

**BOARD OF COMMISSION
STATE OF NEW MEXICO
RESOLUTION# 2024-17**

WHEREAS, Section 10-15-1(B) of the Open Meeting Act (NMSA 1978, Section 10-15-1 to 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meeting Act, all meetings of a quorum of members of any board, council, commission, administrative and adjudicatory body or other policymaking body of any state or local public body 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 meeting subject to the Open Meeting 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 Board of Commission of the County of Harding to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSION OF THE COUNTY OF HARDING that:

1. All meetings shall be held at the Harding County Courthouse at 8:30 a.m. in the County Courtroom or as posted on the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the **second Thursday** of each month. The agenda will be available at least **(72) seventy-two hours prior** to the meeting from **the Harding County Manager**, whose office is located in Mosquero, New Mexico. Notice of any other regular meetings of changes will be posted. The notice shall indicate how a copy of the agenda may be obtained.
3. **Special Meeting may be called by the Chairman or a majority of the members upon (3) three days' notice.** The notice shall include an agenda for the meeting or information on how members of the public obtain a copy of the agenda. **The agenda shall be available to the public at least (72) seventy-two hours before any special meeting.**
4. Emergency meeting will be called only under unforeseen circumstances which demand immediate action to protect the health, safety, and property of citizens or to protect the public body from substantial financial loss. The Board of Commission will avoid emergency meetings whenever possible. **Emergency meetings may be called by the Chairman or majority of the members upon (24) twenty-four hour notice, unless threat of personal injury or property damage; these require less notice.** The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5. For the purpose of the regular meeting described in paragraph 2 of the resolution, **notice requirements are met if notice of the date, time, place, and agenda is posted Harding County Courthouse and the Post Offices in Mosquero, Solano, and Roy; and also posted on the Harding County website at: www.hardingcounty.org. The County Manager shall also mail copies of written notices to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulations, which have provided a written request for notice of public meetings.**
6. For the purpose of special meetings and emergency meetings described in paragraph 3 and 4 of this resolutions, notice requirements are met if notice of the date, time, place **and the agenda are posted the said locations** described in paragraph 5, of the resolution. **Telephone notice shall be given to those broadcast stations licensed by the Federal Communications Commission and newspaper of general circulation that have made a written request for notice of public meetings.**
7. In addition to the information specified above, all notices 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 County Manager at (575)673-2927 at least one week prior to the meeting or as soon as possible. Please contact the County Manager at (575)673-2927 if summary or other type of accessible format is needed.
8. The Board of Commission may close a meeting to the public only if the subject matter of such Discussion or action is an exception from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.
 - a. If any meeting is closed during an opening, such closure shall be approved by a majority vote of a quorum of the Board of Commission taken during open meeting. The authority of the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in 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 Board of Commission is not 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 members and the general public.
 - c. Following completion of any closed meetings, 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 were discussed in the closed 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 Meeting Act, any action taken results of discussion in closed meeting shall be made by vote of the Board of Commission in an open meeting.
9. A member of Board of County Commissioners or any of its Boards may participate in a meetings by means of a conference telephone, internet or other similar

communications equipment when necessary as a COVID Safe Practice or when it is difficult or impossible for the member to attend the meeting in-person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.

10. During the pendency of the COVID-19 declared emergency, when mass gathering are prohibited by the New Mexico Public Health Order, meeting will not be physically open to the public. All members of the public will be to attend and listen to the meeting via Microsoft Teams (or other similar meeting communication platforms); the meeting link will b published on the agenda. Public comments may be made via email and will be entered and/or read into the meeting minutes (if less than 3 minutes) by emailing in comments to: Commission@HardingCounty.org the deadline for written public comments to be received is 1:00 p.m. Wednesday prior to the meeting. Emailed public comments must contain the author's name and physical address.

SIGNED AND APPROVED by the **BOARD OF COMMISSION OF THE COUNTY OF HARDING**
this 20th days of December 2023.

Harding County of Commission Board of Commission

Michael E. Lewis
Chairman, Michael Lewis

Pedro Laumbach
Vice-Chair, Pedro Laumbach

Absent
Member, Pablo Trujillo

Attest:

CJ Garrison
County Clerk, CJ Garrison

2024
HARDING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETINGS

January 11th

February 8th

March 14th

April 11th

May 9th

June 13th

July 11th

August 8th

September 12th

October 10th

November 14th

December 12th

(Harding County Commission Meetings will begin at 8:30 a.m.)

{REGULAR MEETING AND WORK SESSIONS}

Agenda's will be posted, available to the public, via County maintained website, and the Courthouse (72 hours) prior to meeting.

{SPECIAL MEETINGS}

Agenda's will be posted, available to the public, via County maintained website, and the Courthouse (72 hours) prior to meeting.

{EMERGENCY MEETINGS}

Agenda's will be posted, available to the public, via County maintained website, and the Courthouse (72 hours) prior to meeting.

THE AGENDA FOR EACH HARDING COUNTY COMMISSION MEETING WILL BE AVAILABLE AT THE HARDING COUNTY COURTHOUSE, IN THE COUNTY MANAGER'S OFFICE.

{ALL CONTRACTS, AGREEMENTS FOR THE MEETING MUST BE SUBMITTED TO THE COUNTY MANAGER'S OFFICE WITHIN (3) THREE WEEKS PRIOR TO THE MEETING}

DEADLINE TO THE PLACE ITEM ON THE AGENDA MUST BE SUBMITTED TO THE COUNTY MANAGER'S OFFICE, BY FRIDAY PRIOR TO THE MEETING BY 3:00 P.M.

Harding County Manager
35 Pine Street
P.O. Box 1002
Mosquero, NM 87733
V.Villarreal@HardingCounty.org
Office: 575-673-2927

Mobile: 575-512-6319

Fax: 575-673-2922