

**HUMAN RIGHTS BOARD  
RESOLUTION NO. 2023 - 02**

**NOTICE REQUIREMENTS FOR MEETINGS OF THE BOARD**

WHEREAS, the City of Albuquerque (“City”) Human Rights Board (“Board”) met in regular session at [Legal, West Conference Room 1, 4<sup>th</sup> Floor, Suite 4012 of the \(City Hall\) Albuquerque Government Building, One Civic Plaza NW, Albuquerque, NM 87102](#), or remotely via Zoom videoconference, at 5:00 pm as required by law; and

WHEREAS, Section 10-15-1(B) (NMSA 1978) of the Open Meetings Act states that “[A]ll meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency, any agency or authority of any county, municipality, district or any political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times except as may be otherwise provided in the Constitution of New Mexico, or the provisions of the Open Meetings Act;” and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

22 WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Board to  
23 determine annually what constitutes reasonable notice of its public meetings; and

24 WHEREAS, Section 2-6-1-4(B) (ROA 1994) of the City of Albuquerque Public  
25 Boards, Commissions and Committees Ordinance requires that every public board,  
26 commission or committee created by the City of Albuquerque must determine what is  
27 reasonable notice to the public of its meetings; provided that in no event shall notice be  
28 less than the notice required for Albuquerque City Council meetings;

29 **NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF**  
30 **ALBUQUERQUE HUMAN RIGHTS BOARD, the Governing Body of the City's**  
31 **Office of Civil Rights, that:**

32 Section 1. Unless otherwise specified, all meetings of the Board shall be held in  
33 Legal, West Conference Room 1, 4th Floor Suite of the (City Hall) Albuquerque  
34 Government Building. One Civil Plaza NW, Albuquerque, NM 87102, starting at 5:00  
35 p.m. Mountain Time Zone until May 15, 2024. From May 16th, 2024 through the  
36 remainder of the year, meetings of the Board shall be held in the Lower Level Hearing  
37 Room of Plaza Del Sol. 200 2nd St NW, Room 200 (Basement), Albuquerque, NM  
38 87104. Meetings start at 5:00 PM Mountain Time Zone. The Board shall continue to offer  
39 an option for teleconference attendance viz Zoom. (Am. HRB Res. 2024-03)

40 Section 2. Unless otherwise specified, regularly scheduled meetings of the Board  
41 shall be held monthly on the third (3<sup>rd</sup>) Thursday of the month public notice in writing of  
42 any other regularly scheduled meetings will be given at least ten (10) days in advance of  
43 the meeting date. The agenda for a regularly scheduled meeting will be available to the  
44 public at least 72 hours (3 days) prior to such meeting. Copies of the agenda will be  
45 available to the public upon request from the Office of Civil Rights, whose phone number

46 is 505-768-4595 and whose office is located in the Albuquerque Government Center  
47 Building at 1 Civic Plaza NW, Suite 4012, Albuquerque, NM 87102.

48 Section 3. Special meetings of the Board may be called by the Chairperson of the  
49 Board or by a majority of the Board members upon three (3) days advance notice. The  
50 agenda for a special meeting will be available to the public at least seventy-two (72)  
51 hours prior to such special meeting. Copies of the agenda will be available to the public  
52 upon request from the Office of Civil Rights, whose phone number is 505-768-4595 and  
53 whose office is located in the Albuquerque Government Center Building at 1 Civic Plaza  
54 NW, Suite 4012, Albuquerque, NM 87102.

55 Section 4. Emergency meetings of the Board will be called only under unforeseen  
56 circumstances that demand immediate action by the Board to protect the health, safety  
57 and property of citizens or to protect the public body from substantial financial loss,  
58 pursuant to the Open Meetings Act, NMSA 1978, Section 10-15-1 (F). The Board will  
59 avoid holding emergency meetings whenever possible. Emergency meetings may be  
60 called by the Chairperson or a majority of the Board members upon twenty-four (24)  
61 hours' notice, unless threat of personal injury or property damage requires less notice.  
62 Public notice for an emergency meeting shall include an agenda for the emergency  
63 meeting.

64 Section 5. For all meetings described in this resolution, public notice  
65 requirements are met if:

66 A. The notice contains the date, time and place of the meeting is posted  
67 for public viewing in the following location(s): in the 1<sup>st</sup> floor lobby of the

68 Albuquerque Government Center at 1 Civic Plaza NW, Albuquerque, NM 87102,  
69 unless posting such notice is made impossible due to ongoing public health  
70 restrictions or other legal limitations. An electronic copy of the notice will be  
71 posted on the City website at <https://www.cabq.gov/civilrights/events> and this  
72 website address may change from time to time as needed by the City or the Board  
73 as well as <https://www.facebook.com/cabqcivilrights/>.

74 B. Notice shall also be sent electronically to those broadcast stations (radio  
75 and television) licensed by the Federal Communications Commission (FCC) and  
76 newspapers of general circulation in the State of New Mexico that (i) have  
77 submitted a written request for notice of public meetings to the Director of the  
78 Office of Civil Rights, whose office is located in the Albuquerque Government  
79 Center Building at 1 Civic Plaza NW, Suite 4012, Albuquerque, NM 87102, and  
80 (ii) have provided an electronic mail (e-mail) address to which public notices are  
81 to be sent. Currently, the Board finds that the Director has not received any  
82 written requests for ongoing notice of all Board meetings from any FCC licensed  
83 broadcast stations or from newspapers of general circulation, located in New  
84 Mexico or anywhere else.

85 Section 6. In addition to the information specified above, all public notices shall  
86 include the following language(s): English and any requested language.

87 NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and need  
88 an accommodation in order to participate in this public meeting, please contact  
89 the Office of Civil Rights at 505-768-4595 or [civilrights@cabq.gov](mailto:civilrights@cabq.gov). Please

90 request any accommodations necessary at least 72 hours prior to the meeting.  
91 Further advance notice is preferred if possible, and you may request  
92 accommodations up to 10 days before the meeting. Best efforts will be made to  
93 provide the requester with their auxiliary aid of choice. If doing so is not possible  
94 due to time constraints or other logistical concerns, the City will work directly  
95 with the requester to provide an alternate method of accommodation.

96 Section 7. Notice of Cancellations of meetings of the Board, and notice of different  
97 meeting times and/or dates and/or locations, may be announced at prior meetings of the  
98 Board. Sudden cancellations of meetings may occur if a quorum of Board members  
99 cannot or unexpectedly fail to attend a previously scheduled meeting time. Different  
100 meeting dates and times may be needed if a regularly scheduled meeting date (such as a  
101 Monday) is a federal, state or city holiday and City offices are closed that day. Different  
102 meeting dates and/or times and/or locations may be needed for a regularly scheduled  
103 meeting date if there is inclement weather, or if the meeting location is not available for  
104 use, or for other reasons.

105 Section 8. Notice of committee meetings, if any committees are formed that are  
106 delegated the authority to make decisions on behalf of, formulate recommendations that  
107 are binding in any legal or practical way on, or otherwise establish policy for the public  
108 body, shall be equal to that specified in Sections 2 and 3 of this resolution.

109 Section 9. The Board may close a Meeting of the Board to the public only if the  
110 subject matter of such discussion or action is exempted from the open public meeting  
111 requirement under Section 10-15- 1(H) (NMSA 1978) of the Open Meetings Act.

112           A. If any open meeting is closed, the closure shall be approved by a  
113 majority vote of a quorum of the Board taken during the open meeting. The  
114 specific provision of law authorizing the closed meeting and the subject(s) to be  
115 discussed shall be stated with reasonable specificity in the motion to close the  
116 meeting to public observation and the vote of each individual member on the  
117 motion to close the meeting shall be recorded in the minutes in a roll call vote.  
118 Only those subjects specified in the motion to close the meeting may be discussed  
119 by the Board in the closed meeting.

120           B. If a closed meeting is conducted when the Board is not in an open  
121 meeting, the closed meeting shall not be held until a written public notice of the  
122 meeting of the Board, appropriate under the circumstances, stating the specific  
123 provision of law authorizing the closed meeting and the subjects to be discussed  
124 with reasonable specificity, is given to Board members and to the public.

125           C. Following completion of any closed meeting, the minutes of the open  
126 meeting that was closed, or the minutes of the next open meeting of the Board if  
127 the closed meeting was separately scheduled, shall state whether the matters  
128 discussed in the closed meeting were limited only to those specified in the motion  
129 to close the meeting or the public notice of a closed meeting.

130           D. Except as provided in Section 10-15-1(H) (NMSA 1978) of the Open  
131 Meetings Act, any action taken as a result of discussions in a closed meeting shall  
132 be made by a public vote of the Board in an open meeting.

133           Section 10. All resolutions, rules or parts of resolutions or rules, inconsistent with  
134 this resolution, are hereby repealed only to the extent of such inconsistency. Such  
135 implied repeal shall not be construed to revive any resolution, rule or part of any  
136 resolution or rule that was previously repealed.

137           Section 11. The official list of dates of the Regular Meetings of the City of  
138 Albuquerque Human Rights Board for January 2024 to November 2024 are as follows:

139           Thursday, January 18, 2024

140           Thursday, February 15, 2024

141           Thursday, March 21 2024

142           Thursday, April 18, 2024

143           Thursday, May 16, 2024

144           Thursday, June 20, 2024

145           Thursday, July 18, 2024

146           Thursday, August 15, 2024

147           Thursday, September 19, 2024

148           Thursday, October 17, 2024

149           Thursday, November 21, 2024

150           Section 12. If any section, paragraph, sentence, clause, word or phrase of this  
151 resolution is for any reason held to be invalid or unenforceable by any court of competent

152 jurisdiction, such decision shall not affect the validity of the remaining provisions of this  
153 resolution. The Board hereby declares that it would have passed this resolution and each  
154 section, paragraph, sentence, clause, word or phrase of this resolution irrespective of any  
155 provision being declared invalid or unenforceable.

156 PASSED AND ADOPTED this 18th day of November, 2023.

157 BY A VOTE OF 6 FOR, 0 AGAINST, and 1 EXCUSED/ABSENT

158

159 Members Absent: Champagne

160

161 CITY OF ALBUQUERQUE  
162 HUMAN RIGHTS BOARD

163

164 By:

165

166 [Original Signed Resolution Available Upon Request](#)

167 Leticia Galvez-Trujillo

168 Chairperson of the Board

169

170 ATTEST:

171

172 [Original Signed Resolution Available Upon Request](#)

173 Antonia Romero

174 Attorney for the Human Rights Board

175

176 (CABQ HRB Res. No 2023-01) (Am. Res. 2024-03)