



State of New Mexico  
**County of Otero**  
RESOLUTION NO. 02-14-13/101-49  
STATE OF NEW MEXICO  
OTERO COUNTY

**RE: 2013 Compliance with the Planning Commission New Mexico Open Meetings Act**

**WHEREAS**, the Otero County Planning Commission (hereinafter referred to as "Commission") share the common belief that the democratic ideal is best served by a well-informed public; and

**WHEREAS**, the Commission is of the unanimous opinion that its business should be conducted in full public view; that their actions should be taken openly, and that their deliberations should be subject to public scrutiny; and

**WHEREAS**, the New Mexico Open Meetings Act, Sections 10-15-1 through 10-15-4 requires the Commission to conduct the business of the County by vote, and to form public policy in public meetings held after reasonable notice is given to the public of such meetings, as determined on an annual basis by the County Commission;

**NOW THEREFORE, BE IT RESOLVED**, by the Commission that:

1. Regular meetings of the Commission shall be held pursuant to the schedule attached hereto as "Exhibit A" and incorporated herein by reference. In the event circumstances require the rescheduling of a regular meeting of the Commission, notice of such rescheduled meeting shall be given as hereinafter provided.

Notices of these regular meetings shall be given once a month, not less than five (5) days prior to the first meeting in each month. The five (5) day period shall begin to run upon the delivery of notice to the media as set forth in Paragraph 5 below.

A proposed agenda will be available during the week before the meeting and may be obtained at the east entrance lobby at 1101 New York Avenue. The Commission, in accordance with law, will not take action on any item not included on the Agenda unless such business constitutes an emergency in accordance with the Open Meetings Act.

From time to time, the Commission may schedule its meetings in the various communities and regions of the County in order to serve specific local concerns or interests. In such events, the Commission will endeavor to provide accommodation to persons who may have to travel longer distances to have their matters heard by the Commission.

2. Special meetings of the Commission may be called by any member of the Commission, provided that a quorum of the Commission can be assembled, and shall require seventy-two (72) hours notice to the media as set forth in Paragraph 5 below.
3. Emergency meetings of the Commission may be called by any member of the Commission, provided that a quorum of the Commission can be assembled, and shall require twenty-four (24) hours notice to the media as set forth in Paragraph 5 below.
4. Informal work sessions may be called by agreement of the Commission with notice to the news media and informal work sessions shall always be open to the public. The Commission shall not formulate public policy or take action by vote at informal work sessions.

In addition, the Commission herewith serves notice to the public that, during any meeting of the Commission, the Commission may adjourn into an informal work session for the purpose of lunch or dinner. During the meal, the informal work session may be conducted, provided that no public policy shall be formulated nor business conducted by vote. The media and public are invited to attend these sessions at their own expense.

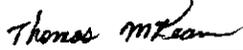
5. Notice, as required by this Resolution, for regular, special, and or work session meetings of the Commission shall be provided by delivering a news release to the following media organizations:
  - A. The Alamogordo Daily News;
  - B. Television Station KOAT
  - C. Radio Station KRSY
  - D. Radio Station KYEE
  - E. Radio Station KKVS
  - F. The Mountain Monthly &
  - G. Any other media that wishes to be notified

In addition, notice of regular, special and emergency sessions shall be posted in the lobby of the Otero County Administration. In the event an emergency or special meeting is called, notice shall be by telephone to the above listed media organizations. The Commission reserves the right to utilize legal publications as notice of meetings where circumstances and/or law require such notice.

6. The Planning Coordinator shall be responsible for drafting and delivery of all notices required herein, and the Planning Coordinator shall develop a system for safekeeping of proof of all notices required by this Resolution. Telephonic notice shall be noted by a Certificate of the Clerk and/or her designee that each media organization has been contacted by telephone.
7. The Commission hereby adopts the New Roberts Rules of Order, Mary A. Devries, copyright 1989 as its procedural rules for conducting its meetings.

**RESOLVED**, by the Otero County Planning Commission, at Meeting session on this 19<sup>th</sup> day of February, 2013.

**OTERO COUNTY PLANNING COMMISSION  
OTERO COUNTY, NEW MEXICO**



Thomas McKean, Chairman



Hans Steinhoff, Vice-Chair



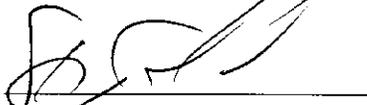
Tom Fosseen, Secretary



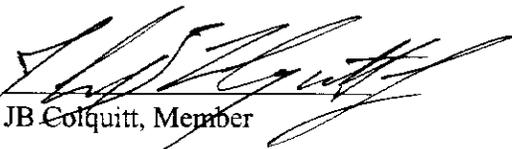
Klad Zimmerle, Member



Andrew Gomolak, Member



Steve Sandoval, Member



JB Colquitt, Member

**ATTEST:**

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Denise Guerra, County Clerk

**APPROVED AS TO LEGAL SUFFICIENCY**



DANIEL A. BRYANT

County Attorney