

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2024-\_\_**

3 **INTRODUCED BY:**

4  
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:**

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           A.       The City shall give a minimum of seventy-two (72) hours’ notice of all  
5                           regular and special meetings of the Governing Body and its subordinate  
6                           policymaking bodies.

7           B.       The notice shall include the date, time, place(s) of the planned meeting  
8                           (multiple places may be included in the notice when one or more online options  
9                           for “attending” the meeting are available), and a list of the specific items of  
10                          business to be discussed or transacted at the meeting or information about how the  
11                          public may obtain a copy of such an agenda.

12          C.       The City shall make the notice available to the public and news media  
13                          through reasonable means, including posting on the City’s website, and providing  
14                          it to broadcast stations licensed by the federal communications commission and  
15                          newspapers 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          A.       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          B.       When it is difficult or impossible for members of the Governing Body to  
25                          meet in person, they may participate virtually pursuant to SFCC 1987, Section 1-

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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Open Meetings Act.

B. The Governing Body of the City hereby requires that all other policymaking boards, commissions, and committees follow the same notice requirements as provided by the Open Meetings Act.

**Section 6. Emergency Meetings**

A. Pursuant to its procedural rules, the Governing Body or subordinate policymaking body may call, with, if possible, up to 24 hours’ notice, a meeting to consider any matter that, if not addressed immediately, will likely result in injury or damage to persons or property or significant financial loss to the City. When possible, the City will provide 24-hour telephonic notice to all media who normally cover City meetings before the emergency meeting commences.

B. 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. Unless there is a State or national emergency already declared for the same reasons, within ten (10) days of taking action on an emergency matter, the City will notify the Attorney General’s Office that the emergency meeting took place.

**Section 7. Term**

This Resolution shall sunset upon adoption of the 2026 Open Meetings Act Resolution, making it unnecessary to rescind.

PASSED, APPROVED, and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

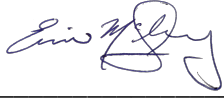
ATTEST:

\_\_\_\_\_  
ALAN WEBBER, MAYOR

\_\_\_\_\_  
ANDRÉA SALAZAR, CITY CLERK

1 APPROVED AS TO FORM:

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4 ERIN K. McSHERRY, CITY ATTORNEY

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*Legislation/2025/Resolutions/Open Meetings Act 2025*