



**CITY OF RIO RANCHO
RESOLUTION**

RESOLUTION NO. 45

ENACTMENT NO. 21-044

**RESOLUTION ESTABLISHING ANNUAL SCHEDULE OF GOVERNING BODY
MEETINGS AND DETERMINING REASONABLE NOTICE FOR PUBLIC MEETINGS
OF THE CITY OF RIO RANCHO**

WHEREAS: Subsection B of Section 10-15-1, NMSA 1978 requires 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, as a local public body subject to the Open Meeting Act, in accordance with Subsection D of Section 10-15-1, NMSA 1978, and Section 2.09 of the Rio Rancho City Charter, shall determine annually what constitutes reasonable notice of its public meetings; and

WHEREAS: the Governing Body of the City of Rio Rancho must also establish an annual schedule of its regular meetings at the second meeting in April of each year, pursuant to Section 30.04(A)(1), Revised Ordinances of Rio Rancho, New Mexico 2003.

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

Section 1. Regular Meetings. 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, or via virtual software, as provided by law when necessary, except for July, when only one meeting will be held on the fourth Thursday at 6:00 p.m., November when only one meeting will be held on the 2nd Wednesday at 6:00 p.m. and December, when only one meeting will be held on the second Thursday at 6:00 p.m.

- A. Every attempt will be made to broadcast meetings on the government cable television channel and streamed on the City website.
- B. 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

1 emergency, for lack of a quorum or for lack of agenda items by giving such notice
2 as is practical under the circumstances.

3 C. Notice of regular meetings will be given no fewer than 10 days in advance of the
4 meeting date and shall indicate how a copy of the agenda may be obtained.

5 D. Agendas for each meeting will contain a list of specific items of business to be
6 discussed or transacted and will be available at least seventy-two hours prior to
7 the meeting on the City's website and in the Office of the City Clerk, located in City
8 Hall, 3200 Civic Center Circle NE, Rio Rancho, New Mexico.

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10 **Section 2. Work Sessions.** Regular work sessions of the Governing Body will be held
11 every other month on the third Tuesday of the month at 3:00 p.m. Preferred locations for
12 the work sessions will be the Overflow Room or the Council Chambers at City Hall;
13 however, locations may vary, to include via virtual software, as provided by law when
14 necessary. Non-regular work sessions may be called by the Mayor or by three or more
15 members of the City Council.

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17 A. No action shall be taken in a work session.

18 B. Every attempt will be made to broadcast meetings on the government cable
19 television channel and streamed on the City website.

20 C. Work session topics can be proposed by individual Governing Body members or
21 the City Manager.

22 D. Scheduled Governing Body work sessions may be canceled, after proper notice,
23 due to lack of agenda items or a quorum.

24 E. Notice of work sessions will be given no fewer than 10 days in advance of the
25 meeting date and shall indicate how a copy of the agenda may be obtained.

26 F. Agendas for each work session will be available at least seventy-two hours prior
27 to the meeting on the City's website and in the Office of the City Clerk, located in
28 City Hall, 3200 Civic Center Circle NE, Rio Rancho, New Mexico.

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30 **Section 3. Special Meetings.** Special meetings of the Governing Body may be called
31 by the Mayor or by three or more members of the City Council upon not less than seventy-
32 two hours' notice. The meeting notice shall indicate who called the special meeting, as
33 well as, an agenda for the meeting or how members of the public may obtain a copy of
34 the agenda. Agendas for special meetings will be available at least seventy-two hours
35 prior to the meeting on the City's website and in the Office of the City Clerk, located in
36 City Hall, 3200 Civic Center Circle NE, Rio Rancho, New Mexico.

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38 **Section 4. Emergency Meetings.** Emergency meetings of the Governing Body will
39 be called only under unforeseen circumstances, which demand immediate action to
40 protect the health, safety and property of citizens or to protect the public body from
41 substantial financial loss. Emergency meetings will be avoided whenever possible and
42 be called by the Mayor or by no fewer than three members of the City Council upon
43 twenty-four hours' notice, unless threat of personal injury or property damage requires
44 less notice. All emergency meeting notices shall include an agenda or information on
45 how the public may obtain a copy of the agenda.

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47 **Section 5. Closed Meetings.** The Governing Body will close a meeting to the public

1 only if the subject matter of such discussion or action is excepted from the requirement
2 under Subsection H of Section 10-15-1, NMSA 1978.

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- 4 A. If a meeting is closed during an open meeting, such closure shall be approved by
5 a majority vote of a quorum of the Governing Body taken during the open meeting.
6 The authority for the Closed Meeting and the subject(s) to be discussed shall be
7 stated with reasonable specificity in the motion to close and the vote of each
8 individual member on the motion will be recorded in the minutes. Only those
9 subjects specified in the motion may be discussed in the closed meeting.
- 10 B. If the decision to hold a Closed Meeting is made when the Governing Body is not
11 in an open meeting, the Closed Meeting shall not be held until public notice as
12 required in Subsection I of Section 10-15-1, NMSA 1978 is given to the members
13 and to the general public. Non-emergency Closed Meetings may be called by the
14 Mayor or by at least three members of the City Council upon not less than seventy-
15 two hours' notice.
- 16 C. Following completion of the Closed Meeting, the minutes of the open meeting that
17 was closed, or the minutes of the next open meeting, if the Closed Meeting was
18 separately scheduled, shall state whether the matter(s) discussed in the Closed
19 Meeting were limited only to those specified in the motion or notice for closure, as
20 required by Subsection J of Section 10-15-1, NMSA 1978.
- 21 D. In accordance with the Open Meeting Act any action taken as a result of
22 discussions in a Closed Meeting shall be made by a vote of the Governing Body
23 in an open public meeting.
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25 **Section 6. Reconvened Meetings.** Pursuant to Subsection E of Section 10-15-1,
26 NMSA 1978, the Governing Body may recess and reconvene a meeting to a day
27 subsequent to that stated in the meeting notice, if, prior to recessing, the Governing Body
28 specifies the date, time and place for continuation of the meeting, and immediately
29 following the recessed meeting, posts notice of the date, time and place for the
30 reconvened meeting on or near the door of the place where the original meeting was held
31 and in at least one other location appropriate to provide public notice of the continuation
32 of the meeting. Only matters appearing on the agenda of the original meeting may be
33 discussed at the reconvened meeting.

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

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

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

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9 ADOPTED THIS 22ND DAY OF APRIL, 2021.

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14 _____
15 Gregory D. Hull, Mayor

16 ATTEST:

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19 Rebecca A. Martinez, City Clerk
(SEAL)