

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

2 **RESOLUTION NO. 2025-\_\_**

3 **INTRODUCED BY:**

4  
5 Councilor Jamie Cassutt

6 Mayor Alan Webber  
7  
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9

10 **A RESOLUTION**

11 **ADOPTING ANNUAL OPEN MEETINGS ACT NOTICE STANDARDS FOR 2026.**  
12

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 applies to the City of Santa Fe’s (“City’s”)  
17 Governing Body and the Governing Body’s subordinate policymaking bodies; and

18 **WHEREAS**, the Governing Body desires to comply with the Open Meetings Act’s annual  
19 public notice requirement by adopting this resolution, establishing reasonable notice standards for  
20 the City’s policymaking bodies; and

21 **WHEREAS**, the Governing Body seeks to give annual notice to the public of its  
22 determination, pursuant to NMSA 1978, Section 10-15-1(D), that it adopts an annual regular  
23 meeting calendar for the Governing Body’s regular meetings for the entire calendar year and  
24 provides at least a seventy-two (72) hour notice of the agenda items scheduled for discussion prior  
25 to its regular and special meetings; and

1           **WHEREAS**, although many of the City’s subordinate policy-making bodies’ meetings are  
2 noticed weeks or months in advance, seventy-two hours notice is also reasonable for noticing the  
3 meetings of subordinate policymaking bodies and for posting agendas listing the matters that will  
4 be discussed.

5           **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
6 **CITY OF SANTA FE:**

7           **Section 1.**       The Open Meetings Act applies to the City’s policymaking bodies.

8           **Section 2.**       The notice requirements set forth below are hereby adopted.

9                   A.       The City shall give at least seventy-two (72) hours’ notice of all regular  
10 and special meetings of the Governing Body and its subordinate policymaking  
11 bodies.

12                  B.       The notice shall include the date, time, place(s) of the planned meeting,  
13 and a list of the specific items of business to be discussed or transacted at the  
14 meeting or information about how the public may obtain a copy of such an agenda.

15                  C.       The City shall make the notice available to the public and news media  
16 through reasonable means, including posting on the City’s website, and providing  
17 the notice to broadcast stations licensed by the federal communications  
18 commission and newspapers of general circulation that have provided a written  
19 request for such notice.

20                  D.       Agendas shall be posted on the City’s website.

21           **Section 3.**       Regular Meetings of the Governing Body

22                  A.       Unless otherwise specified, including in subsection B below, regular  
23 meetings of the Governing Body shall be held as follows:

24                          i.       On the 15<sup>th</sup> of January and last Wednesday of January.

25                          ii.       The second and last Wednesday of each month after January, other

1 than November and December, when regular meetings will be on  
2 the second Wednesday but not the last Wednesday.

3 iii. In the City Council Chambers of the municipal building of the  
4 City, located at 200 Lincoln Avenue, Santa Fe.

5 B. When it is difficult or impossible for members of the Governing Body to  
6 meet in person, they may participate virtually pursuant to SFCC 1987, Section 1-  
7 9.

8 C. To the extent possible, meetings will be broadcast via the City's YouTube  
9 channel and other media as available, such as on the radio from KSFR 101.1 FM.

10 **Section 4. Special Meetings**

11 A. The City shall provide a minimum of 72 hours' notice of all special  
12 meetings of the Governing Body and its subordinate policymaking bodies.

13 B. Unless otherwise specified, special meetings are held at the same place as  
14 regular meetings. The date, time, and place of a special meeting shall appear on  
15 the agenda and be made available to the public and news media through reasonable  
16 means including posting on the City's website.

17 C. The agenda shall be posted on the City's website.

18 D. When it is difficult or impossible for members of the Governing Body to  
19 meet in person, they may participate virtually pursuant to SFCC 1987, Section 1-  
20 9.

21 E. To the extent possible, meetings will be broadcast via the City's YouTube  
22 channel and other media as available, such as on the radio station KSFR 101.1 FM.

23 **Section 5. Quasi-Judicial Committees and Subordinate Policymaking Bodies**

24 A. Every quasi-judicial committee, board, or commission, including but not  
25 limited to the planning commission, historic design review board, and board of

adjustment, shall follow the same notice requirements as the Governing Body, and as provided in this resolution and the Open Meetings Act.

B. All other policymaking boards, commissions, and committees shall 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 2027 Open Meetings Act Resolution, making it unnecessary to rescind.

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

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ALAN WEBBER, MAYOR

1 ATTEST:

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4 ANDRÉA SALAZAR, CITY CLERK

5 APPROVED AS TO FORM:

6 *Erin McSherry*

7 Erin McSherry (Dec 3, 2025 13:53:44 MST)

8 ERIN K. McSHERRY, CITY ATTORNEY

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24 *Legislation/2026/Resolutions/Open Meetings Act 2026*