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Mayor

Robert Wilson  
Mayor Pro Tem

VILLAGE OF JEMEZ SPRINGS  
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JUDY BOYD  
Trustee  
JAMES MCCUE  
Trustee  
MANOLITO SANCHEZ  
Trustee

**State of New Mexico**  
**Village of Jemez Springs**  
**Resolution No. 2024-016**

**A RESOLUTION CONCERNING MEETINGS AND PUBLIC  
NOTICE REQUIREMENTS FOR THE 2025 FISCAL YEAR**

**WHEREAS**, Section 10-15-1B, NMSA 1978 provides that "All meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency, any agency or authority of any county, municipality, district or any political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such board, commission or other policymaking body, are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act"; and,

**WHEREAS**, Section 10-15-3A, NMSA 1978 provides that "No resolution, rule, regulation, ordinance or action of any board, commission, committee or other policymaking body shall be valid unless taken or made at a meeting held in accordance with the requirements of Section 10-15-1 NMSA 1978"; and,

**WHEREAS**, Section 10-15-4, NMSA 1978 provides that "Any person violating any of the provisions of Section 10-15-1 or 10-15-2 NMSA 1978 is guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than five hundred dollars (\$500) for each offense"; and

**WHEREAS**, Section 10-15-1D requires that "Any meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs, and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public. The affected body shall determine at least annually in a public meeting what notice for a public meeting shall be reasonable when applied to such body."

**Now Therefore Be It Resolved**, by the Governing Body (Village Council) of the municipality of the Village of Jemez Springs (Village), New Mexico that:

1. Notice shall be given at least five (5) days in advance of any regular meeting of a quorum of the members of the governing body or any board, commission, committee, agency, authority or other policy-making body held for the purpose of discussing public business or taking any formal action within the authority of such body.

2. The first regular meeting of Village Council for the 2025 fiscal year shall be held at 6 o'clock p.m. on Monday, July 15. The remaining regular meetings of the fiscal year shall be held at 6 o'clock p.m. on the third Tuesday of each month. All Village Council regular meetings shall be held in the Governing Body Conference Room in the public library building, located at 30 Jemez Springs Plaza in the Village. In the event that the regular meeting date falls on a legal holiday, the Village Council shall designate an alternate meeting date and/or time at the regular meeting prior to the holiday and shall cause advance notice of the changed meeting date and/or time to be published as provided in this Resolution. In the event that a regular meeting of the Village Council is changed to a different location, advance notice of the meeting location shall be published as provided in this Resolution. The agenda for the meeting will be available at least twenty-four hours prior to the meeting from the Interim Village Clerk, whose office is located 80 Jemez Springs Plaza in Jemez Springs, New Mexico. The notice shall indicate how a copy of the agenda may be obtained.

3. Special meetings may be called by the mayor or a majority of the members of the Village Council upon three (3) days' notice. The notice shall include a copy of the agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda for the meeting will be available at least twenty-four hours prior to the meeting.

4. Emergency meetings will be called only under circumstances which demand immediate action to protect the health, safety and property of citizens. The Village Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the mayor or a majority of the members of the Village Council upon twenty-four (24) hours' notice, unless threat of personal injury or property damage require less notice.

5. The notice requirements of Section 1, 2 and 3 of this Resolution are complied with if notice of the date, time, place and subject matter of any regular or special meeting are published. "Publish" means printing in a newspaper which maintains an office in the municipality and is of general circulation within the municipality. If such newspaper is a non-daily paper which will not be circulated to the public in time to meet publication requirements, or, if no such newspaper exists, "publish" shall mean posting in six public places within the Village, and one of the public places where posting shall be made is the office of the interim village clerk, who shall maintain the posting for public inspection within the time limits specified. The six public places notice shall be posted are:

the office of the interim village clerk;  
the lobby of the Jemez Springs' branch of the US Post Office;  
the lobby of the Jemez Springs public library;  
the office of the Jemez Springs Domestic Water Association;  
lobby of the main branch of the Jemez Valley Credit Union;  
and the official Village of Jemez Springs website ([jemezsprings-nm.gov](http://jemezsprings-nm.gov)).

The interim village clerk may, in addition to posting, publish one or more times in a newspaper of general circulation within the municipality, even though it does not maintain an office within the municipality. In addition, written notice of such meetings shall be mailed, or hand delivered to federally licensed broadcast stations and newspapers of general circulation in the municipality which have provided a written request for such notice. The interim village clerk shall also mail copies of the written notice of regular meetings to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written



request for notice of public meetings. For purposes of special meetings and emergency meetings, the interim village clerk shall provide telephone notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.

6. Notwithstanding any other provisions of sections 1 through 5 of this Resolution, the governing authority may establish such additional notice requirements as may be deemed proper and advisable to comply with the provisions of the Open Meetings Act.

7. The Village Council may close a meeting only if the subject matter of such discussion or action is exempted 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 Village Council taken by roll call during the open meeting. The authority for such closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure. The vote of each member on the motion 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 at a time when the Village Council 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 members of the Village Council 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 contain an announcement that only those matters specified in the motion or notice of closed meeting were discussed during the closed meeting.

(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 a vote of the Village Council in an open meeting.

**Passed, Approved, and Adopted this 18<sup>th</sup> day of June 2024.**


  
Michael Nealeigh, Mayor

  
Judy Boyd, Trustee

  
Manolito Sanchez, Trustee

  
Robert Wilson, Mayor Pro Tem

  
James McCue, Trustee

  
Attest, Heather Gutierrez, Interim Clerk