



## **RESOLUTION 21-01 VILLAGE OF LOS LUNAS OPEN MEETINGS RESOLUTION**

**A RESOLUTION ESTABLISHING RULES OF PROCEDURE FOR TRANSACTION OF ALL MATTERS PRESENTED TO THE MAYOR AND COUNCIL OF THE VILLAGE OF LOS LUNAS, PRESENTING DETAILED RULES OF CONDUCT THEREOF, ESTABLISHING POLICY AND PROCEDURE WITH REFERENCE TO NOTICE OF GENERAL, SPECIAL, AND EMERGENCY MEETINGS OF THE MUNICIPAL COUNCIL.**

**WHEREAS,** 21-01 Open Meetings Resolution will replace Open Meetings Resolution 20-01; and

**WHEREAS,** the Los Lunas Mayor and Council met via Webex.com on November 5, 2020, at 6:00 pm as required by law; and

**WHEREAS,** Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to —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, administrative adjudicatory body or other policymaking 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 with 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 for formal action occurs shall be held only after reasonable notice to the public; and

**WHEREAS,** Section 10-15-1(D) of the Open Meetings Act requires the Mayor and Council to determine annually what constitutes reasonable notice of its public meetings;

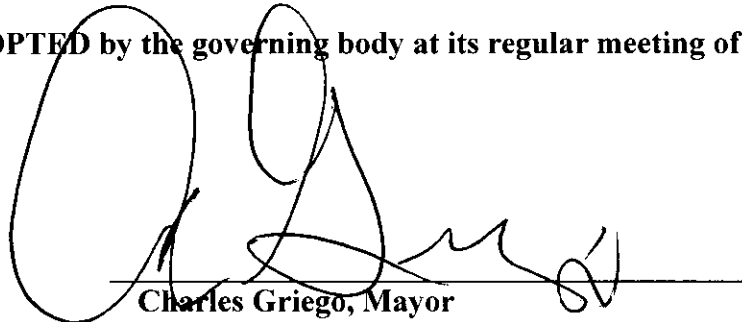
**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council that:

- 1) All meetings shall be held at the Village of Los Lunas Council Chamber located at 660 Main Street, Los Lunas, New Mexico 87031, and/or via the Internet using appropriate virtual meeting or video conferencing software, at 6:00 pm, or as indicated in the meeting notice.
- 2) Unless otherwise specified, regular meetings shall be held each month as indicated on the attached calendar. The agenda will be available at least seventy-two (72) hours prior to the scheduled meeting, posted at the following locations: the bulletin board located in the lobby of the Village Hall, located at 660 Main Street, Los Lunas, NM; posted on the bulletin board at the Los Lunas Public Library located at 460 Main Street in Los Lunas, New Mexico; and posted on the Village of Los Lunas website ([www.loslunasnm.gov](http://www.loslunasnm.gov)).

- 3) Special meetings may be called by the Mayor or a majority of the council members upon seventy-two (72) hours' notice. The notice for all special meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.
- 4) Emergency meetings will be called only under the unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Mayor and Council 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 paragraph two (2) of this resolution, and designated on the attached calendar, notice required is met if the notice of the date, time, place and the manner in which a copy of the agenda may be obtained is posted on the bulletin board in the Village Hall lobby located at 660 Main Street, Los Lunas, NM; posted on the bulletin board at the Los Lunas Public Library located at 460 Main Street, Los Lunas, NM; and posted on the Village of Los Lunas website ([www.loslunasnm.gov](http://www.loslunasnm.gov)). Copies of the written notice shall also be emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
- 6) For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by email to newspapers of general circulation in the state and posted on the bulletin board located in the lobby of the Village of Los Lunas located at 660 Main Street, Los Lunas, NM; posted on the bulletin board at the Los Lunas Public Library located at 460 Main Street, Los Lunas, NM; and the Village of Los Lunas website ([www.loslunasnm.gov](http://www.loslunasnm.gov)). 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.
- 7) 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 or meeting, please contact the Village of Los Lunas five (5) days prior to council meeting or as soon as possible at 505/839-3840.*** Public documents, including the agenda and minutes can be provided in various accessible formats.
- 8) When it is necessary, due to circumstances such as a declared Public Health Order limiting public gatherings, or otherwise difficult or impossible for the Mayor or Council members to attend a meeting in person, the Mayor or Council members may participate in the meeting by means of conference telephone, virtual meeting or video conferencing software, or other similar communications equipment, provided that each member participating 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 government body who speaks during the meeting.
- 9) The Mayor and Council 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) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Mayor and Council 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 Mayor and Council are 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 only 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 discussions in a closed meeting shall be made by vote of the Mayor and Council in an open public meeting.

**PASSED, APPROVED AND ADOPTED by the governing body at its regular meeting of November 5, 2020.**



Charles Griego, Mayor

**ATTEST:**



**Gregory D. Martin, Village Administrator**

# **2021 COUNCIL MEETINGS & HOLIDAY SCHEDULE**

## **JANUARY 2021:**

Council meetings: 14 & 28  
Holiday(s): 1/1 – New Year’s Day  
1/18 – Martin Luther King Day

## **FEBRUARY 2021:**

Council meetings: 11 & 25  
Holiday: 2/15 – President’s Day

## **MARCH 2021:**

Council meetings: 11 & 25

## **APRIL 2021:**

Council meetings: 8 & 22  
Holiday: 4/2 – Good Friday / Easter Holiday

## **MAY 2021:**

Council meetings: 6 & 20  
Holiday: 5/31 – Memorial Day

## **JUNE 2021:**

Council meetings: 10 & 24

## **JULY 2021:**

Council meetings: 8 & 22  
Holiday: 7/5 – In observance of Fourth of July

## **AUGUST 2021:**

Council meetings: 12 & 26

## **SEPTEMBER 2021:**

Council meetings: 9 & 23  
Holiday: 9/6 – Labor Day

## **OCTOBER 2021:**

Council meetings: 7 & 21

## **NOVEMBER 2021:**

Council meetings: 4 & 18  
Holiday(s): 11/11 – Veteran’s Day  
11/25 & 11/26 – Thanksgiving Holiday

## **DECEMBER 2021:**

Council meetings: 2 & 16  
Holiday(s): 12/24 – In observance of Christmas Holiday  
12/31 – In observance of New Year’s Day

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**ONE (1) PERSONAL DAY PER YEAR**