

INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 12-01

**A RESOLUTION ESTABLISHING MINIMUM STANDARDS OF
REASONABLE NOTICE TO THE PUBLIC FOR ALL
MEETINGS OF THE COUNCIL, THE COUNTY INDIGENT HOSPITAL AND COUNTY
HEALTH CARE BOARD AND OF ALL COUNTY BOARDS,
COMMISSIONS AND POLICYMAKING BODIES**

WHEREAS, the Council wishes to establish minimum standards of reasonable notice to the public for meetings of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, and all County boards, commissions and policymaking bodies listed in Schedule "A;" and

WHEREAS, the democratic ideal is best served by a well-informed public, and sunshine laws generally require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public; and

WHEREAS, the Open Meetings Act 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 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 [Section 10-15-1B NMSA 1978]; 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 [Section 10-15-1C NMSA 1978]; and

WHEREAS, the Open Meetings Act requires the Council of the Incorporated County of Los Alamos to determine annually what constitutes reasonable notice of its public meetings and those of all County boards, commissions and policymaking bodies [Section 10-15-1D NMSA 1978]; and

WHEREAS, the Council wishes to establish the minimum standards of reasonable notice to the public for all public meetings of the Council and for all public meetings of all County boards, commissions and policymaking bodies for the year 2012 and until a new resolution concerning public meetings is adopted.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Incorporated County of Los Alamos that:

1. All meetings of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, shall be held at the time and place indicated in the meeting notice. All meetings of the Council shall be held on the dates specified in the schedule attached to this Resolution as Schedule "B" unless notice is otherwise provided seventy-two (72) hours in advance of the meeting date. An agenda for all regular meetings of the Council shall be available at least seventy-two (72) hours prior to the meeting from personnel in the Office of the County Administrator, except that changes to a previously published agenda may be made provided that a copy of the change is made available at least thirty-six (36) hours in advance of the meeting to representatives of those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meeting for the coming calendar year. Only one such written request shall be required for each calendar year.

2. Notice of regular meetings of all County boards, commissions and policymaking bodies listed on Schedule "A" shall be given ten (10) days in advance of the meeting date. The notice may include an agenda for the meeting or indicate how a copy of the agenda may be obtained. An agenda shall be available at least thirty-six (36) hours prior to the meeting. All meetings of each County board, commission or policymaking body, and any committee or subcommittee of such body charged with making a policy recommendation, shall be held at the time and at the place indicated in the meeting notice. Each County board, commission and policymaking body may adopt a schedule of its regular meetings for the present calendar year or the balance thereof. Such schedule shall contain the date, time, and place of each regular meeting. For purposes of paragraph 5 of this Resolution, notice of all regular meetings contained in such schedule is met if a copy of the schedule is posted and provided to the media as provided for in paragraph 5; provided, however, that every County board, commission or policymaking body must still post and provide to the media a copy of the agenda prior to each regularly scheduled meeting as required under this Resolution.

3. Special meetings may be called by the Chair or a majority of the members of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body listed in Schedule "A," upon seventy-two (72) hours notice. The notice shall include an agenda for the meeting or information to indicate how a copy of the agenda may be obtained. An agenda for the meeting shall be available to the public at least seventy-two (72) hours before any special meeting, except that changes to a previously published agenda may be made, provided that a copy of the change is made available at least thirty-six (36) hours in advance of the meeting to representatives of those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meeting for the coming calendar year. Only one such written request shall be required for each calendar year.

4. Emergency meetings may only be called under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Council, including its meetings as the County Indigent Hospital and County Health Care Board, and all County boards, commissions and policymaking bodies listed in Schedule "A" shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members of the Council or respective County board, commission or policymaking body listed on Schedule "A," upon twenty-four (24) hours notice, unless threat of personal injury or property damage require 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.

5. For the purposes of regular meetings described in paragraphs 1 and 2 of this Resolution, notice requirements are met if notice of the date, time, and place is posted in a conspicuous place in the vicinity of the front door of the County Community Building and visible from the exterior. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

6. For the purposes of special meetings described in paragraph 3 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the County Community Building and visible from the exterior. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meeting for the coming calendar year. Only one such written request shall be required for each calendar year.

7. For the purposes of emergency meetings described in paragraph 4 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the County Community Building and visible from the exterior. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

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 hearing of the meeting, please contact the County

Human Resources Department at 662-8040 at least one 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 personnel in the Office of the County Administrator at 663-1750 if a summary or other type of accessible format is needed.”

9. The Council, including when meeting as the County Indigent Hospital and County Health Care Board, and all County boards, commissions and policymaking bodies listed on Schedule “A” may close a meeting to the public only if authorized by the Open Meetings Act [Section 10-15-1H NMSA 1978]:

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Council, including when meeting as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body, as applicable, taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If the decision to hold a closed meeting is made when the Council, including when meeting as the County Indigent Hospital and County Health Care Board, a County board, commission or policymaking body 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 the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the Council, including when meeting as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body, in an open public meeting [Section 10-15-1H NMSA 1978].

PASSED AND ADOPTED this 10th day of January, 2012.

**COUNCIL OF THE INCORPORATED
COUNTY OF LOS ALAMOS**



**Sharon Stover
Council Chair**

ATTEST:



**Janet Foster
Los Alamos County Clerk**



SCHEDULE "A"

COUNTY BOARDS, COMMISSIONS AND POLICYMAKING BODIES

Art in Public Places Board
Board of Adjustment (formerly Variance Board)
Board of Public Utilities
Environmental Sustainability Board
Fuller Lodge/Historic Districts Advisory Board
Labor Relations Management Board
Library Board
Lodgers' Tax Advisory Board
Parks and Recreation Board
Personnel Board
Planning and Zoning Commission
Transportation Board
Valuation Protests Board
Youth Advisory Board



2012 Los Alamos County Council Calendar



Unless otherwise advertised, Council meetings start at 7:00 p.m. Regular and budget meetings are conducted in the Community Building. White Rock meetings are now held at Fire Station No. 3 129 State Road 4. Special Meetings are scheduled as needed.

1/17 - 1/19
NMAC Legislative
Conference
Santa Fe

2011 State Legislative
Session
Jan. 17, 2012 - Start
Feb. 16, 2012 - End

NMML Municipal Day
2/3

**Washington, DC
CONFERENCES**
3/3 - 3/7
NACO legislative
Conf.
Washington
Hilton, D.C.
3/10 - 3/14
NLC Congressional
City Conf.
Marriott Wardman
Park Hotel

4/2 - 4/6
LAPS Spring Break

- Strategic Planning
- Council Meetings
- Holidays
- Budget Hearings
- B&C Luncheons

5/16 - 5/18
NACO Western
Interstate Conf. (WIC)
Santa Fe County,
Santa Fe, NM

NMAC Annual Conf.
6/20 - 6/22
San Miguel County

January						
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February						
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March						
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April						
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December						
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7/13 - 7/17
NACO Annual Conf.
Allegheny County
Pittsburgh, PA

January 2013						
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NMML Annual Conf.
8/29 - 8/31
Las Cruces

11/27 - 12/1
NLC Congress of Cities
Boston, Mass.

LA
Martin Luther King Jr. Day

LA

LA
WR
Presidents Day
LA

WR
LA

LA
Budget / LA
LA

Budget Adoption / LA
Work / WR

LA
Memorial Day

LA
Work / WR
LA

Independence Day
LA

WR / Work
LA

LA
Work / WR

LA
WR / Work
LA

Labor Day
LA
WR / Work
LA

LA
WR / Work
LA

LA Veteran's Day
Thanksgiving and day after
WR / Work

LA
WR / Work
LA
Christmas Day