

City of Albuquerque Staff Liaison Checklist

This checklist is meant to guide you through the standard procedures and ensure that important aspects of the Open Meetings Act have been addressed. Some items listed below are optional and may not be necessary for every meeting. Remember to refer to the Leadership Guide: Boards and Commissions for detailed guidance on each step.

Annually	
	Vote and publish a resolution establishing an annual meeting schedule.
	Define "reasonable notice" for agendas and notice publication.
Meeting Preparation & Notification Procedures (10 days prior)	
	Create the meeting notice, including:
	Date, time, and location.
	If on Zoom, provide two options (Zoom link, phone number, or GovTV link).
	Agenda or instructions on obtaining one.
	(Optional) Instructions on how to obtain ADA accommodations.
	Make available at least ten days before the meeting.
	Post the meeting notice publicly:
	Online
	City Hall (contact cityhallflyers@cabq.gov)
	Notify all FCC-licensed broadcast stations and newspapers that have requested notices in writing.
	Coordinate with GovTV to record and broadcast the meeting (contact govtv@cabq.gov) or otherwise record and retain a copy (AI NO: 1-15).
	Confirm a quorum of members will be present.

Meeting Preparation & Notification Procedures (3 days prior)

	Create the meeting agenda, including:
	Date, time, and location.
	If on Zoom, provide two options (Zoom link, phone number, or GovTV link).
	Specific items the public body will discuss or transact.
	(Optional) Instructions on how to obtain ADA accommodations.
	Make available at least 72 hours before the meeting.
	Post the agenda publicly:
	Online
	City Hall (contact cityhallflyers@cabq.gov)
	Notify all FCC-licensed broadcast stations and newspapers that have requested notices in writing.

Meeting Minutes Requirements:

	Must include:
	Date, time, and place.
	Names of attending and absent members
	Description of proposals considered.
	Record of decisions made and votes taken, showing how each member voted.
	Prepare a draft within ten working days.
	Approve, amend, or disapprove at the next meeting with a quorum present.
	Make minutes available for public inspection.