Northwest RTPO

NORTHWEST NEW MEXICO REGIONAL TRANSPORTATION PLANNING ORGANIZATION
designated by the New Mexico Department of Transportation

administered by
NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
106 W. Aztec Avenue
Gallup, NM 87301
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RAYMOND CONCHO JR., RTPO COMMITTEE CHAIRMAN
RODNEY SKERSICK, RTPO COMMITTEE VICE-CHAIRMAN

RESOLUTION NO. 2026-001
of the Joint Technical/Policy Committee
of the Northwest RTPO

Adopting an *Open Meetings Act* Protocol for the Northwest RTPO

WHEREAS, the Northwest Regional Transportation Planning Organization (NWRTPO) Bylaws state that all meetings shall be conducted according to the *Open Meetings Act* (NMSA 10-15-4) and according to procedures adopted by NWRTPO Joint Technical/Policy Committee; and

WHEREAS, Section 10-15-1(B) of the *Open Meetings Act* (1978, Sections 10-15-1 to 10-15-4 NMSA 1978) states that, except as may be otherwise provided in the *Constitution* or the provisions of the *Open Meetings Act*, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings held by NWRTPO at which the discussion or adoption of any proposed resolution, rule, regulation, or formal motion occurs will be held only after reasonable notice to the public; and

WHEREAS, the Northwest Regional Transportation Planning Organization will determine annually what constitutes reasonable notice of the public in accordance with NWRTPO Bylaws;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All meetings of the Joint Technical/Policy Committee of the NWRTPO shall be held in accordance with the NWRTPO Bylaws as duly adopted and with the *Open Meetings Act* as applicable.

2. The agenda for each regular meeting shall be made available by NWRTPO staff at least seven days prior to the meeting by email and by request in a hard copy form. The agenda will also be available to the public at least twenty-four hours before a special meeting is held.

3. The NWRTPO staff shall notify the public by newspaper advertisement of the time and place of Regular meetings at least ten days in advance, Special meetings three days in advance, and Emergency meetings as far in advance as possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency and Special meetings may be called by the Chairperson or a majority of the voting members. Local government entities shall post public notices for special or emergency

meetings within their communities at their respective municipal and county offices. Meeting information will also be made available on the NWRTPO website.

4. NWRTPO voting members may close a meeting to the public only if the subject matter of such discussion or motion is exempted from the open meeting requirement under Section (10-15-1[H]) of the *Open Meetings Act*.

5. NWRTPO staff shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals or actions considered and a record of any decisions and votes taken. Draft minutes shall be prepared at least 7 days in advance of the next regular meeting and shall be approved, amended or disapproved at the next meeting where a quorum of NWRTPO voting members are present. Draft Minutes from special or emergency meetings shall be prepared within 10 days following such meetings for RTPO Member review. Minutes shall not become official until approved by the NWRTPO voting members. Recordings of open meetings may be made by NWRTPO staff but only for the purpose of preparing the official minutes. NWRTPO meeting minutes shall be made available to the public on the NWRTPO website and upon written request.

PASSED, APPROVED AND ADOPTED by the Joint Technical/Policy Committee of the Northwest Regional Transportation Planning Organization at a duly called regular meeting of the Committee held on August 12, 2026.

SIGNED: _____

Raymond Concho Jr., Chairman
RTPO Joint Technical/Policy Committee

ATTEST: _____

Brandon Howe, Interim RTPO Program Manager
Northwest RTPO Program
Northwest New Mexico Council of Governments