FARMINGTON METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE RESOLUTION NO. 2004-1

A RESOLUTION ESTABLISHING THE PROCEDURES TO BE FOLLOWED AND NOTICE TO BE GIVEN PURSUANT TO THE PROVISIONS OF THE NEW MEXICO OPEN MEETINGS ACT, PROVIDING FOR THE ANNUAL DETERMINATION OF REASONABLE NOTICE OF MEETINGS, AND ESTABLISHING THE MEETING TIMES, DAYS AND LOCATIONS FOR THE FARMINGTON METROPOLITAN PLANNING ORGANIZATION TECHNICAL COMMITTEE

WHEREAS, the Technical committee of the Farmington Metropolitan Planning Organization (FMPO) met in regular session in the Executive Conference Room at Farmington City Hall, 800 Municipal Drive, Farmington, New Mexico on January 15, 2004, at 5:00 o'clock p.m., in accordance with the law; and

WHEREAS, Sections 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Section 10-14-1 to 10-15-4) 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 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 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 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 Technical committee of the FMPO to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE Farmington Metropolitan Planning Organization Technical committee that:

1. For calendar year 2004, the regular meeting of the FMPO's Technical committee will be held at the times, dates and places as shown on the attached Exhibit "A" hereto.

2. An agenda for such meetings will be available at least twenty-four hours prior to the meeting from the office of the Farmington Metropolitan Planning Organization, Municipal Annex Building, 805 Municipal Drive, Farmington, New Mexico.

3. Notice of regular meetings will be given by publishing a list of regular meetings to be held in each calendar year in the *Farmington Daily Times* or another newspaper of general circulation in San Juan County in January of each year. The notice shall indicate when and where a copy of the agenda for each meeting may be obtained. A copy of this notice and the list of regular meetings will also be posted in the foyer of the Farmington City Hall, 800 Municipal Drive, Farmington, New Mexico and in similar public places in the San Juan County Administrative Building and in the city hall buildings for the cities of Aztec and Bloomfield, New Mexico. This notice shall be posted in January of each year and shall remain posted throughout the calendar year. Copies shall also be sent via regular mail or fax to any local television stations and radio broadcast stations at their request.

4. Special meetings may be called by the Committee Chair or by a majority of Committee members upon three (3) days notice. If time exists for a notice of such meeting to be published in the legal notices of the *Farmington Daily Times* or another newspaper of general circulation in San Juan County prior to the meeting, such notice shall be published. If not, notice shall be given by e-mail, fax or some other instantaneous method to a newspaper of general circulation, any local television station and at least one local radio broadcasting station. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.

5. 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 FMPO or its participating governmental agencies from substantial financial loss. The Committee will avoid emergency meetings whenever possible. Emergency meetings may be called by the Committee Chair or a majority of the members of the Committee upon twenty-four (24) hours' notice, unless threat of personal injury or property damage require less notice. The notice for all emergency meetings shall be given, except as to the amount of time required, in the manner provided above for special meetings.

6. In addition to other information as specified above, all notices and agendas 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 MPO Officer at the MPO Office, 805 Municipal Drive, Farmington, New Mexico, 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 MPO Officer at the MPO Office if a summary or other type of accessible format is needed."

7. The Technical committee of the FMPO may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Committee taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close 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 committee is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specified provision of law authorizing the closed meeting and the subject 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 Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of the Committee in an open public meeting.

PASSED AND ADOPTED this 29th day of January, 2004.

Chair

Exhibit "A"
TC Resolution No. 2004-1

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
2004 Regular Meeting Schedule

TECHNICAL COMMITTEE	
10:00 a.m. 4th Thursday of the month (except as noted) Executive Conference Room, Farmington Municipal Building, 800 Municipal Drive Farmington, New Mexico	
Date	**Date**
January 29, 2004* (5th Thursday)	July 22, 2004
February 26, 2004	August 26, 2004
March 25, 2004	September 23, 2004
April 22, 2004	October 28, 2004
May 27, 2004	November 18, 2004* (3rd Thursday)
June 24, 2004	December 16, 2004* (3rd Thursday)