



**REGIONAL COALITION OF LANL COMMUNITIES RESOLUTION No. 2021-01  
REGIONAL COALITION OPEN MEETINGS RESOLUTION**

**WHEREAS**, the Regional Coalition of LANL Communities (“Coalition”) wishes to establish minimum standards of reasonable notice to the public for meetings of the Coalition; and

**WHEREAS**, the Open Meetings Act states that, except as may otherwise be 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 policy making 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; 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 Open Meetings Act requires the Coalition to determine annually what constitutes reasonable notice of its public meetings; and

**WHEREAS**, the Coalition wishes to establish the minimum standards of reasonable notice to the public for all public meetings of the Coalition; and

**WHEREAS**, on March 11, 2020, Governor Michelle Lujan Grisham issued Executive Order No. 2020-004 declaring a public health emergency due to the spread of COVID19 in New Mexico, after which time, the Governor and the Department of Health issued additional executive orders limiting gatherings, closing state buildings, directing residents to stay at home, and other measures to reduce in-person contact and transmission of the coronavirus; and

**WHEREAS**, the New Mexico Attorney General provided guidance to public entities regarding their ongoing obligations to comply with the Open Meetings Act during the state of public health emergency in New Mexico; and

**WHEREAS**, until restrictions on meetings are lifted, the Coalition Board (the “Board”) will participate in meetings virtually via videoconferencing, teleconferencing, or similar technology when advisable due to the public health emergency; and

**WHEREAS**, the Coalition will include information on the agendas on how members of the public can listen and participate in meetings remotely.

**NOW THEREFORE, BE IT RESOLVED** by the Coalition that:

1. All meetings of the Coalition shall be held at the time and place indicated in the meeting notice. The Coalition shall meet at least quarterly.
2. An agenda for all regular meetings of the Coalition shall be available at least seventy-two (72) hours prior to the meeting. All agendas shall be posted on the Coalition website ([www.regionalcoalitionNM.org](http://www.regionalcoalitionNM.org)).
3. Special meetings may be called by the chair or a majority of the directors of the Coalition 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 posted on the Coalition’s website ([www.regionalcoalitionNM.org](http://www.regionalcoalitionNM.org)) at least seventy-two (72) hours before any special meeting.
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. Emergency meetings may be called by the chair or a majority of the directors of the Coalition upon twenty-four (24) hours’ notice unless threat of personal injury or property damage requires 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, which shall be published on the Coalition’s website as soon as is practicable after it is created.
5. For the purposes of regular meetings of the Coalition, notice requirements are met if notice of the date, time and place is posted on the Coalition’s website ([www.regionalcoalitionNM.org](http://www.regionalcoalitionNM.org)) at least seventy-two (72) hours before any regular meeting. Copies of the notice shall be provided to newspapers of general circulation and others which have made a written request for notice of public meetings for the coming calendar year.

6. For the purposes of special meetings of the Coalition, notice requirements are met if notice of the date, time and place is posted on the Coalition's website ([www.regionalcoalitionNM.org](http://www.regionalcoalitionNM.org)) at least seventy- two (72) hours before any special meeting. Copies of the notice shall be provided to newspapers of general circulation and others which have made a written request for notice of public meetings for the coming calendar year.

7. For the purposes of emergency meetings of the Coalition, notice requirements are met if notice of the date, time and place is posted on the Coalition's website as soon as is practicable. Copies of the notice shall be provided to newspapers of general circulation and others which have made a written request for notice of public meetings for the coming calendar year.

8. The staff of the Coalition shall develop an email distribution list that includes anyone who wishes to be notified of Coalition meetings. The Coalition website shall include a function that allows people to opt in to the aforementioned distribution list. Meeting notices for all regular meetings of the Coalition shall be distributed at least twenty-four (24) hours prior to the meeting to the email distribution list.

9. 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 Coalition at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats.

10. The Coalition 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 Coalition taken during the open meeting. The authority for the closure and subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual director 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 Coalition 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 the law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the directors and to the general public.

c) Following the 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 Coalition in an open public meeting (Section 10-15-1D NMSA 1978).

11. Any director may participate by means of a conference call, video communication or similar communications equipment when it is difficult or impossible for a director to attend a meeting in person, provided that each director participating by other means 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 director of the public body who speaks during the meeting.

12. Notwithstanding any other provision of this Resolution, meeting locations, in-person meetings, posting requirements and any other deviation deemed necessary or advisable due to any public health emergency or conditions, including any emergency as may be declared by the WHO and/or the New Mexico Department of Health or other public health authority, may be made, while taking into account any guidance provided by the New Mexico Attorney General's Office for public meetings during public health emergencies. Specifically, directors may participate remotely in meetings by conference telephone, video platforms or other similar communications equipment provided that means are provided to allow for the public to hear and/or view the meeting. Additionally, the Board Chair has the authority to take the following actions: (i) exclude or limit the public from in-person attendance at meetings, provided that the public may witness the meeting either by telephone or video means; or (ii) cancel any meeting prior to commencement of such meeting to preserve the public health, safety and welfare.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2021

REGIONAL COALITION OF LANL  
COMMUNITIES

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Coalition Chair

ATTEST: \_\_\_\_\_