

# Northeast Regional Planning Organization

## Resolution No. 2010-01

### OPEN MEETINGS RESOLUTION OF THE NORTHEAST REGIONAL PLANNING ORGANIZATION

WHEREAS, Northeast Regional Planning Organization (NERPO) Bylaws state that all meetings shall be conducted according to the Open Meetings Act (NMSA 10-15-4 and according to the procedure adopted by NERPO; and

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act NMSA (1978, Sections 10-15-1 to -4) 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, council, commission, administrative adjudicatory body or other policymaking 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 such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings held by NERPO at which the discussion or adoption of any proposed resolution, rule, regulation, or formal motion occurs will be held only after reasonable notice to the public; and

WHEREAS, the Northeast Regional Planning Organization will determine annually what constitutes reasonable notice of the public in accordance with NERPO Bylaws;

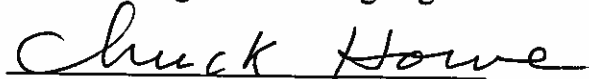
NOW, THEREFORE, BE IT RESOLVED BY THE NORTHEAST REGIONAL PLANNING ORGANIZATION THAT:

1. All meetings will be held in accordance with the NERPO Bylaws that have been duly adopted by NERPO members and as provided through this resolution.
2. The agenda for each regular meeting will be made available by NERPO Planners at least seven days prior to the meeting by email and by request in a hard copy form. The agenda will also be available to the public at least twenty four hours before a special meeting is held.

3. The NERPO Planners shall notify the public by newspaper advertisement of the time and place of regular meetings at least ten days in advance, Special meetings three days in advance, and Emergency meetings as much time in advance as possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency and Special meetings may be called by the Chairperson or a majority of the voting members. Local government entities shall post public notices for meetings within their communities at their respective municipal and county offices. Meeting information will also be made available on the NERPO website.
4. NERPO voting members may close a meeting to the public only if the subject matter of such discussion or motion is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
5. The NERPO Planners shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals considered and a record of any decisions and votes taken that show how each member voted. Draft minutes shall be prepared within ten working days after each meeting and shall be approved, amended or disapproved at the next meeting where a quorum of NERPO voting members are present. Minutes shall not become official until approved by the NERPO voting members. Recordings of open meetings may be made by NERPO Planners but only for the purpose of preparing the official minutes. NERPO meeting minutes will be made available to the public on the NERPO website and upon written request.

PASSED, APPROVED AND ADOPTED by the Northeast Regional Planning Organization on August 18, 2010

Northeast Regional Planning Organization



Chuck Howe, NERPO Chairman

ATTEST:

