or committee and the authority for the closure shall be stated in the motion. The votes of the members on the motion shall be recorded in the minutes.

B. If the Board or committee appointed by or acting under the authority of the Board is not in a public meeting and a closed meeting is desired and authorized, public notice of the closed meeting, appropriate under the circumstances, shall be given stating the authority for the closure.

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 that the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

**9. Application to County Boards, Committees.** This Resolution shall apply to each meeting of a board or committee whose members are appointed by the Board or which is acting under the authority of the Board, except the Extraterritorial Land Use Authority, the Extraterritorial Land Use Commission, the Buckman Direct Diversion Board, the Regional Planning Authority, the Regional Emergency Communications Committee, the Northern Central Regional Transit District, and the Solid Waste Management Authority.

**10. Definitions.**

A. "Board." For purposes of this Resolution, Board means the Board of County Commissioners of Santa Fe County.

B. "Meeting." For purposes of this Resolution, the term "meeting" shall be defined as a meeting of a quorum of the members of the Board and each meeting of a board or committee whose members are appointed by the Board held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of the Board or board or committee whose members are appointed by the Board.

C. "Santa Fe County Administrative Building." For purposes of this Resolution, the term "Santa Fe County Administrative Building" means 102 Grant Avenue Santa Fe NM 87501.

11. **Meeting Locations.** Pursuant to NMSA 1978, Section 4-38-8 (1981), Board meetings shall be held in the City of Santa Fe, except that meetings concerning matters of local interest only may be held in the community affected. All Board meetings shall be held in a public building owned by the State, County, or public schools.

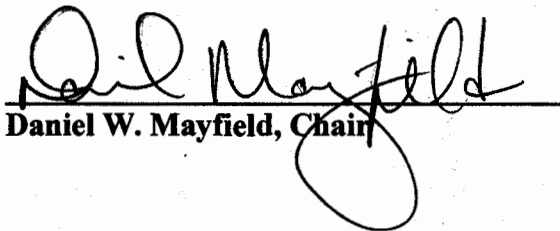
12. **Webcasting and Broadcasting.** Unless it is impracticable or impossible to do so, Board meetings shall be webcast live on the County's internet site and broadcast live on local radio and television stations. In addition, video recordings of Board meetings shall be made available on the County's internet site.

13. **Parts of Prior Resolution Rescinded.** Resolution No. 2014-58, except for Paragraph 13 of that resolution, is hereby rescinded.

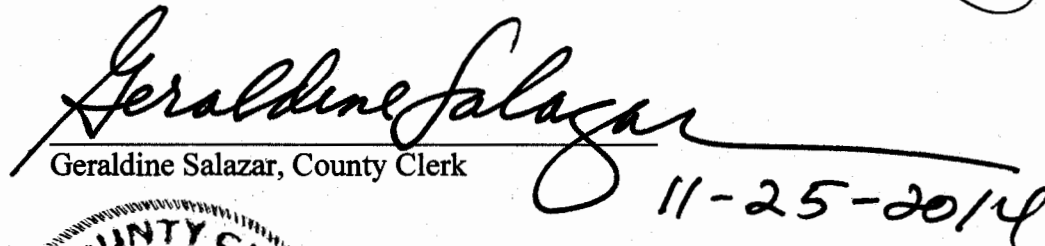
14. **Effective Date.** This Resolution shall become effective on January 1, 2015.

**APPROVED AND ADOPTED** this 25<sup>th</sup> day of November, 2014.

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

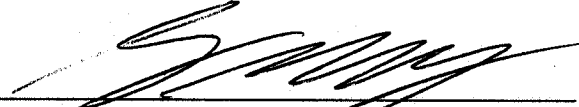
  
Daniel W. Mayfield, Chair

**ATTEST:**

  
Geraldine Salazar, County Clerk



**APPROVED AS TO FORM:**

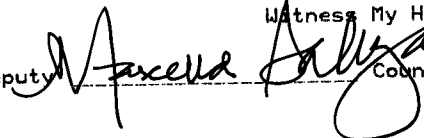
  
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Gregory S. Shaffer, County Attorney



COUNTY OF SANTA FE                    )  
STATE OF NEW MEXICO                ) ss

BCC RESOLUTIONS  
PAGES: 7

I Hereby Certify That This Instrument Was Filed for  
Record On The 2ND Day Of December, 2014 at 09:12:04 AM  
And Was Duly Recorded as Instrument # **1752054**  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Deputy  Geraldine Salazar  
County Clerk, Santa Fe, NM

## APPENDIX 1

### NOTICE OF REGULAR MEETINGS OF THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY TO BE HELD DURING CALENDAR YEAR 2015 IN THE COMMISSION CHAMBERS ON THE SECOND FLOOR OF THE SANTA FE COUNTY ADMINISTRATIVE BUILDING LOCATED AT 102 GRANT AVENUE SANTA FE NM 87501

January 13, 2015	2:00 PM
January 27, 2015	11:00 AM
February 10, 2015	2:00 PM
February 24, 2105	11:00 AM
March 10, 2015	2:00 PM
March 31, 2015	11:00 AM
April 14, 2015	2:00 PM
April 28, 2015	11:00 AM
May 12, 2015	2:00 PM
May 26, 2015	11:00 AM
June 9, 2015	2:00 PM
June 23, 2015	11:00 AM
July 14, 2015	2:00 PM
July 28, 2015	11:00 AM
August 11, 2015	2:00 PM
August 25, 2015	11:00 AM
September 8, 2015	2:00 PM
September 29, 2015	11:00 AM
October 13, 2015	2:00 PM
October 27, 2015	11:00 AM
November 10, 2015	2:00 PM
November 24, 2015	11:00 AM
December 8, 2015	2:00 PM

Final agendas for these meetings shall be posted in a conspicuous and appropriate place at the Santa Fe County Administrative Building located at 102 Grant Avenue Santa Fe NM 87501 and on the County's internet web site at least seventy-two (72) hours before the meeting.