

ALTO LAKES SPECIAL ZONING DISTRICT
RESOLUTION NO. 2006-04

WHEREAS, the Alto Lakes Special Zoning District met in special session at the Bonito Fire Station on September 18, 2006, at 8:00, a.m. as required by law; 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 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 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 Alto Lakes Special Zoning District to determine annually what constitutes reasonable notice of its public meetings.

NOW, THEREFORE, BE IT RESOLVED by the Alto Lakes Special Zoning District that:

1. All meetings shall be held at the Alto Lakes Golf & Country Club clubhouse beginning at 8:30 a.m. or as indicated in the meeting notice.
2. Meetings
 - a. Unless otherwise specified, regular meetings shall be held each month on the first and third Thursdays of each month. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date.
 - b. Special meetings may be called by the Chairman or a majority of the Commissioners upon three (3) days notice.
 - c. The Alto Lakes Special Zoning District will avoid emergency meetings whenever possible. 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 Chairman or a majority of the Commissioners upon twenty-four (24) hours' notice unless less notice is required by the circumstances.
3. Notice
 - a. For the purposes of regular meetings, notice requirements are met if notice of the meeting date, time, and place is posted on the Alto Lakes Special Zoning District Notice Board located in the Alto Lakes Country Club clubhouse. Copies of the written notice shall also be emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
 - b. For the purposes of special meetings and emergency meetings described in paragraph 2(b) and (c) of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by email to a local newspapers of general circulation and on the Notice Board of the Alto Lakes Special Zoning District. Email notice also shall be

given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

- c. Each notice shall include an agenda for the meeting or information on when and the agenda will be posted.

4. Agenda

- a. Whenever practicable, the meeting agenda shall be included with the meeting notice.
- b. The agenda for all meetings will be available at least twenty-four hours prior to the meeting on the Alto Lakes Special Zoning District Notice Board in the Alto Lakes Country Club clubhouse. Additionally, the agenda will be provided by email to local newspapers of general circulation and local broadcast stations.

5. The Alto Lakes Special Zoning District may close a meeting to the public only if the subject matter of such discussion or action is exc8pted 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 Alto Lakes Special Zoning District 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 a closed meeting is conducted when the Alto Lakes Special Zoning District is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the Commissioners 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 discussions in a closed meeting shall be made by vote of the Alto Lakes Special Zoning District in an open public meeting.
- #### 6. The Commission or other policy-making committee shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time, and place of the meetings, the names of 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 reopen to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the Board or other policy-making committee.

Passed by the Alto Lakes Special Zoning District this 18th day of September, 2006.

Attested:

Earl Adamy, Chairman