

# Northeast Regional Transportation Planning Organization (NERTPO)

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## Resolution No. 2019-01

A Resolution Approving  
Public Meeting Notice Requirements  
of the  
Northeast Regional  
Transportation Planning Organization

- Whereas,** The NERTPO Joint Technical/Policy Committee meet regularly by predetermined meeting locations, dates, and times as decided by the Joint Technical/Policy Committee in prior meeting per the NERTPO Bylaws; and
- Whereas,** *Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -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 agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the 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 resolution, rule, regulation, or formal action occurs shall be held only after reasonable notice to the public;
- Whereas,** the NERTPO Joint Technical/Policy Committee is required by *Section 10-15-1 (D)* of the *Open Meetings Act* to determine annually what constitutes a reasonable notice of its public meetings; and
- Whereas,** the NERTPO Joint Technical/Policy Committee has approved and adopted a Public Participation Plan in accordance with the *New Mexico Open Meetings Act* and *Title 23 Section 450.210 of the US Code of Federal Regulations*.

**NOW, THEREFORE, BE IT RESOLVED** by the NERTPO Joint Technical/Policy Committee that:

1. All meetings shall be held per the NERTPO Bylaws that have been adopted by its voting members.
2. Unless otherwise specified, regular meetings will be held as needed to conduct business. The agendas for each regular meeting will be made available by the NERTPO Planners to the public at least seventy-two (72) hours prior to the meeting date by email and, if requested, in a hard copy.  
The Agendas will be posted at the offices of Northcentral New Mexico Economic Development District (NCNMEDD)/Council of Governments (COG) and the Eastern

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Plains Council of Governments (EPCOG). Agendas will also be posted to the website <http://www.rtpnm.org/#!meetings/c1fyf>.

3. The NERTPO Planners shall notify the public of location and time of regular meetings via online publication and/or email at least ten (10) days in advance of the respective meeting date. Online publications of meeting dates and times may also be posted at <https://www.rtpnm.org/north-east>.
4. Special meetings may be called by the Chairperson or majority vote of voting members. The notice of a special meeting shall include the agenda for the respective meeting or information on how a copy may be available at least seventy-two (72) hours in advance of the meeting date via email or the NERTPO website at <http://www.rtpo.org/#!meetings/c1fyf>.
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 public body from substantial financial loss. Emergency meetings may be called by the Chairperson or the majority vote of the voting members. Notice of the emergency meeting will be given at least twenty-four (24) hours in advance unless threat of personal injury of property damage requires less notice. The notice for the respective emergency meeting will include the agenda for the meeting and information on how the public may obtain a copy of the agenda.
6. For any regular, special, or emergency meeting; local government entities shall post public notices (agendas) of the NERTPO meetings within their communities at their respective municipal and county offices. Meeting information shall also be available at the NERTPO website at <http://www.rtpnm.org/#!meetings/c1fyf> and/or <https://www.rtpnm.org/north-east>.
7. All open meetings will have written minutes of which are to be kept by the NERTPO planners. The minutes shall include the location of the meeting, date, time, names of present and absent voting members, the substance of proposals considered, and a record of any vote or decision reflective of each voting member. Draft minutes are to be available no later than ten (10) days after each meeting date. Minutes will be approved, amended, or disapproved in appropriate subsequent meetings only where a quorum of NERTPO voting members are present. Meeting minutes are not considered official until voted accordingly by the NERTPO voting members. All approved meeting minutes shall be made available to the public via the NERTPO website at <http://www.rtpnm.org/#!minutes-archive/c1s3l> and upon written request.
8. If so deemed necessary, the NERTPO Joint Technical/Policy Committee may call a closed meeting to the public if the subject of discussion or action is exempt from the *Open Meetings Act* under *Section 10-15-1 (H)*:

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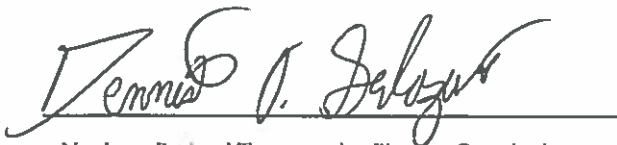
- a. If any meeting is closed during an open meeting, the closure shall be approved by a majority vote of present voting members only if there is a quorum. The authority for the closed meeting and discussion subject shall be stated with reasonable specificity in the motion to close, and each vote by a voting member shall be recorded in the minutes. Only the subjects stated in the motion may be discussed in the close meeting.
- b. If a closed meeting is convened when the NERTPO Joint Technical/Policy Committee is not in an open meeting, the closed meeting will not be held until appropriate public notice stating the specific provision of law authorizing the closed meeting and reasonably specific subjects to be discussed are given to the members and the general public.
- c. After completion of the closed meeting, minutes shall state whether the subjects of discussion were limited only to those in the motion or notice for closure. This shall be recorded in the minutes of the respective open meeting that was closed or the minutes of the subsequent open meeting of the closed meeting that was scheduled outside of the regular meeting schedule.
- d. Any action taken as a result of the discussion in a closed meeting shall be made by the vote of the Joint Technical/Policy Committee of NERTPO in an open meeting except as provided in *Section 10-15-1 (H)* of the *Open Meetings Act*.

**PASSED, APPROVED, AND ADOPTED** by the Northeast Regional Transportation  
Organization Joint Technical/Policy Committee this 25<sup>th</sup> day of September.



Richard Cordova, Joint Technical/Policy Committee Chair  
*Northeast Regional Transportation Planning Organization*

ATTEST:



Northeast Regional Transportation Planning Organization  
Dennis T. Salazar  
Planner/Program Manager – Northcentral NM Economic  
Development District



Northeast Regional Transportation Planning Organization  
Vincent M. Soule  
Planner/Program Manager – Eastern Plains Council of  
Governments