



VILLAGE OF CORRALES
RESOLUTION NO. 16-001

**ESTABLISHING REGULAR MEETINGS OF THE
GOVERNING BODY AND DETERMINING REASONABLE NOTICE**

WHEREAS, Section 10-15-1 NMSA 1978, the Open Meetings Act requires that all meetings of a quorum of members of a public body held for the purpose of formulating public policy or for purpose of taking any action within its authority, are declared to be public meetings open to the public at all times, unless excepted from the Open Meeting Act; and

WHEREAS, Section 10-15-1D of the Open Meetings Act requires that the Village Council, the governing body (“Governing Body”) of the Village of Corrales (the “Village”) determine annually what notice of meetings is reasonable when applied to the Governing Body.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE VILLAGE OF CORRALES:

Section 1. **Regular Meetings**

- A. The Governing Body will meet on the second Tuesday for regular council meeting at 6:30 pm and every fourth Tuesday for a work study as needed at 5:30 pm prior to the regular council meeting of each month, at the Village of Corrales Council and Municipal Court Chambers, or as indicated in the meeting notice.
- B. Notice of regular meetings will be given at least 10 days in advance of the meeting date and shall indicate how a copy of the agenda may be obtained.
- C. The agenda shall be available to the public in the Village Municipal Offices and shall be posted on the Village’s web site at least seventy-two (72) hours in advance of the meeting.

Section 2. **Special Meetings**

- A. Special meetings may be called by the Mayor or a majority of the members of the Governing Body.
- B. Notice of Special Meetings will be given at least 3 days in advance of the meeting.

C. Notice of Special Meetings shall include a list of specific items of business to be discussed or transacted at the meeting, or information on how a copy of the agenda may be obtained.

D. The agenda shall be available at least 24 hours in advance of the meeting in the Village Municipal Offices, 4324 Corrales Road.

Section 3. **Emergency Meetings**

A. Emergency Meetings will be called only under unforeseen circumstances which are such that the matter to be considered, if not addressed immediately by the Governing Body, will likely result in injury or damage to persons or property or substantial financial loss to the Village.

B. Emergency Meetings may be called by the Mayor or a majority of the members upon 24 hour notice.

C. The notice of all emergency meetings shall include an agenda for the meeting.

D. Within ten (10) days after the Governing Body takes any action on an emergency matter, the Village shall report to the office of the New Mexico attorney general the action taken and the circumstances creating the emergency.

Section 4. **Closed Meetings**

A. If any meeting is closed in an open meeting pursuant to the exclusions contained in Subsection H of the Open Meeting Act, the closure shall:

1. Be approved by a majority vote of a quorum of the Governing Body.
2. The authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on a closed meeting.

B. If any closed meeting is called when the Governing body is not in an open meeting, the meeting shall not be held until public notice; appropriate under the circumstances is given to the general public. The notice shall include:

1. The subject to be discussed with reasonable specificity and
2. The specific provision of the law authorizing the closed meeting

C. Following completion of any closed meeting, the minutes of the next open meeting, reconvened meeting, shall state the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure. The public body shall approve the statement as part of the minutes.

Section 5. **Notice**

A. For the purpose of meetings described in Sections 1, 2, 3, and 4 of this resolution, notice requirements are met if notice of the date, time and place is posted in the following locations:

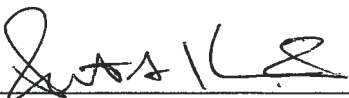
- 1) Lobby of Municipal Administrative Offices
- 2) Bulletin board in front of the Village Offices
- 3) Corrales Fire Station (Corrales Road)
- 4) Corrales Fire Station-2 (Substation- Far Northwest Sector)
- 5) Corrales Community Library
- 6) Corrales Senior Center

B. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at the Village Offices located at 4324 Corrales Road, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk at 897-0502, or by e-mail at info@corrales-nm.org if a summary or other type of accessible format is needed.

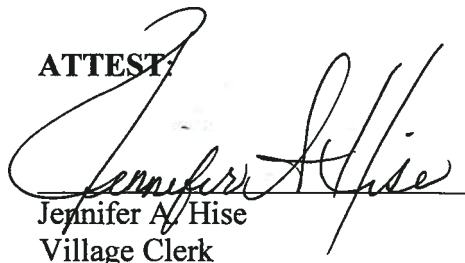
APPROVED this 12th day of January, 2016.

APPROVED:



Honorable Scott Kominiak
Mayor, Village of Corrales

ATTEST:



Jennifer A. Hise
Village Clerk