



**CITY OF ANTHONY
RESOLUTION NO. 2021-019**

**A RESOLUTION RELATING TO THE OPEN MEETINGS ACT AND
UPDATING THE GOVERNING BODY' REGULAR MEETING DATES AND
TIMES**

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Section 10-15-1 to -4) states that, "All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or 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 held for the purpose of formulating public policy, including the development of personnel policy, rules, regulation or formal action, discussing public business or for the purpose of taking any action shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-5-1 (D) of the Open Meetings Act requires the City of Anthony, New Mexico to determine at least annually what constitutes reasonable notice of its public meetings; and

WHEREAS, the schedule for meetings of the Governing Body announced in Resolution 2021-001 must be changed to ensure that key City personnel can attend the Governing Body's regular meetings.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the City of Anthony, New Mexico that:

1. **From Aug 9, 2021 to Dec 31, 2021** and until a new open meetings resolution is passed, regular meetings shall be held twice each month and shall be held on the **first and third Thursday of the month commencing at 6:00 p.m.** The meetings shall be held in the Board of Trustee's Chambers located at **820 Hwy 478, Anthony, New Mexico / Online**. The regular meeting agendas will be available seventy-two (72) hours prior to the meeting from the City Clerk whose office is located in the City of Anthony Municipal Complex. Notice of the regular meetings will be given in the following manner.
 - a. By posting a copy of the Agenda at six places of business or public accommodation in the City as follows:
 1. City of Anthony Municipal Complex (820 Hwy 478)
 2. Anthony Post Office (1190 Anthony Dr.)



3. City of Anthony Library (750 Landers)
 4. El Paso Electric Company (400 Anthony Dr.)
 5. Anthony Drive Walking Path (at the Acosta & Anthony Drive intersection)
 6. Senior Citizens Center (865 N. Anthony Dr.)
- b. By posting on the City website.
- c. The agenda format will include items of normal business matters, and will include a statement of open meetings resolution with a three minute limit per speaker for an item on the agenda for public input. If a member of the public would like an action item on the agenda, they must submit to the City Clerk the actual item, the action requested and approximate time for discussion. At the Mayor's discretion, the item can be placed on the agenda or referred to staff for administrative remedy.
2. Special Meetings, including workshops, may be called by the Mayor, or the majority of the members of the Governing Body by notice to each member of the Governing Body, personally served or left at his/her usual place of residence. (NMSA 1978, § 3-12-3(D)). Notice to the public of such special meetings shall be posted and distributed as provided in Paragraph 1 above.
 3. Emergency meetings will be called only when necessary to address unforeseen circumstances that if not addressed immediately by the City will likely result in injury or damage to persons or property or substantial financial loss to the City. The Governing Body will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the members of the Governing Body upon twenty-four (24) hour notice unless the gravity of the unforeseen circumstances require less notice. Notice shall be in writing, posted and circulated as provided in Paragraph 1. Within ten (10) days of taking action on an emergency matter, the Governing 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. For the purposes of regular meetings described in Paragraph 1 of this Resolution, notice requirements are met if notice of the date, time, place and general subject matter to be discussed is included in the writing.
 5. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Governing Body of the City taken during the open meeting. The authority for the closure and the subjects to be discussed shall be:
 - a. Stated in the motion for closure and the vote on closure of each individual shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting; and
 - b. If the decision to hold a closed meeting is made when the Governing Body of



the City is not in an open meeting, the closed meeting shall not be held until public notice consistent with Paragraph 1 of this Resolution and stating the specific provision of law authorizing the closed meeting and the subjects to be discussed, is given to the members and to the general public; and

- c. Except as provided in NMSA 1978, Section 10-5-1(H), any action taken as a result of discussions in a closed meeting shall be made by vote of the Governing Body of the City in an open public meeting.
- 6. 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 that the matters discussed in the closed meeting were limited to those specified in the motion for closure or in the notice of the separated closed meeting. This statement shall be approved by the Governing Body or other policy making committee as part of the minutes.
- 7. The Governing Body or other policy making committee shall keep written minutes of all meetings. The minutes shall include at a minimum the date, time and place of the meetings, the names of the members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection. Draft minutes shall be prepared within ten (10) working days after the meeting and shall be approved, amended or disapproved at the next regular meeting where a quorum is present. Minutes shall not become official until approved by the Governing Body.
- 8. The policies and procedures adopted herein shall apply to each board or commission of the City, provided that the board or commission shall separately establish regular meeting dates, subject to approval by the Governing Body of the City.

PASSED, APPROVED AND ADOPTED THIS 5TH DAY OF MAY, 2021.

Diana M. Trujillo, Mayor

ATTEST:

Esther Motongo- City Clerk

ROLL CALL VOTE:

- Mayor Pro Tem, Fernie Herrera
- Trustee Gloria Gameros
- Trustee Elva Flores
- Trustee Javier Silva



<input checked="" type="radio"/> YES	<input type="radio"/> NO	
<input checked="" type="radio"/> YES	<input type="radio"/> NO	
<input checked="" type="radio"/> YES	<input type="radio"/> NO	
<input checked="" type="radio"/> YES	<input type="radio"/> NO	

Update May 5, 2021

CITY OF ANTHONY
 Board of Trustee Regular Meeting Schedule
 2021 Calendar Year

Meeting Date: 6:00pm	Items to City Clerk Due by 5:00pm	Date Agenda will be posted:	Agenda Packet Ready for Trustees
	(one week prior to meeting)	(Friday prior to meeting)	(by 5:00pm the Friday prior)
6-Jan-21	28-Dec-20	30-Dec-20	30-Dec-20
20-Jan-21	13-Jan-21	15-Jan-21	15-Jan-21
3-Feb-21	27-Jan-21	29-Jan-21	29-Jan-21
17-Feb-21	10-Feb-21	12-Feb-21	12-Feb-21
3-Mar-21	24-Feb-21	26-Feb-21	26-Feb-21
17-Mar-21	10-Mar-21	12-Mar-21	12-Mar-21
7-Apr-21	31-Mar-21	2-Apr-21	2-Apr-21
21-Apr-21	14-Apr-21	16-Apr-21	16-Apr-21
5-May-21	28-Apr-21	30-Apr-21	30-Apr-21
19-May-21	12-May-21	14-May-21	14-May-21
2-Jun-21	26-May-21	28-May-21	28-May-21
16-Jun-21	9-Jun-21	11-Jun-21	11-Jun-21
7-Jul-21	30-Jun-21	2-Jul-21	2-Jul-21
21-Jul-21	14-Jul-21	16-Jul-21	16-Jul-21
4-Aug-21	28-Jul-21	30-Jul-21	30-Jul-21
19-Aug-21	11-Aug-21	13-Aug-21	13-Aug-21
2-Sep-21	25-Aug-21	27-Aug-21	27-Aug-21
16-Sep-21	8-Sep-21	10-Sep-21	10-Sep-21
7-Oct-21	29-Sep-21	1-Oct-21	1-Oct-21
21-Oct-21	13-Oct-21	15-Oct-21	15-Oct-21
4-Nov-21	27-Oct-21	29-Oct-21	29-Oct-21
18-Nov-21	10-Nov-21	12-Nov-21	12-Nov-21
2-Dec-21	24-Nov-21	26-Nov-21	26-Nov-21
16-Dec-21	8-Dec-21	10-Dec-21	10-Dec-21