

**ALBUQUERQUE BERNALILLO COUNTY
WATER UTILITY AUTHORITY
TECHNICAL CUSTOMER ADVISORY COMMITTEE**

RESOLUTION

**DETERMINING REASONABLE NOTICE OF PUBLIC MEETINGS OF THE
TECHNICAL CUSTOMER ADVISORY COMMITTEE.**

WHEREAS, the Albuquerque Bernalillo County Water Utility Authority's Technical Customer Advisory Committee (Committee) meets in regular session at Room 7096, One Civic Plaza, and other locations; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to Section 10-15-4) states that, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act, all meetings of a quorum of members of any board, committee, administrative adjudicatory body or other policy making body of any state or local agency 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; and

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

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Committee to determine at least annually what constitutes reasonable notice of its public meetings.

BE IT RESOLVED BY THE COMMITTEE:

Section 1. Meetings of the Committee will normally be held in Room 7096 of the Albuquerque/Bernalillo County Government Center at One Civic Plaza, near the intersection of Fifth Street and Marquette Avenue, NW, Albuquerque, New Mexico, and other locations as needed.

Section 2. Regular meetings will normally be held on the first Thursday of each month. The agenda will normally be available seventy-two (72) hours prior to the meeting on the Water Authority website and at the offices of the Water Authority.

Section 3. Special meetings may be called by the Chair of the Committee upon seventy-two (72) hours notice. Special Meetings shall be subject to the same notice and agenda availability requirements as noted for regular meetings in Section 2.

Section 4. Emergency meetings will be called only under circumstances when an unexpected occurrence or condition, or the state resulting there from, requires immediate consideration or action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Committee will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair of the Committee upon twenty-four (24) hours 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.

Section 5. For the purpose of regular and special meetings described in Sections 2 and 3 of this resolution, notice requirements are met if notice of the date, time and place are posted at least seventy-two (72) hours prior to the meeting on the Water Authority website and on the lobby bulletin board of the Albuquerque/Bernalillo County Government Center. The Secretary of the Committee shall also provide copies of the above information to those broadcast stations licensed by the Federal Communications Committee and newspapers of general circulation in Albuquerque, which entities have made a written request for notice of public meetings.

Section 6. For the purpose of emergency meetings described in Section 4 of this resolution, notice requirements shall be met by posting notice of the date, time, place and agenda on the Water Authority website and in the lobby of the Albuquerque/Bernalillo County Government Center. The Secretary of the Committee shall also provide telephone notice to those broadcast stations licensed by the Federal Communications Committee and newspapers of general circulation in Albuquerque that have made a written request for notice of public meetings.

Section 7. In addition to the information specified above, all notices shall include the following language, except the last sentence applies only to full Committee meetings:

“NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and require special assistance to participate in this meeting, please contact the Water Utility Authority Office, Suite 5012, Albuquerque/Bernalillo County Government Center, phone 768-2500 or by the TTY 1-800-659-8331, as soon as possible prior to the meeting date.”

Section 8. Cancellations and different meeting times and places may be announced at prior meetings of the full Committee. Cancellations so announced shall also have notice given by the same methods and time frames as provided for regular meetings in Section 2. Weather, lack of quorum and other related issues may cause the cancellation of a meeting.

Section 9. Action summary minutes shall be made of all open meetings with the following minimal information:

A. Date, time, and place of meeting

B. Names of staff in attendance and a list of members present

C. A general statement of each discussion topic and of how each member voted on any motion before the Committee. A draft copy of the minutes shall be available within ten (10) working days following each meeting. Minutes do not become official until approved by the Committee at a subsequent meeting.

Section 10. Closed meetings shall not be held except as provided in Open Meetings Act.

Section 11. All or any part of this resolution may be amended or modified by the Committee from time to time. At a minimum, the Committee shall review the resolution annually as required by the Open Meetings Act.