

San Juan Water Commission

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MEMBERS:
City of Aztec
City of Bloomfield
City of Farmington
San Juan County
S.J. County Rural Water Users Association

RESOLUTION NO. 2018-01

A RESOLUTION ESTABLISHING PROCEDURES FOR GIVING NOTICE FOR MEETINGS OF THE SAN JUAN WATER COMMISSION

WHEREAS, the San Juan Water Commission is a policy making body of a political subdivision as defined in the Open Meetings Act (Section 10-15-1 et seq. NMSA 1978); and

WHEREAS, all public bodies are required to determine, at least annually, in a public meeting, what notice is reasonable when applied to public meetings of the public body;


NOW, THEREFORE, BE IT RESOLVED that the San Juan Water Commission adopts the following open meetings policy:

1. Unless otherwise specified, regular meetings will be held at 9:00 A.M. on the first Wednesday of each month. Notice of regular meetings will be given (5) calendar days prior to the meeting date.
2. Special meetings may be called by the Chair or a majority of the members, and seventy-two hours notice of such meetings given.
3. Emergency meetings which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss shall be held as required, with as much notice as the emergency permits.
4. Notice of all meetings shall be posted at 7450 East Main Street, Farmington, New Mexico, on the bulletin board adjacent to the front entry and on the San Juan Water Commission web-site at www.sjwc.org. Notice of all meetings shall be given to all broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have provided a written request for such notice. Notice of all meetings will be mailed to all local news media.
5. Meeting notices shall include a preliminary agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda. A final agenda for all meetings shall be posted at 7450 East Main Street, Farmington, New Mexico, on the bulletin board adjacent to the front entry and on the San Juan Water Commission web-site at www.sjwc.org., no later than seventy-two hours preceding the meeting.

6. Closed meetings shall be held in the following manner:
 - (a) If the San Juan Water Commission is in open meeting when a closed meeting is desired and authorized by the Open Meetings Act, then the closed meeting shall be approved on motion by a majority of a quorum of the San Juan Water Commission, and the authority for the closure shall be stated in the motion. The votes of the members shall be recorded in the minutes.
 - (b) If the San Juan Water Commission is not in a public meeting and a closed meeting is desired and authorized, public notice, appropriate under the circumstances, shall be given stating the authority for the closure.
 - (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 that the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
7. Once transcribed, all minutes produced as a result of open meetings will be open for public inspection.
8. All meetings will be held at 7450 East Main Street, Farmington, New Mexico, unless otherwise specified in the Notice.
9. All meetings shall be conducted in accordance with accepted parliamentary procedures.
10. A member of the San Juan Water Commission may participate in a meeting of the Water Commission by means of conference telephone or other similar communications equipment when it is difficult or impossible for the member to attend the meeting in person.
11. This resolution supersedes all prior Open Meetings Act resolutions.

PASSED, APPROVED, AND ADOPTED THIS 3RD DAY OF JANUARY 2018.

SAN JUAN WATER COMMISSION



JOHN T. BECKSTEAD
CHAIRMAN