

RESOLUTION 2025-001

TOWN OF EDGEWOOD

OPEN MEETINGS ACT RESOLUTION

WHEREAS,

The Edgewood Town Commission is a policy-making body as defined in the New Mexico Open Meetings Act (NMSA 1978, Section 10-15-1); and

WHEREAS,

Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, “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 action with 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 of New Mexico or the Open Meetings Act”; and

WHEREAS,

Section 10-15-1(D), requires that, “Any meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs, and at which a majority of quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public”; and

WHEREAS,

Section 10-15-1(D) requires the Commission to “determine at least annually in a public meeting” what constitutes reasonable notice of its public meetings.

NOW, THEREFORE, BE IT RESOLVED that the Edgewood Town Commission, of Edgewood, New Mexico, adopts the following open meeting policy (all Edgewood Advisory Boards will also follow the requirements as stated):

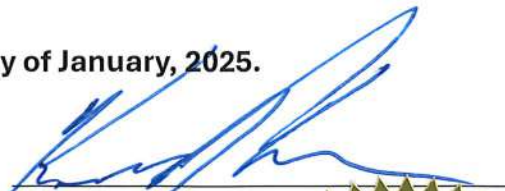
- 1) Regular meetings shall be held at 6:00 pm, on the 2nd and 4th Tuesday of each month in the Commission Chambers of Town Hall located at 171-A NM 344 in Edgewood. In the event that the regular meeting date falls on a legal holiday or Election Day, the governing body may cancel or designate an alternate meeting date and shall cause advance notice of the change to be published or posted as provided in this resolution. In the event a regular meeting of the governing body is changed to a different location, advance notice of the meeting location shall be published or noticed as provided in this resolution.

- 2) Notice of all meetings shall be available at Town Hall, 171-A NM 344, Edgewood, New Mexico, and on the Town's website www.edgewood-nm.gov. The agenda will be available at Town Hall and on the Town's website, no later than seventy-two (72) hours prior to the scheduled meeting. Copies of the notice shall also be emailed to those broadcast stations licensed by the Federal Communications Commission and newspaper of general circulation that have made a written request for notice of public meetings.
- 3) Special meetings may be called by any Commissioner upon adequate notice to the Town Clerk. Public notice and the agenda shall be available at least seventy-two (72) hours prior to any special meeting.
- 4) Emergency meetings will be called only under the unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens, acts of God, or to protect the public body from substantial financial loss. The Commission will avoid emergency meetings whenever possible. The notice for all emergency meetings shall be given as soon as practicable and 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 item 1) of this resolution, or special meetings and emergency meetings described in item 3) and 4), respectively, of this resolution, notice required shall be deemed met if the notice of the date, time, place, and the manner in which a copy of the agenda may be obtained is posted at the same locations listed in item 2) above.
- 6) In addition to the information specified above, all notices shall include the following language: if an individual with a disability 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 or meeting, please contact the Edgewood Town Clerk at least five (5) business days prior to the Commission meeting or as soon as possible at 505-286-4518. Public documents including the agenda and minutes can be provided in various accessible formats.
- 7) When it is otherwise difficult or impossible for the Commission members to attend a meeting in person, Commission members may participate in the meeting by means of conference telephone or other similar communications equipment, provided that each member participating by conference telephone 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 member of the Governing Body who speaks

during the meeting

- 8) The Commission may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.
- a. a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Commission taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting
 - b. If a decision to hold a closed meeting is made when the Commission 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 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 to those specified in the motion or notice for closure.
 - d. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Commission in an open public meeting.

PASSED, APPROVED AND ADOPTED this 7th day of January, 2025.


Kenneth Brennan, Mayor

ATTEST:


Michelle Jones, Town Clerk-Treasurer

