



**CITY OF RIO RANCHO
RESOLUTION**

RESOLUTION NO. 27

ENACTMENT NO. 22-027

**RESOLUTION ESTABLISHING AN 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., 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 second Thursday at 6:00 p.m. and December, when only one meeting will be held on the third Thursday at 6:00 p.m. Regular meetings will be held in the Council Chambers in City Hall, or via virtual software, as provided by law.

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

1 meeting in the event of an emergency, for lack of a quorum, or for lack of agenda
2 items by giving such notice 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 www.rrnm.gov and posted in the City Hall Lobby,
8 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. Non-
14 regular work sessions may be called by the Mayor or by three or more members of the
15 City Council.

16
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. Work sessions may be canceled, after proper notice, due to lack of agenda items
23 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 www.rrnm.gov and posted in the City Hall
28 Lobby, 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, with notice of special
32 meeting will be given no later than seventy-two hours prior to the meeting. The notice
33 shall indicate who called the meeting, a list of specific items of business to be discussed
34 or transacted or instructions on how a copy of the agenda may be obtained. Agendas for
35 special meetings will be available at least seventy-two hours prior to the meeting on the
36 City's website www.rrnm.gov and posted in the City Hall Lobby, 3200 Civic Center Circle
37 NE, Rio Rancho, New Mexico.

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39 **Section 4. Emergency Meetings.** Emergency meetings of the Governing Body will
40 be called only under unforeseen circumstances, which demand immediate action to
41 protect the health, safety and property of citizens or to protect the public body from
42 substantial financial loss. Emergency meetings will be avoided whenever possible and
43 may be called by the Mayor or by no fewer than three members of the City Council upon
44 twenty-four hours' notice, unless threat of personal injury or property damage requires
45 less notice. All emergency meeting notices shall include an agenda or information on how
46 the public may obtain a copy of the agenda and will be posted on the City's website
47 www.rrnm.gov and in the City Hall Lobby, 3200 Civic Center Circle NE, Rio Rancho, New

1 Mexico. Within ten days of acting on an emergency matter, the Governing Body is
2 required to report to the New Mexico Attorney General's Office the action taken and the
3 circumstances creating the emergency; provided that the requirement to report to the
4 attorney general is waived upon the declaration of a state or national emergency.

5
6 **Section 5. Closed Meetings.** The Governing Body will close a meeting to the public
7 only if the subject matter of such discussion or action is excepted from the requirement
8 under Subsection H of Section 10-15-1, NMSA 1978.

- 9
10 A. If a meeting is closed during an open meeting, such closure shall be approved by
11 a majority vote of a quorum of the Governing Body taken during the open meeting.
12 The authority for the Closed Meeting and the subject(s) to be discussed shall be
13 stated with reasonable specificity in the motion to close and the vote of each
14 individual member on the motion will be recorded in the minutes. Only those
15 subjects specified in the motion may be discussed in the closed meeting.
- 16 B. If the decision to hold a Closed Meeting is made when the Governing Body is not
17 in an open meeting, the Closed Meeting shall not be held until public notice as
18 required in Subsection I of Section 10-15-1, NMSA 1978 is given to the members
19 and to the general public. Non-emergency Closed Meetings may be called by the
20 Mayor or by at least three members of the City Council upon not less than seventy-
21 two hours' notice.
- 22 C. Following completion of the Closed Meeting, the minutes of the open meeting that
23 was closed, or the minutes of the next open meeting, if the Closed Meeting was
24 separately scheduled, shall state whether the matter(s) discussed in the Closed
25 Meeting were limited only to those specified in the motion or notice for closure, as
26 required by Subsection J of Section 10-15-1, NMSA 1978.
- 27 D. In accordance with the Open Meetings Act any action taken as a result of
28 discussions in a Closed Meeting shall be made by a vote of the Governing Body
29 in an open public meeting.

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

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41 **Section 7. Notice Posting Locations and Content.** For the purposes of all meetings
42 of the Governing Body described in this Resolution, notice requirements are met if notice
43 of the date, time, place and agenda is posted on the City's website and in the City Hall
44 Lobby. Appropriate notice shall also be provided to those broadcast stations licensed by
45 the Federal Communications Commission and newspapers of general circulation, which
46 have made a written request for notice of public meetings. All notices shall contain the
47 following language: "If you are an individual with a disability who needs a reader, amplifier,


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

6
7 **Section 8. Publication of Annual Schedule and Notice Requirements for Public**
8 **Meetings of Governing Body.** The City Clerk is hereby instructed to publish this
9 Resolution, in its entirety in a newspaper of general circulation, immediately after
10 adoption.

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12 ADOPTED THIS 28th DAY OF APRIL, 2022.

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15 
16 _____
17 Jeremy Lenentine, Deputy Mayor

18 ATTEST:

19 
20 _____
21 Rebecca A. Martinez City Clerk
22 (SEAL)
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