



**CITY OF RIO RANCHO  
RESOLUTION**

**RESOLUTION NO. 42**

**ENACTMENT NO. 20-040**

**RESOLUTION ESTABLISHING ANNUAL SCHEDULE OF REGULAR MEETINGS OF  
THE GOVERNING BODY AND DETERMINING REASONABLE NOTICE OF PUBLIC  
MEETINGS**

**WHEREAS:** Section 2.09 of the Rio Rancho City Charter requires that notice of Governing Body meetings be given annually via Resolution adopted by the Governing Body pursuant to the New Mexico Open Meetings Act, NMSA 1978, Sections 10-15-1 to 10-15-4; and

**WHEREAS:** Section 30.04(A)(1), Revised Ordinances of Rio Rancho, New Mexico 2003, mandates the Governing Body to establish an annual schedule of regular meetings at the second meeting in April of each year; and

**WHEREAS:** pursuant to Subsection B of Section 10-15-1, NMSA 1978, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policy making 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 except as otherwise provided in the Constitution or the provisions of the Open Meetings Act; and

**WHEREAS:** any meeting 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:** the Governing Body of the City of Rio Rancho, in accordance with Subsection D of Section 10-15-1, NMSA 1978, shall determine annually what constitutes reasonable notice of its public meetings.

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF RIO RANCHO:**

**Section 1. Regular Meetings.** Effective July 1, 2020, regular meetings of the Governing Body will be held on the second and fourth Thursdays of each month at 6:00 p.m. in the Council Chambers in City Hall, except for July, when only one meeting will be held on the fourth Thursday at 6:00 p.m., and in the months of November and December, when only one meeting will be held on the second Thursday at 6:00 p.m. in the Council Chambers in City Hall. Every attempt will be made to broadcast meetings on the government cable television channel and streamed on the City website. In accordance with Section 30.04 (A)(2), R.O., 2003, meetings may be canceled, postponed or rescheduled by vote of at least four members of the Governing Body. Furthermore, the Mayor may cancel a regular meeting in the event of an emergency, for

1 lack of a quorum or for lack of agenda items by giving such notice as is practical under  
2 the circumstances. Agendas for each meeting will contain a list of specific items of  
3 business to be discussed or transacted and will be available at least seventy-two hours  
4 prior to the meeting on the City's website and in the Office of the City Clerk, located in  
5 City Hall, 3200 Civic Center Circle NE, Rio Rancho, New Mexico. Notice of regular  
6 meetings will be given no fewer than ten days in advance of the meeting date and shall  
7 indicate how a copy of the agenda may be obtained.  
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9 **Section 2. Work Sessions.**

- 10 A. Effective August 1, 2020, the Governing Body will hold regular work sessions  
11 quarterly, on the third Tuesday of the month at 3 p.m. No action shall be taken in  
12 a work session. Preferred locations for the work sessions will be the Overflow  
13 Room or the Council Chambers at City Hall; however locations may vary. Every  
14 attempt will be made to broadcast meetings on the government cable television  
15 channel and streamed on the City website. Work session topics can be proposed  
16 by individual Governing Body members or the City Manager and will be properly  
17 noticed in compliance with the Open Meetings Act. Scheduled Governing Body  
18 work sessions may be canceled, after proper notice, due to lack of agenda items  
19 or a quorum. Agendas for each regular work session will be available at least  
20 seventy-two hours prior to the meeting on the City's website and in the Office of  
21 the City Clerk, located in City Hall, 3200 Civic Center Circle NE, Rio Rancho,  
22 New Mexico.
- 23 B. Non-regular work sessions may be called by the Mayor or by at least three  
24 members of the City Council upon no less than seventy-two hours' notice, and  
25 shall be subject to the same notification requirements as regularly scheduled  
26 work sessions.

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28 **Section 3. Special Meetings.** Special meetings of the Governing Body may be  
29 called by the Mayor or by three or more members of the City Council upon not less than  
30 seventy-two hours' notice. The meeting notice shall indicate who called the special  
31 meeting, as well as, an agenda for the meeting or how members of the public may  
32 obtain a copy of the agenda. Agendas for special meetings will be available at least  
33 seventy-two hours prior to the meeting on the City's website and in the Office of the City  
34 Clerk, located in City Hall, 3200 Civic Center Circle NE, Rio Rancho, New Mexico.  
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36 **Section 4. Emergency Meetings.** Emergency meetings will be called only under  
37 unforeseen circumstances, which demand immediate action to protect the health, safety  
38 and property of citizens or to protect the public body from substantial financial loss.  
39 Emergency meetings will be avoided whenever possible. Emergency meetings may be  
40 called by the Mayor or by no fewer than three members of the City Council upon twenty-  
41 four hours' notice, unless threat of personal injury or property damage requires less  
42 notice. All emergency meeting notices shall include an agenda or information on how  
43 the public may obtain a copy of the agenda.  
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45 **Section 5. Closed Meetings.** The Governing Body will close a meeting to the public  
46 only if the subject matter of such discussion or action is excepted from the requirement

1 under Subsection H of Section 10-15-1, NMSA 1978.

- 2 A. If a meeting is closed during an open meeting, such closure shall be approved by  
3 a majority vote of a quorum of the Governing Body taken during the open meeting.  
4 The authority for the closed meeting and the subjects to be discussed shall be  
5 stated with reasonable specificity in the motion to close and the vote of each  
6 individual member on the motion will be recorded in the minutes. Only those  
7 subjects specified in the motion may be discussed in the closed meeting.
- 8 B. If the decision to hold a closed meeting is made when the Governing Body is not  
9 in an open meeting, the closed meeting shall not be held until public notice,  
10 appropriate under the circumstances, stating the specific provision of the law  
11 authorizing the closed meeting and the subjects to be discussed with reasonable  
12 specificity, is given to the members and to the general public. Non-emergency  
13 closed sessions may be called by the Mayor or by three or more members of the  
14 City Council upon not less than seventy-two hours' notice.
- 15 C. Following completion of the closed meeting, the minutes of the open meeting that  
16 was closed, or the minutes of the next open meeting, if the closed meeting was  
17 separately scheduled, shall state whether the matters discussed in the closed  
18 meeting were limited only to those specified in the motion or notice for closure,  
19 as required by Subsection J of Section 10-15-1, NMSA 1978.
- 20 D. In accordance with the Open Meeting Act any action taken as a result of  
21 discussions in a closed meeting shall be made by a vote of the Governing Body  
22 in an open public meeting.

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24 **Section 6. Reconvened Meetings.** Pursuant to Subsection E of Section 10-15-1,  
25 NMSA 1978, the Governing Body may recess and reconvene a meeting to a day  
26 subsequent to that stated in the meeting notice, if, prior to recessing, the Governing  
27 Body specifies the date, time and place for continuation of the meeting, and immediately  
28 following the recessed meeting, posts notice of the date, time and place for the  
29 reconvened meeting on or near the door of the place where the original meeting was  
30 held and in at least one other location appropriate to provide public notice of the  
31 continuation of the meeting. Only matters appearing on the agenda of the original  
32 meeting may be discussed at the reconvened meeting.

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34 **Section 7. Notice Locations.** For the purposes of regular meetings described in this  
35 resolution, notice requirements are met if notice of the date, time, place and agenda is  
36 placed in newspapers of general circulation in the state and such notice is posted in the  
37 Office of the City Clerk, City Hall Lobby, on the City's website, Meadowlark Senior  
38 Center, Esther Bone Memorial Library, Loma Colorado Library, Star Heights Community  
39 Center, Cabezon Community Center and Sabana Grande Recreation Center.  
40 Appropriate notice shall also be provided to those broadcast stations licensed by the  
41 Federal Communications Commission and newspapers of general circulation, which  
42 have made a written request for notice of public meetings. For the purposes of special  
43 meetings, non-regular work sessions and emergency meetings, notice requirements are  
44 met if notice of the time, place and agenda is posted on the City's website and posted in  
45 the locations noted above.

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47 **Section 8.** All notices shall also contain the following language: "If you are an

1 individual with a disability who is need of a reader, amplifier, qualified sign language  
2 interpreter or any other form of auxiliary aid or service to attend or participate in the  
3 hearing or meeting, please contact the City Clerk at 505-891-5004 at least 48 hours in  
4 advance to make arrangements. Public documents, including the agenda and minutes,  
5 can be provided in various accessible formats. Please contact the City Clerk if a  
6 summary or other type of accessible format is needed.”

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9 ADOPTED THIS 24<sup>th</sup> DAY OF JUNE, 2020.

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Greggory D. Hull, Mayor

15 ATTEST:

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18 Rebecca A. Martinez, City Clerk  
19 (SEAL)