

1 four (24) hours prior to the meeting at the office of the Albuquerque Bernalillo County
2 Water Utility Authority located on the fifth floor, Room 5012, Albuquerque/Bernalillo
3 County Government Center.

4 Section 3. Special meetings may be called by the Chair of the Water Authority
5 upon seventy-two (72) hours' notice. The notice shall include information on how
6 members of the public may obtain a copy of the agenda. The agenda shall be
7 available to the public at least twenty-four (24) hours before any special meeting.

8 Section 4. Emergency meetings will be called only under circumstances when
9 an unexpected occurrence or condition, or the state resulting therefrom requires
10 immediate consideration or action to protect the health, safety and property of
11 citizens or to protect the public body from substantial financial loss. The Water
12 Authority will avoid emergency meetings whenever possible. Emergency meetings
13 may be called by the Chair of the Water Authority upon twenty-four (24) hours
14 notice, unless the threat of personal injury or property damage requires less notice.
15 The notice for all emergency meetings shall include an agenda for the meeting or
16 information on how the public may obtain a copy of the agenda.

17 Section 5. For the purpose of meetings described in Section 2 of this
18 resolution, notice requirements are met if notice of the date, time and place is placed
19 in one or more newspapers of general circulation in Albuquerque, published on the
20 Water Authority website at www.abcwua.org at least five (5) days prior to the
21 meeting and/or posted in the lobby of the Albuquerque/Bernalillo County
22 Government Center.

23 Section 6. For the purpose of special meetings and emergency meetings
24 described in Sections 3 and 4 of this resolution, notice requirements shall be met by
25 posting notice of the date, time, place and agenda in the lobby of the
26 Albuquerque/Bernalillo County Government Center. The Executive Director of the
27 Water Authority shall also provide telephone notice to those broadcast stations
28 licensed by the Federal Communications Commission and newspapers of general
29 circulation in Albuquerque that have made a written request for notice of public
30 meetings.

31 Section 7. In addition to the information specified above, all notices shall
32 include the following language:

1 "NOTICE TO PERSONS WITH DISABILITIES: If you have a disability and require
2 special assistance to participate in this meeting, please contact the Water Authority
3 Office, Suite 5012, Albuquerque/Bernalillo County Government Center, phone 768-
4 2500 or by the TTY 1-800-659-8331, as soon as possible prior to the meeting date.
5 Public documents, including the agendas and minutes, can be provided in various
6 accessible formats. Please contact the Executive Director of the Water Authority at
7 the Water Authority Office if a summary or other type of accessible format is
8 needed."

9 Section 8. Cancellations and different meeting times and places may be
10 announced at prior meetings of the Water Authority.

11 Section 9. Minutes or a transcription shall be made of all open meetings with
12 at least the following minimal information:

13 A. Date, time, and place of meeting;

14 B. Names of members present;

15 C. A general statement of each discussion topic and of how each
16 member voted on any motion before the Water Authority. A draft copy of the
17 minutes shall be available within three (3) working days prior to the next meeting.
18 Minutes become official when approved by the Water Authority at a subsequent
19 meeting.

20 Section 10. Closed meetings shall not be held except as provided in Open
21 Meetings Act.

22 Section 11. All or any part of this resolution may be amended or modified by
23 the Committee from time to time.

24 Section 12. All ordinances, resolutions, rules or parts thereof, inconsistent
25 herewith, are hereby repealed to the extent only of such inconsistency. This
26 repealer shall not be construed to revive any ordinance, resolution, rule or part
27 thereof heretofore repealed.

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