

VILLAGE OF RUIDOSO  
**KEEP RUIDOSO BEAUTIFUL COMMITTEE**

**RESOLUTION 2021-01**

A RESOLUTION DECLARING REASONABLE NOTICE OF PUBLIC MEETINGS FOR THE KEEP RUIDOSO BEAUTIFUL COMMITTEE.

**PREAMBLE**

A. Sections 10-15-1 et seq. NMSA 1978, the Open Meetings Act (in this Resolution the "Act"), states that all meetings of a quorum of members of any board, commission or other policy-making body of any municipality held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of such board, are public meetings open to the public at all times; exceptions to this declaration are strictly limited.

B. The Act also provides that no advisory action of any board, commission, committee or other policy making body shall be valid unless taken or passed at a meeting held in accordance with the requirements of the Act.

C. The Act also requires that meetings subject to the Act at which the discussion or adoption of any proposed advisory action occurs shall be held only after reasonable notice to the public.

D. The Act provides that any person violating any of the above cited provisions is guilty of a misdemeanor and may be punished by a fine of \$500.00 for each offense.

E. The Act also requires the public body to determine annually what constitutes reasonable notice of its public meetings.

NOW THEREFORE, BE IT RESOLVED by the **KEEP RUIDOSO BEAUTIFUL COMMITTEE**.

1. Notice shall be given at least five (5) days in advance of any regular meeting of a quorum of the members of the Board held for the purpose of discussing public business or taking action within the authority of the Board. Regular Meetings of this Board shall be held the **2nd Monday of every month except the month of January, December, and Village of Ruidoso Holidays at 11:00 a.m.** All Meetings shall be conducted in Accordance with Robert's Rules of Order, Newly Revised 10<sup>th</sup> Edition.

2. Notice shall be given at least seventy-two (72) hours in advance of any special or workshop meeting of a quorum of the members of the Board held for the purpose of discussing the business or taking any action within the authority of such body.

3. Notice shall be given at least three (3) hours in advance of any emergency meeting of a quorum of members of the Board; an "Emergency Meeting" is for unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body. Within ten days of taking action on an emergency matter, the public body shall report to the Attorney General's Office the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a State or National Emergency.

4. The notice requirements in Section 1 of this resolution will be complied with by the VILLAGE APPOINTED EX-OFFICIO STAFF MEMBER POSTING ON THE BULLETIN BOARD AT THE Ruidoso Municipal Building and a copy of this Resolution. Copies shall remain on the bulletin board for the duration of calendar year 2021. The agenda will be available 72 hours prior to the meeting from the VILLAGE APPOINTED EX-OFFICIO STAFF MEMBER'S office. Regular Meetings of the Board shall be scheduled and held at the Regular Meetings of the Board shall be scheduled and held at the Village of Ruidoso Solid Waste Administrative Offices, 107 Close Road, Ruidoso, New Mexico, unless special notification is given to hold the meeting at another designated place.

5. Notice requirements as set out in Section 2 of this resolution shall be complied with by the KEEP RUIDOSO BEAUTIFUL EXECUTIVE DIRECTOR posting a notice on the bulletin board at the Ruidoso Municipal Building setting out the date, time, and place of meeting. The Board Secretary shall provide telephonic or e-mail notice to those broadcast stations licensed by the Federal Communications Commissions and newspapers of general circulation that have made a written request for notice of public meetings.

6. As an alternative to the notice of regular or special meetings provided by Sections 1 and 2 hereof, notice of regular or special meetings may be given (but shall not be required to be given) by one publication of a written notice in a newspaper of general circulation in the Village by at least the time specified in Section 1 or 2 hereof, whichever is applicable, i.e., depending upon whether the meeting is regular or special.

7. In the minutes of each meeting posted as required by this resolution and for which minutes are required by law to be kept, or in the official records of any meeting for which minutes are not required, the KEEP RUIDOSO BEAUTIFUL EXECUTIVE DIRECTOR shall certify compliance with the provisions of this resolution. The certification of a special meeting shall also state the time, the date, and the place where notices were posted. Certifications required by this section shall be filed with and become a part of the official minutes or record of any meeting held under this Resolution.

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 or meeting, please contact the Village Clerk at least one 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 Clerk if a summary or other type of accessible format is needed.

PASSED, APPROVED, AND ADOPTED ON THIS 14<sup>th</sup> DAY OF December, 2020.

  
Chairperson

  
Village of Ruidoso Staff Liaison