



**SANDOVAL COUNTY, NEW MEXICO**  
**RESOLUTION NO. 4-9-24.6**  
**OPEN MEETINGS ACT RESOLUTION**

**WHEREAS**, the Sandoval County Planning and Zoning Commission met in regular session on April 9, 2024, at 4:30 p.m., as required by law; and

**WHEREAS**, upon adoption of this resolution, Resolution No. 4-25-23.7A and any amendments thereto are hereby rescinded in their entirety; and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, §10-15-1 to §10-15-4) states that, except as may otherwise be provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission, administrative adjudicatory body, or other policy-making body of any state or local public 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 any board, commission, or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the Constitution of New Mexico or 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

**WHEREAS**, Section 10-15-1(D) of the Open Meetings Act requires the Sandoval County Planning and Zoning Commission to determine annually what constitutes reasonable notice of its public meetings.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Sandoval County Planning and Zoning Commissioners (hereinafter referred to as the "P&Z Commission"):

1. **Location of Meetings:** Meetings of the P&Z Commission will normally be held at the Sandoval County Administrative Building, 1500 Idalia Road, Building D, Third Floor, Bernalillo, New Mexico, 87004.
2. **Regular Meetings:** a. Regular meetings will be held each month on the dates as specified by the 2024 Sandoval County Calendar approved by the Board of County Commissioners, Sandoval County, on December 13, 2023 (Agenda Item No. 12-13-23.12D). Generally, regular meetings of the P&Z Commission will be held each month on the second Tuesday of the month and beginning at 4:30 pm, unless noticed otherwise. The final agenda will be available at least seventy-two (72) hours prior to the meeting from the Planning & Zoning Department, located at 1500 Idalia Road, Building D, Second Floor, Bernalillo, New Mexico, 87004, and also on the County's website: [www.sandovalcountynm.gov/commission/sccmeetings/](http://www.sandovalcountynm.gov/commission/sccmeetings/)  
  
b. A member of the P&Z Commission may participate in a meeting by means of a telephone or teleconferencing when it is otherwise difficult or impossible for the member to attend the meeting in person. Any member participating remotely shall be

identified when speaking. The P&Z Commission shall ensure that all members of the P&Z Commission and of the public are able to hear any member of the P&Z Commission who speaks during a meeting.

3. **Special or Informal Meetings:** a. Special Meetings may be called as required by law or by the Chair or a majority of the members (in a prior open meeting) upon seventy-two (72) hours-notice. The notice shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting.
  - b. The Chair or County Manager may schedule informal meetings, attendance at events, inspections, trips, or retreats. When a quorum of the P&Z Commission will or may be present, notice of these meetings shall be given in the same manner as special meetings.
4. **Emergency Meetings:** Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The P&Z Commission will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or the County Manager 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. Within ten (10) days of taking action on an emergency matter, the County Manager or County Attorney 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.
5. **Location of Notice for all Meetings:** For the purpose of all meetings, as described in Paragraphs 2, 3, and 4 of this Resolution, notice requirements are met if notice of the date, time, place, and agenda is posted on the first floor official bulletin board located in the Sandoval County Administrative Building, 1500 Idalia Road, Building D, Bernalillo, New Mexico, 87004, and posted on the County's website: [www.sandovalcountynm.gov/commission/sccmeetings/](http://www.sandovalcountynm.gov/commission/sccmeetings/)

Copies of the written notice shall also be provided to those broadcast stations licensed by the Federal Communications Commission and newspaper(s) of general circulation that have made a written request for notice of public meetings.

6. **Accessibility:** Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the Planning and Zoning Department at (505) 867-7611, if a summary or other type of accessible format is needed. In addition to the information specified above, all notices shall include the following language:

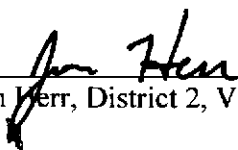
"NOTICE TO PERSON WITH DISABILITIES: If you are an individual with a disability who is need of a reader, amplifier, qualified sign or language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the Planning and Zoning Department at (505) 867-7611 as soon as possible before the meeting date, preferably one week prior to the meeting date."

- 7. **Closed Meetings:** The P&Z Commission may close a meeting to the public only if the subject matter of such discussion or action is excerpted from the open meeting requirements under § 10-15-1(H) and (I) of the Open Meetings Act.
- 8. **Cancellations and Different Meeting Times and Locations:** Meetings may be cancelled or scheduled at different times and location than set forth herein. The announcement of such changes should be made, when possible, at a prior meeting of the P&Z Commission.


**APPROVED AND ADOPTED** by the Planning and Zoning Commissioners, this 9th day of April 2024.

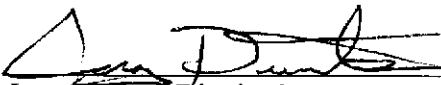
**SANDOVAL COUNTY  
PLANNING & ZONING COMMISSION**

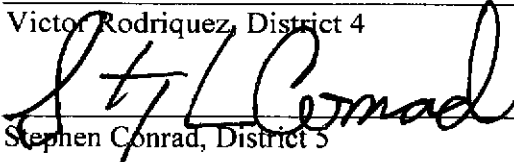
\_\_\_\_\_  
Dennis Trujillo, District 5, Chair

  
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Jon Herr, District 2, Vice Chair

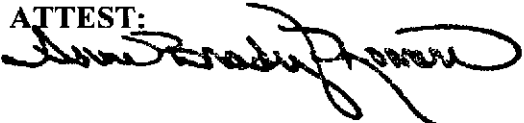
\_\_\_\_\_  
James G. Maduena, District 1

  
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Sue Harrelson, District 1

  
\_\_\_\_\_  
Jerry Duarte, District 3

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Victor Rodriguez, District 4  
  
\_\_\_\_\_  
Stephen Conrad, District 5



ATTEST:  


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Anne Brady-Romero, County Clerk

**APPROVED AS TO FORM:**

  
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John M. Butrick, Deputy County Attorney