

**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 21-01**

**A RESOLUTION ESTABLISHING MINIMUM STANDARDS OF REASONABLE NOTICE TO THE PUBLIC FOR ALL MEETINGS OF THE COUNCIL, THE COUNTY INDIGENT HOSPITAL AND COUNTY HEALTH CARE BOARD AND OF ALL STANDING COUNTY BOARDS, COMMISSIONS AND POLICYMAKING BODIES**

**WHEREAS**, the Council wishes to establish minimum standards of reasonable notice to the public for meetings of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, and all standing County boards, commissions and policymaking bodies listed in Schedule "A;" and

**WHEREAS**, the democratic ideal is best served by a well-informed public, and sunshine laws generally require that public business be conducted in full public view, that the actions of public bodies be taken openly, and that the deliberations of public bodies be open to the public; and

**WHEREAS**, the Open Meetings Act 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 held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times [Section 10-15-1B NMSA 1978]; and

**WHEREAS**, when it is difficult or impossible for a member to attend a meeting in person, the member may participate by means of a conference telephone or similar communications equipment [Section 10-15-1C NMSA 1978]; 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 [Section 10-15-1D NMSA 1978]; and

**WHEREAS**, the Open Meetings Act requires the Council of the Incorporated County of Los Alamos to determine annually what constitutes reasonable notice of its public meetings and those of all County boards, commissions and policymaking bodies [Section 10-15-1D NMSA 1978]; and

**WHEREAS**, the Council wishes to establish the minimum standards of reasonable notice to the public for all public meetings of the Council and for all public meetings of all County boards, commissions and policymaking bodies for the year 2021 and until a new resolution concerning public meetings is adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Incorporated County of Los Alamos that:

1. All meetings of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, shall be held at the time and place indicated in the meeting notice. All meetings of the Council shall be held on the dates specified in the schedule attached to this Resolution as Schedule "B" unless notice is otherwise provided seventy-two (72) hours in

advance of the meeting date. An agenda for all regular meetings of the Council shall be available at least seventy-two (72) hours prior to the meeting from personnel in the Office of the County Manager. All agendas shall be posted on the County's web site provided the web site is operational during the period seventy-two (72) hours prior to the meeting.

2. Notice of regular meetings of all County boards, commissions and policymaking bodies listed on Schedule "A" shall be given no less than ten (10) days in advance of the meeting date. The notice may include an agenda for the meeting or indicate how a copy of the agenda may be obtained. An agenda shall be available at least seventy-two (72) hours prior to the meeting. All meetings of each standing County board, commission or policymaking body shall be held at the time and at the place indicated in the meeting notice. Each County board, commission and policymaking body may adopt a schedule of its regular meetings for the present calendar year or the balance thereof. Such schedule shall contain the date, time, and place of each regular meeting. For purposes of paragraph 5 of this Resolution, notice of all regular meetings contained in such schedule is met if a copy of the schedule is posted and provided to the media as provided for in paragraph 5 of this Resolution; provided, however, that every County board, commission or policymaking body must still post and provide to the media a copy of the agenda prior to each regularly scheduled meeting as required under this Resolution. All agendas shall be posted on the County's web site provided the web site is operational during the period seventy-two (72) hours prior to the meeting.

3. Special meetings may be called by the Chair or a majority of the members of the Council, including its meetings as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body listed in Schedule "A," upon seventy-two (72) hours' notice. The notice shall include an agenda for the meeting or information to indicate how a copy of the agenda may be obtained. An agenda for the meeting shall be available to the public and posted on the County's web site at least seventy-two (72) hours before any special meeting, provided the web site is operational during the period seventy-two (72) hours prior to the meeting.

4. Emergency meetings may only be called under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Council, including its meetings as the County Indigent Hospital and County Health Care Board, and all County boards, commissions and policymaking bodies listed in Schedule "A" shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members of the Council or respective County board, commission or policymaking body listed on Schedule "A," upon twenty-four (24) hours' notice, unless threat of personal injury or property damage requires less notice. 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, which shall be posted on the County's web site as soon as is practicable after the agenda is created, provided the web site is operational during the period prior to the meeting.

5. For the purposes of regular meetings described in paragraphs 1 and 2 of this Resolution, notice requirements are met if notice of the date, time, and place is posted in a conspicuous place in the vicinity of the front door of the Municipal Building located at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior of the building, as well as being posted on the County's web site provided the web site is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public

meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

6. For the purposes of special meetings described in paragraph 3 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior, as well as being posted on the County's web site provided the web site is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

7. For the purposes of emergency meetings described in paragraph 4 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is posted in a conspicuous place in the vicinity of the front door of the Municipal Building at 1000 Central Avenue, Los Alamos, New Mexico and visible from the exterior and posted on the County's web site as soon as is practicable provided the web site is operational. Copies of the notice shall be provided to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings for the coming calendar year. Only one such written request shall be required for each calendar year.

8. 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 of the meeting, please contact the County Human Resources Department at 662-8040 at least one (1) week 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 personnel in the Office of the County Manager at 663-1750, if a summary or other type of accessible format is needed."

9. The Council, including when meeting as the County Indigent Hospital and County Health Care Board, and all County boards, commissions and policymaking bodies listed on Schedule "A" may close a meeting to the public only if authorized by the Open Meetings Act [Section 10-15-1H NMSA 1978]:

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Council, including when meeting as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body, as applicable, taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

(b) If the decision to hold a closed meeting is made when the Council, including when meeting as the County Indigent Hospital and County Health Care Board, a County board, commission or policymaking body is not in an open meeting, the closed meeting shall not be held

until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by a vote of the Council, including when meeting as the County Indigent Hospital and County Health Care Board, or respective County board, commission or policymaking body, in an open public meeting [Section 10-15-1H NMSA 1978].

10. Any member may participate by means of a conference telephone, video communication, or similar communications equipment when it is difficult or impossible for a member to attend a meeting in person, provided that each member participating by other means can be identified when speaking, all participants are able to hear each other at the same time and members of the public meeting attending the meeting are able to hear any member of the public body who speaks during the meeting.

11. This resolution is adopted during a declared public health emergency due to the spread of the Novel Coronavirus Disease 2019 ("Covid-19"). During this public health emergency, the conduct of public meetings shall comport with any and all public health orders issued by the New Mexico Department of Health, and comply with all guidance documents including advisory opinions issued by the Open Government Division of the Office of the Attorney General for the State of New Mexico. To the degree that this resolution conflicts with these public health orders or the advisory opinions of the Attorney General, the provisions of the public health orders and the advisory opinions of the Attorney General shall control.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of January, 2021.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

---

---

**Council Chair**

**ATTEST:**

---

**Naomi D. Maestas  
Los Alamos County Clerk**

## **SCHEDULE "A"**

### **COUNTY BOARDS, COMMISSIONS AND POLICYMAKING BODIES**

**Art in Public Places Board**  
**Board of Adjustment (formerly Variance Board)**  
**Board of Public Utilities**  
**Community Development Advisory Board**  
**DWI Planning Council**  
**Environmental Sustainability Board**  
**Historic Preservation Advisory Board**  
**Labor Management Relations Board**  
**Library Board**  
**Lodgers' Tax Advisory Board**  
**Los Alamos County Health Council**  
**Parks and Recreation Board**  
**Personnel Board**  
**Planning and Zoning Commission**  
**Transportation Board**  
**Valuation Protests Board**

SCHEDULE "B"



# 2021 Los Alamos County Council Calendar

Regular meetings will be held in Council Chambers in the Municipal Building at 1000 Central Avenue or at Fire Station 3, 129 State Road 4 in White Rock. Tuesday meetings start at 6:00 PM. Work Sessions are held at Fire Station No. 3, 129 State Road 4 in White Rock. Special meetings are scheduled as needed.

LOS ALAMOS

NMC Legislative Conf.  
1/19-23  
Santa Fe

LA  
Martin Luther King Jr. Day

2021 State Legislative Session  
1/19 - Opening Day  
3/20 - Session Ends

NMML Municipal Day  
2/24/21 Santa Fe

Presidents' Day

**Washington, DC CONFERENCES**

NACO legislative Conference  
2/20- 2/24  
Washington D.C.

NLC Congressional City Conference  
3/7 - 3/10  
Washington D.C.

LAPS Spring Break  
3/29 - 4/2

Easter 4/4

**DRAFT**

NACO Western Interstate Conf. (WIC)  
5/13-5/15  
Mariposa Cty., CA

Memorial Day

NMC Annual Conference  
6/22- 6/26  
Dona Ana County

January						
S	M	T	W	T	F	S
					1	2
LA	3	4	5	6	7	8
LA	10	11	12	13	14	15
LA	17	18	19	20	21	22
LA	24	25	26	27	28	29
	31					

February						
S	M	T	W	T	F	S
		1	2	3	4	5
LA	7	8	9	10	11	12
WR	14	15	16	17	18	19
LA	21	22	23	24	25	26
	28					

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
WR	14	15	16	17	18	19
LA	21	22	23	24	25	26
	28	29	30	31		

April						
S	M	T	W	T	F	S
				1	2	3
LA	4	5	6	7	8	9
LA	11	12	13	14	15	16
LA	18	19	20	21	22	23
LA	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
						1
LA	2	3	4	5	6	7
WR	9	10	11	12	13	14
LA	16	17	18	19	20	21
LA	23	24	25	26	27	28
LA	30	31				

June						
S	M	T	W	T	F	S
		1	2	3	4	5
LA	6	7	8	9	10	11
WR	13	14	15	16	17	18
LA	20	21	22	23	24	25
LA	27	28	29	30		

July						
S	M	T	W	T	F	S
				1	2	3
WR	4	5	6	7	8	9
LA	11	12	13	14	15	16
LA	18	19	20	21	22	23
LA	25	26	27	28	29	30
	31					

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	8	9	10	11	12	13
WR	15	16	17	18	19	20
LA	22	23	24	25	26	27
LA	29	30	31			

September						
S	M	T	W	T	F	S
			1	2	3	4
WR	5	6	7	8	9	10
LA	12	13	14	15	16	17
WR	19	20	21	22	23	24
LA	26	27	28	29	30	

October						
S	M	T	W	T	F	S
				1	2	
WR	3	4	5	6	7	8
WR	10	11	12	13	14	15
WR	17	18	19	20	21	22
WR	24	25	26	27	28	29
	31					

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
LA	7	8	9	10	11	12
LA	14	15	16	17	18	19
LA	21	22	23	24	25	26
LA	28	29	30			

December						
S	M	T	W	T	F	S
			1	2	3	4
LA	5	6	7	8	9	10
LA	12	13	14	15	16	17
LA	19	20	21	22	23	24
LA	26	27	28	29	30	31

County Holiday/

NACO Annual Conf.  
7/16-19/21  
Austin, TX

January 2022						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

NMML—Annual Conf.  
9/17 -20/21 Albuquerque

Labor Day / LA

ECA Cleanup Workshop.  
9/8-10/21  
Washington, DC

Columbus Day 10/11

- Council Regular Meeting
- Council Work Session
- Holidays
- Budget Hearings
- Strategic Planning
- B&C Luncheons

Veteran's Day

Thanksgiving and day after

NLC City Summit  
11/8/18-11/21  
Tampa, FL

Christmas Day

**DRAFT**