Mayor, Richard J. Berry

CITY OF ALBUQUERQUE
HOUSING ADVISORY AND APPEALS COMMITTEE
March 10, 2015

ANNUAL RESOLUTION

WHEREAS, the Housing Advisory and Appeals Committee met in regular session in the lower or Basement level, hearing chambers of the City's Plaza del Sol building, 600 2nd Street NW, on March 10, 2015, commencing at 2:00 P.M., and

WHEREAS, the Open Meetings Act states that all meetings of a quorum of members of a policymaking body, discussing public business or taking any action within the authority of such body are declared to be public meetings open to the public at all times; and

WHEREAS, meetings subject to the Open Meetings Act shall be held only after reasonable notice to the public; and

WHEREAS, the Open Meetings Act requires that the Housing Advisory and Appeals Committee determine annually what constitutes reasonable notice of its meetings:

NOW, THEREFORE, BE IT RESOLVED by the Housing Advisory and Appeals Committee that:

1. All regular meetings of the Housing Advisory and Appeals Committee shall be held in the lower or basement level, hearing chambers of the City's Plaza del Sol building, 600 2nd Street NW, commencing at 2:00 P.M., on the second Tuesday of each month or as stated in the meeting notice.
2. Regular meetings shall be held as needed. The agenda will be available at least seventy-two (72) hours prior to the meeting at the offices of the City's Code Enforcement Division, and it will be posted on the bulletin board adjacent to the hearing room in the Basement of Plaza del Sol. Notice of regular meetings shall be given no less than ten (10) days in advance of the meeting date. The agenda for the Housing Advisory and Appeals Committee will be posted on the Planning Department's website.
3. A Schedule timeline showing deadline dates for the entire year of 2015 has been adopted with this Resolution.
4. Special meetings may be called by the Chairman or a majority of the members upon three (3) days' notice. The notice for any special meeting shall include the agenda for the meeting.
5. Emergency meetings will be called only upon unforeseen circumstances that demand immediate action to protect the health, safety and property of the citizens or to protect the public body from substantial financial loss. The notice of an emergency meeting shall include the agenda for the meeting.

6. For the purpose of the meetings described herein, reasonable notice shall be by posting the date, time and place of the meeting at Plaza del Sol on the bulletin boards as well as the website be available for such purposes.
7. Copies of written notices shall also be timely mailed to anyone who so requests and written notice shall be given to any appellant at the address of the property subject to a Housing Code Citation or to such other official address of such appellant as stated in the appellant's written appeal. In addition, all notices of meetings shall include the following language:

   > If you are an individual with a disability who is in need of accessible format documents or a reader, amplifier, qualified sign language interpreter or any other form of auxiliary aid or service in order to attend or participate in the business of the committee, please contact the offices of the Planning Department's Code Enforcement Division at (505) 924-3452 or (505) 924-3847 fax (tty 1-800-659-8331) at least one week prior to the scheduled meeting or as soon as possible prior to the meeting.
8. The Housing Advisory and Appeals Committee may close a meeting or a portion of a meeting to the public only if the subject matter of such discussion or action is an exception from the open meeting requirement of the Open Meetings Act and such closure is approved by a majority vote 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 the subjects specified in the motion may be discussed in the closed meeting.

Passed by the City of Albuquerque Housing Advisory and Appeals Committee this 10th day of March, 2015.

Donna J. Griffin , Chairman
Housing Advisory and Appeals Committee

Joy Serna, Senior Administrative Assistant to the Committee