



**CITY OF RIO RANCHO
RESOLUTION**

RESOLUTION NO. 45

ENACTMENT NO. 25-045

**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 Rio Rancho Governing Body being 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 City Charter, shall determine annually what constitutes reasonable notice for its public meetings, as well as, the public meetings of the boards, commissions and committees it has created; and

WHEREAS: the Governing Body 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.rrnm.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 meeting in the event of an emergency, for lack of a quorum, or for lack of agenda

1 items by giving such notice as is practical under the circumstances. In the case of
2 cancellation or postponement, a notice shall be posted on the entrance door of the
3 meeting location and on the City's website www.rnm.gov as soon as practicable.

4 C. Notice of regular meetings shall be given no fewer than 10 days in advance of the
5 meeting date and shall indicate how a copy of the agenda may be obtained.

6 D. Agendas for each meeting shall contain a list of specific items of business to be
7 discussed or transacted and will be available at least seventy-two (72) hours prior
8 to the meeting on the City's website www.rnm.gov and posted in the City Hall
9 Lobby, 3200 Civic Center Circle NE, Rio Rancho, New Mexico.

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11 **Section 2. Work Sessions.** Beginning in June, regular work sessions of the
12 Governing Body will be held every other month on the third Tuesday of the month at 3:00
13 p.m., except for December, when the meeting will be held on the third Thursday.
14 Preferred locations for the work sessions will be the Overflow Room or the Council
15 Chambers at City Hall; however, locations may vary, to include via virtual software, as
16 provided by law. Non-regular work sessions may be called by the Mayor or by three or
17 more members of the City Council.

18
19 A. No action shall be taken in a work session.

20 B. Every attempt will be made to broadcast meetings on the government cable
21 television channel and streamed on the City website.

22 C. Work session topics can be proposed by individual Governing Body members or
23 the City Manager, pursuant to the Governing Body's adopted Rules of Procedure.

24 D. Work sessions may be canceled, due to lack of agenda items or a quorum. A notice
25 of cancellation shall be posted on the entrance door of the meeting location and
26 on the City's website www.rnm.gov as soon as practicable.

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28 **Section 3. Special Meetings.** Special meetings of the Governing Body may be called
29 by the Mayor or by three or more members of the City Council, with notice of special
30 meeting given no later than seventy-two (72) hours prior to the meeting. The notice shall
31 indicate who called the meeting, a list of specific items of business to be discussed or
32 transacted or instructions on how a copy of the agenda may be obtained. Agendas for
33 special meetings will be available at least seventy-two hours prior to the meeting on the
34 City's website www.rnm.gov and posted in the City Hall Lobby, 3200 Civic Center Circle
35 NE, Rio Rancho, New Mexico.

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37 **Section 4. Reasonable Notice of Rio Rancho Board, Commissions and**
38 **Committee Meetings.**

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40 A. Notice of regular meetings shall be given no fewer than 10 days in advance of the
41 meeting date and shall indicate how a copy of the agenda may be obtained.

42 B. Agendas for each meeting shall contain a list of specific items of business to be
43 discussed or transacted and will be available at least seventy-two hours prior to
44 the meeting on the City's website www.rnm.gov and posted in the City Hall Lobby,
45 3200 Civic Center Circle NE, Rio Rancho, New Mexico.

1 C. If a meeting is cancelled due to a lack of a quorum, or for lack of agenda items, a
2 notice shall be posted on the entrance door of the meeting location and on the
3 City's website www.rnm.gov as soon as practicable.
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5 **Section 4. Emergency Meetings.** Emergency meetings of the Governing Body will
6 be called only under unforeseen circumstances, which demand immediate action to
7 protect the health, safety and property of citizens or to protect the public body from
8 substantial financial loss. Emergency meetings will be avoided whenever possible and
9 may be called by the Mayor or by no fewer than three members of the City Council upon
10 twenty-four (24) hours' notice, unless threat of personal injury or property damage
11 requires less notice. All emergency meeting notices shall include an agenda or
12 information on how the public may obtain a copy of the agenda and will be posted on the
13 City's website www.rnm.gov and in the City Hall Lobby, 3200 Civic Center Circle NE, Rio
14 Rancho, New Mexico. Within ten days of acting on an emergency matter, the Governing
15 Body is required to report to the New Mexico Attorney General's Office the action taken
16 and the circumstances creating the emergency; provided that the requirement to report
17 to the attorney general is waived upon the declaration of a state or national emergency.
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19 **Section 5. Closed Meetings.** The Governing Body will close a meeting to the public
20 only if the subject matter of such discussion or action is excepted from the requirement
21 under Subsection H of Section 10-15-1, NMSA 1978.
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23 A. If a meeting is closed during an open meeting, such closure shall be approved by
24 a majority vote of a quorum of the Governing Body taken during the open meeting.
25 The authority for the Closed Meeting and the subject(s) to be discussed shall be
26 stated with reasonable specificity in the motion to close and the vote of each
27 individual member on the motion will be recorded in the minutes. Only those
28 subjects specified in the motion may be discussed in the closed meeting.

29 B. If the decision to hold a Closed Meeting is made when the Governing Body is not
30 in an open meeting, the Closed Meeting shall not be held until public notice as
31 required in Subsection I of Section 10-15-1, NMSA 1978 is given to the members
32 and to the general public. Non-emergency Closed Meetings may be called by the
33 Mayor or by at least three members of the City Council upon not less than seventy-
34 two (72) hours' notice.

35 C. Following completion of the Closed Meeting, the minutes of the open meeting that
36 was closed, or the minutes of the next open meeting, if the Closed Meeting was
37 separately scheduled, shall state whether the matter(s) discussed in the Closed
38 Meeting were limited only to those specified in the motion or notice for closure, as
39 required by Subsection J of Section 10-15-1, NMSA 1978.

40 D. In accordance with the Open Meetings Act any action taken as a result of
41 discussions in a Closed Meeting shall be made by a vote of the Governing Body
42 in an open public meeting.
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44 **Section 6. Reconvened Meetings.** Pursuant to Subsection E of Section 10-15-1,
45 NMSA 1978, the Governing Body may recess and reconvene a meeting to a day
46 subsequent to that stated in the meeting notice, if, prior to recessing, the Governing Body
47 specifies the date, time and place for continuation of the meeting, and immediately

1 following the recessed meeting, posts notice of the date, time and place for the
2 reconvened meeting on or near the door of the place where the original meeting was held
3 and in at least one other location appropriate to provide public notice of the continuation
4 of the meeting. Only matters appearing on the agenda of the original meeting may be
5 discussed at the reconvened meeting.

6
7 **Section 7. Notice Posting Locations and Content.** For the purposes of all meetings
8 of the Governing Body described in this Resolution, notice requirements are met if notice
9 of the date, time, place and agenda is posted on the City's website and in the City Hall
10 Lobby. Appropriate notice shall also be provided to those broadcast stations licensed by
11 the Federal Communications Commission and newspapers of general circulation, which
12 have made a written request for notice of public meetings. All notices shall contain the
13 following language: "If you are an individual with a disability who needs a reader, amplifier,
14 qualified sign language interpreter or any other form of auxiliary aid or service to attend
15 or participate in the hearing or meeting, please contact the City Clerk at 505-891-5004 at
16 least forty-eight (48) hours in advance to make arrangements. Public documents,
17 including the agenda and minutes, can be provided in various accessible formats. Please
18 contact the City Clerk if a summary or other type of accessible format is needed."

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

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26 ADOPTED THIS 24TH DAY OF APRIL, 2025.

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Greggory D. Hull, Mayor

31
32 ATTEST:

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34 _____
35 Noel C. Davis, City Clerk
36 (SEAL)