**Village of Tijeras**

**RESOLUTION NO. 2020-02**

***2020 0PEN MEETINGS RESOLUTION***

**WHEREAS:**

Section 10-15-1(B) of the Open Meetings Act (NMSA, Sections 10-15-1 to 10-15-4) 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 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; 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; and

**WHEREAS:**

Section 10-15-1(C) of the Open Meetings Act requires that the Village of Tijeras Governing Body determine annually in January, what constitutes reasonable notice of its public meetings:

**NOW, THEREFORE BE IT RESOLVED by the Village of Tijeras Governing Body That:**

1. All meetings shall be held at the Village Hall at 6:00pm or as indicated on meeting notice.4th Monday of each month, or as specified by the Governing Body at the prior meetings. Copies of the proposed agenda will be available four (4) calendar days prior to the meeting at the office of the Village Clerk whose office is located at #12 Camino Municipal, Tijeras, New Mexico. Copies of the proposed agenda of any other Village regular meetings will also be available four (4) calendar days prior to the scheduled meeting at the office of the Village Clerk.
2. The Mayor or a member of the Governing Body upon four (4) calendar days’ notice may call a Special Meeting by filing a written request during regular business hours with the Village Clerk specifying the item or items to be on the Agenda and such request must be at the Clerk’s office with adequate time for the Clerk to meet the notice requirements of this Resolution.
3. “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 financial loss to the public body. Emergency meetings will be called only under circumstances, which demand immediate action to protect the health, safety and welfare of the citizens of the Village of Tijeras. The Village of Tijeras Governing Body will avoid emergency meetings whenever possible. The Mayor or a member of the Governing Body upon twenty four (24) hour notice may call emergency meetings, unless threat of personal injury or property damage require less notice.
4. For the purposes of regular meetings described in paragraph 2 of this Resolution, notice requirements are met if notice of the date, time, place and notice of when and where an agenda may be obtained is posted in the office of the Village Clerk and in four (4) places of business within the Village limits four (4) calendar days prior to the meeting.
5. For the purposes of the special meetings and emergency meetings described in paragraph 3 and 4 of the Resolution, notice requirements shall be met by posting a notice and agenda in the office of the Village Clerk, in four (4) places of business within the Village limits and on the Village website four (4) calendar days prior to a special meeting and as described in paragraph 4 of this Resolution for emergency meetings.
6. The Village of Tijeras Governing Body may close a meeting to the public only if the subject matter of such discussion or action is exempted from the Open Meetings requirement under Section10-15-1 (H) of the Open Meetings Act.
7. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Village of Tijeras Governing Body taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated 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 a closed meeting; and
8. If the decision to hold a closed meeting is made when the Governing Body is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subjects to be discussed, is given to the members and to the general public; and
9. Except as provided in Section 10-15-1(H), any action taken as a result of discussions in a closed meeting shall be made by vote of the Governing Body in an open public meeting.
10. A quorum of the Governing Body may also periodically meet in “Work Sessions”. A “Work Session” is any meeting of a quorum of the Governing Body, which does not involve any form of action by the Governing Body. Such Sessions include, but are not limited to:
11. Discussions related to the formulation of public policy prior to the formal discussion or adoption of any Resolution or Ordinance pending before the Governing Body; and
12. Discussion of internal administrative actions concerning the operations of the Governing Body; and
13. Information discussions between staff and the Governing Body in preparation for formal discussion or action.

Work Sessions of a quorum of the Governing Body are open meetings and are open to the public, unless the subject of the work session is included in Subsection H of NMSA 1978, Section 10-15-1 and the Governing Body decides to close the work session to the public in accordance with NMSA 1978, Section 10-15-1(I) and Section 7 of this Resolution. Any person wishing to attend a work session of the Governing Body which has not been closed pursuant to NMSA 1978, Section 10-15-1(H) and 10-15-1(l) of this Open Meeting Resolution shall be allowed to attend and listen to the discussions. All work sessions are subject to the notice requirements of Section 5 of this Resolution.

**PASSED, APPROVED AND ADOPTED THIS 13th DAY OF JANUARY 2020.**

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Honorable Jake Bruton, Mayor

**ATTEST:**

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Michael Wismer, Clerk