

**TOWN OF EDGEWOOD
OPEN MEETINGS ACT
RESOLUTION NO. 2018-01**

WHEREAS,

The Town of Edgewood Governing Body met in regular session at the Edgewood Community Center, located at #27 E. Frontage Road, on January 17, 2018 at 6:30 P.M. as required by law; and

WHEREAS,

Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, 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, 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 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 (D) of the Open Meetings Act requires the Town of Edgewood Governing Body to determine annually what constitutes reasonable notice of it public meetings;

NOW, THEREFORE, BE IT RESOLVED

by the Town of Edgewood Governing Body that:

1. All meetings shall be held at the Edgewood Community Center at #27 E. Frontage Road at 6:30 P.M. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first and third Wednesday. The agenda will be available at least seventy – two (72) hours prior to the meeting from the Town Clerk/Treasurer, whose office is located in Edgewood, New Mexico.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained.
4. Special meetings may be called by the Mayor or a majority of the council members upon three days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained.
5. For the purposes all meetings, not including Emergency Meetings described in paragraph 2, 3, and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda and information on how to obtain a copy of such agenda is placed in a newspaper of general circulation, and in the state *or* if that same information is posted in the following locations:
 - I. Edgewood Library – 171B New Mexico 344
 - II. Smith's Grocery - 2B Highway 344
 - III. Mr. Gas - #1 Highway 344
 - IV. Edgewood Community Center - 27 E. Frontage Road
 - V. Mail and Copy Business Center – 2 Marietta Court
 - VI. Current Town Hall Office – 1911 Old Highway 66 (Bulletin board on South side of building) Future Town Hall Office – 171 B State Road 344
 - VII. Town Website (www.edgewood-nm.gov)

Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.

6. Emergency meetings will be called only under 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 Town of Edgewood will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the council members with twenty-four hours prior 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. If time and circumstances permit, an emergency agenda will be posted on the Town of Edgewood website: www.edgewood-nm.gov
7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 6, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state or posted outside Town Hall. Telephone notice also shall be given 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.
8. 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 Clerk/Treasurer at (505) 286-4518 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Clerk/Treasurer at (505) 286-4518 if a summary or other type of accessible format is needed.

9. The Town of Edgewood Governing Body may close a meeting to the public only if the subject matter of such discussion or action is an exception 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 Town of Edgewood Governing Body 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 closed meeting is conducted when the Town of Edgewood Governing Body 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 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 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 Town of Edgewood Governing Body in an open public meeting.

NOW, THEREFORE BE IT ALSO RESOLVED by the Governing Body that:

10. The Town of Edgewood Planning & Zoning Commission Meetings will be held at the Edgewood Community Center (#27 E. Frontage Road) at 6:00 P.M. or as indicated on the meeting notice.

- a) Unless otherwise specified, regular meetings shall be held on the first and third Monday. An agenda will be published and posted seventy-two (72) hours prior to the regular scheduled meetings as described in paragraph 5.
- b) The agenda will be posted-outside Town Hall and posted online on the Town's website at www.edgewood-nm.gov.

11. The Town of Edgewood Parks and Recreation Advisory Committee Meetings will be held at the Edgewood Community Center, #27 E. Frontage Road at 6:30 P.M. or as indicated on the meeting notice.

- a) Unless otherwise specified, regular meetings shall be held on the third Tuesday of every month.