1	CITY OF SANTA FE, NEW MEXICO
2	RESOLUTION NO. 2025-5
3	INTRODUCED BY:
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5	Mayor Alan Webber
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10	A RESOLUTION
11	ADOPTING ANNUAL OPEN MEETINGS ACT NOTICE REQUIREMENTS FOR 2025.
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13	WHEREAS, the New Mexico Open Meetings Act ("Open Meetings Act"), NMSA 1978,
14	10-15-1 to – 4, requires that public bodies "determine at least annually in a public meeting what
15	notice for a public meeting is reasonable when applied to that body"; and
16	WHEREAS, the Open Meetings Act governs the City of Santa Fe's ("City's") Governing
17	Body and the Governing Body's subordinate policymaking bodies; and
18	WHEREAS, the Governing Body desires to comply with the Open Meetings Act by
19	adopting its notice requirements for the City's policymaking bodies; and
20	WHEREAS, the Governing Body seeks to give annual notice to the public of its
21	determination, pursuant to NMSA 1978, Section 10-15-1(D), that a seventy-two (72) hour notice
22	prior to its regular and special meetings is reasonable and that it deems that the same notice is
23	reasonable for the meetings of its subordinate policymaking bodies.
24	NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
25	CITY OF SANTA FE:
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1	Section 1.	The applicability of the Open Meetings Act to the City's policymaking
2	bodies	is recognized.
3	Section 2.	The notice requirements set forth below are hereby adopted.
4	А.	The City shall give a minimum of seventy-two (72) hours' notice of all
5	regula	r and special meetings of the Governing Body and its subordinate
6	policy	making bodies.
7	В.	The notice shall include the date, time, place(s) of the planned meeting
8	(multi	ple places may be included in the notice when one or more online options
9	for "a	ttending" the meeting are available), and a list of the specific items of
10	busine	ess to be discussed or transacted at the meeting or information about how the
11	public	may obtain a copy of such an agenda.
12	С.	The City shall make the notice available to the public and news media
13	throug	h reasonable means, including posting on the City's website, and providing
14	it to b	roadcast stations licensed by the federal communications commission and
15	newsp	apers of general circulation that have provided a written request for such
16	notice	
17	D.	Agendas shall be posted on the City's website.
18	Section 3.	Regular Meetings of the Governing Body
19	А.	Unless otherwise specified, including in subsection B below, regular
20		meetings of the Governing Body shall be held as follows:
21		i. On the second and last Wednesday of each month.
22		ii. In the City Council Chambers of the municipal building of the
23		City, located at 200 Lincoln Avenue, Santa Fe.
24	В.	When it is difficult or impossible for members of the Governing Body to
25	meet i	n person, they may participate virtually pursuant to SFCC 1987, Section 1-
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1	9.
2	C. To the extent possible, meetings will be broadcast via the City's YouTube
3	channel and other media as available, such as the City's Government Channel on
4	Comcast Channel 28 or Comcast Channel HD928, and on the radio from KSFR
5	101.1 FM.
6	Section 4. Special Meetings
7	A. The City shall provide a minimum of 72 hours' notice of all special
8	meetings of the Governing Body and its subordinate policymaking bodies.
9	B. Unless otherwise specified, special meetings are held at the same place as
10	regular meetings. The date, time, and place of a special meeting shall appear on
11	the agenda and be made available to the public and news media through reasonable
12	means including posting on the City's website.
13	C. The agenda shall be posted on the City's website.
14	D. When it is difficult or impossible for members of the Governing
15	Body to meet in person, they may participate virtually pursuant to SFCC 1987,
16	Section 1-9.
17	E. To the extent possible, meetings will be broadcast via the City's
18	YouTube channel and other media as available, such as the City's Government
19	Channel on Comcast Channel 28 or Comcast Channel HD928, and on the radio
20	station KSFR 101.1 FM.
21	Section 5. Quasi-Judicial Committees and Subordinate Policymaking Bodies
22	A. The Governing Body hereby requires that every quasi-judicial committee,
23	board, or commission, including but not limited to the planning commission,
24	historic design review board, and board of adjustment, follow the same notice
25	requirements as the Governing Body, and as provided in this resolution and the
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1	Open Meetings Act.
2	B. The Governing Body of the City hereby requires that all other
3	policymaking boards, commissions, and committees follow the same notice
4	requirements as provided by the Open Meetings Act.
5	Section 6. Emergency Meetings
6	A. Pursuant to its procedural rules, the Governing Body or subordinate
7	policymaking body may call, with, if possible, up to 24 hours' notice, a meeting to
8	consider any matter that, if not addressed immediately, will likely result in injury
9	or damage to persons or property or significant financial loss to the City. When
10	possible, the City will provide 24-hour telephonic notice to all media who normally
11	cover City meetings before the emergency meeting commences.
12	B. The notice for all emergency meetings shall include an agenda for the
13	meeting or information on how the public may obtain a copy of the agenda. Unless
14	there is a State or national emergency already declared for the same reasons, within
15	ten (10) days of taking action on an emergency matter, the City will notify the
16	Attorney General's Office that the emergency meeting took place.
17	Section 7. Term
18	This Resolution shall sunset upon adoption of the 2026 Open Meetings Act
19	Resolution, making it unnecessary to rescind.
20	PASSED, APPROVED, and ADOPTED this 15 th day of Janurary, 2025.
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22	Alan Webber (Jan 23, 2025 16:49 MST)
23	ALAN WEBBER, MAYOR
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1	ATTEST:
2	Andrea Sele
3	ANDREA SALAZAR (Jan 23, 025 17:41 MST)
4	ANDRÉA SALAZAR, CITY CLERK
5	APPROVED AS TO FORM:
6	Sino Milly
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8	ERIN K. McSHERRY, CITY ATTORNEY
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25	Legislation/2025/2025-5 (R)/Resolutions/Open Meetings Act 2025
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