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**ESCAFCA  
RESOLUTION 2017-12-27A  
OPEN MEETINGS STANDARDS  
RESOLUTION IS EFFECTIVE FOR CALENDAR YEAR 2019**

**WHEREAS**, NMSA 1978, Section 10-15-1B of the Open Meetings Act 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, commission, administrative adjudicatory body or other policy making body of any state agency or local public agency, district or political subdivision, 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 10-15-1D of the Open Meetings Act requires the Eastern Sandoval County Arroyo Flood Control Authority [ESCAFCA] Board of Directors to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE EASTERN SANDOVAL COUNTY ARROYO FLOOD CONTROL AUTHORITY, SANDOVAL COUNTY, NEW MEXICO that:**

1. All meetings in 2019 shall be held at the Town of Bernalillo Council Chambers at 6:00 p.m., or as indicated in the meeting notice.
2. **Regular Meetings** shall be held each month on the fourth Tuesday, unless otherwise specified. The agenda shall be available not less than 72 hours prior to the meeting on the ESCAFCA web site at [www.escafca.org](http://www.escafca.org), and at the Town of Bernalillo front reception desk.

Notice of **Regular Meetings** may be given:

- A. By written notice published in the Albuquerque Journal no later than the fourth day prior to the regular meeting; or
- B. By posting a written notice on the door of the Authority's office and/or meeting place not later than the fourth day prior to such a meeting; or
- C. By annual or more frequent publication of a schedule of regular meetings, including but not limited to the schedule attached to this Resolution [Attachment 1] and by posting on the web site and public message board(s) located within ESCAFCA's boundaries.
- D. Notice of any other regular meeting shall be given seven (7) days in advance of the meeting date.

3. **Special Meetings** may be called by the Chair or a majority of the members upon not less than

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72 hours notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda.

Notice of **Special Meeting** may be given:

- A. By publishing a written notice in a newspaper of general circulation in the Authority's jurisdictional area not later than the third day prior to the day on which the meeting is to be held; or
  - B. By posting a written notice on the door of the Authority's office and/or meeting place not later than seventy-two hours prior to the meeting.
  - C. By posting on the web site and public message board(s) located within ESCAFCA's boundaries.
4. **Emergency Meetings** will be called only under unforeseen circumstances which demand immediate action to protect the health, safety, and/or property of citizens or to protect the public body from substantial financial loss. ESCAFCA will avoid **Emergency Meetings** whenever possible. **Emergency Meetings** may be called by the Chair or a majority of the members not less than twenty-four [24] hours notice, unless threat of personal injury or property damage require less notice. The notice for all emergency meetings shall include an agenda, if possible, for the meeting or information on how the public may obtain a copy of the agenda.

Notice of **Emergency Meeting** shall be given:


- A. As far in advance as possible given the nature of the emergency.
  - B. By oral notice to one newspaper and one radio or television station operating in the Authority's jurisdictional area at least two hours prior to the scheduled commencement of such special meeting, if possible.
  - C. By posting on the web site and public message board(s) located within ESCAFCA's boundaries.
5. Except for emergencies, no action item not set forth on an agenda for a regular or special meeting, or on a supplemental agenda posted 72-hours before such meeting, will be acted on at such meetings. Copies of any supplemental agenda will be available to the public during normal office hours during that 72-hour time period.
6. In addition to the foregoing notice, the Governing Body shall provide notice of public meetings to broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have submitted a written request for such notice to the Governing Body.
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 form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact ESCAFCA at (505)771-7110 by the first Tuesday of the month. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact ESCAFCA at (505)771-7110 if a summary or other type of accessible format is needed."

8. **Closed Meetings.** The ESCAFCA Board of Directors may close a meeting to the public only if the subject matter of such discussion or action is exempt from the open meeting requirement under Section 10-15-1H 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 ESCAFCA Board of Directors 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 session.
  - B. If the decision to hold a closed meeting is made when the ESCAFCA Board of Directors 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 discussed in the closed meeting were limited only to those specified in the motion or notice of the separate closed meeting.
  - D. Except as provided in Section 10-15-1H of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the ESCAFCA Board of Directors in an open meeting.

PASSED, ADOPTED, SIGNED AND APPROVED THIS 27th DAY OF DECEMBER, 2018.

  
Chair  
ESCAFCA Board of Directors

ATTEST:

  
Secretary

**Attachment 1**

**ESCAFCA 2019 Regular Board Meetings**  
**4th Tuesday each month**

**January 22, 2019**

**February 26, 2019**

**March 26, 2019**

**April 23, 2019**

**May 28, 2019**

**June 25, 2019**

**July 23, 2019**

**August 27, 2019**

**September 24, 2019**

**October 22, 2019**

**November 26, 2019**

**December 17, 2019 (3<sup>rd</sup> Tuesday)**

**For the foreseeable future, Board meetings will be held at the Bernalillo Town Hall, 829 Camino del Pueblo, Bernalillo, NM at 6:00 PM in the council chambers, or as indicated on the meeting notice.**

**Meeting notices will be posted at the front receptionist's desk of the Town Hall, as prescribed.**