



**Agenda Regular Meeting of the Santa Fe
Women's Commission
May 13, 2025 at 6:00 PM
Meeting Virtually**

Procedures for Santa Fe Women's Commission Meeting

Join Zoom Meeting:

<https://santafenm-gov.zoom.us/j/81738629456>

Meeting ID: 817 3862 9456

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a. March 11, 2025 Minutes
 - b. April 8, 2025 Minutes
5. Presentations
6. Action Items
 - a. Introduction of Santa Fe Women's Commission Members and Staff Liaison
 - b. Review Commission's Enabling Resolution
 - c. Review Rules and Procedures for City Committees and Commissions
 - d. Review of the Fall 2024 Presentation to the Governing Body
 - e. Progress Report for the Governing Body Recommendations: Mentoring & Parental Leave
 - f. Next Steps for Governing Body Recommendations and Getting Started with Harassment Recommendation
 - g. Recruitment of New Commissioners and Confirming Current Member Positions
7. Discussion Items
8. Matters from Staff

9. Matters from the Committee
10. Matters from the Chair
11. Next Meeting: June 10, 2025 at 6:00 p.m.
12. Adjourn

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.

Regular Meeting of the Santa Fe Women's Commission
March 11, 2025 at 6:00 PM
Meeting Virtually
MINUTES

1. Call to Order

Elais Ponton called meeting to order on Tuesday March 11, 2025 at 6:05pm.

2. Roll Call

Members Present:

Elais Ponton
Anayensi Olivias
Alana Banner

Members Excused:

Gabriela Schwenker
Melinda Garcia

Members Absent:

Anna Brunson

Others Attending:

None

3. Approval of Agenda

4. Approval of Minutes

- a. November 12, 2024 minutes
- b. December 10, 2024 minutes
- c. December 17, 2024 minutes

5. Presentations

6. Action Items

- a. Introduction of Santa Fe Women's Commission Members and Staff Liaison

Table Item Until April 8th, 2025 Santa Fe Women's Commission Meeting.

- b. Review Commission's Enabling Resolution

Table Item Until April 8th, 2025 Santa Fe Women's Commission Meeting.

- c. Review Rules and Procedures for City Committees and Commission

Table Item Until April 8th, 2025 Santa Fe Women's Commission Meeting.

- d. Review of the Fall 2024 Presentation to the Governing Body

Table Item Until April 8th, 2025 Santa Fe Women's Commission Meeting.

- e. Progress Report for Governing Body Recommendations: Mentoring & Parental Leave

Table Item Until April 8th, 2025 Santa Fe Women's Commission Meeting.

- f. Next Steps for Governing Body Recommendations and Getting Started with Harassment Recommendation

Table Item Until April 8th, 2025 Santa Fe Women's Commission Meeting.

- g. Recruitment of New Commissioners and Confirming what Districts Current Memebers are From

Table Item Until April 8th, 2025 Santa Fe Women's Commission Meeting.

- 7. Discussion Items
- 8. Matters from Staff
- 9. Matters from the Committee
- 10. Matters from the Chair
- 11. Next Meeting:
 - a. April 8th, 2025
- 12. Adjourn

Liaison

Chair

Regular Meeting of the Santa Fe Women's Commission
April 8, 2025 at 6:00 PM
Meeting Virtually
MINUTES

1. Call to Order

Meeting postponed because there was no quorum.

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

- a. March 11, 2025 minutes

5. Presentations

6. Action Items

- a. Introduction of Santa Fe Women's Commission Members and Staff Liaison
- b. Review Commission's Enabling Resolution
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- d. Review of the Fall 2024 Presentation to the Governing Body
- e. Progress Report for Governing Body Recommendations: Mentoring & Parental Leave
- f. Next Steps for Governing Body Recommendations and Getting Started with Harassment Recommendation
- g. Recruitment of New Commissioners and Confirming what Districts Current Members are From

7. Discussion Items

8. Matters from Staff

9. Matters from the Committee

10. Matters from the Chair

11. Next Meeting: May 13, 2025 at 6:00 p.m.

12. Adjourn

Liaison

Chair

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2019-24**

3 **INTRODUCED BY:**

4
5 Mayor Alan M. Webber

6 Councilor Signe I. Lindell

Councilor Carol Romero-Wirth

7 Councilor JoAnne Vigil Coppler

Councilor Christopher M. Rivera

8 Councilor Peter N. Ives

Councilor Renee D. Villarreal

9
10 **A RESOLUTION**

11 **CREATING A WOMEN’S COMMISSION TO IDENTIFY OPPORTUNITIES TO**
12 **IMPROVE CITY OF SANTA FE PROGRAMS AND POLICIES AND TO STRENGTHEN**
13 **THE QUALITY OF LIFE OF WOMEN AND GIRLS IN SANTA FE SO THEY CAN**
14 **THRIVE, PERSONALLY AND PROFESSIONALLY.**

15
16 **WHEREAS**, women have historically contributed significantly to the cultural, spiritual,
17 economic, and social fabric of our communities and families, and still do today; and

18 **WHEREAS**, especially Native American, traditional Hispana women, and women of
19 color have contributed and continue to contribute a disproportionate share of benefits to our
20 community while at the same time bearing a disproportionate share of the hardships in our
21 community; and

22 **WHEREAS**, the definition of “women” or “women and girls” as it relates to this
23 resolution shall consistently include and refer to women and girls, transgender women, self-
24 identifying women and girls, and gender non-conforming individuals, including in the
25 composition and mission of the Commission established by this resolution; and

1 **WHEREAS**, women in Santa Fe throughout history and today have been notable but too
2 often unrecognized leaders in our community, whether they have been homemakers, workers,
3 educators, public officials, activists, entrepreneurs, students, and/or professionals; AND

4 **WHEREAS**, women have made and do make significant contributions to the cultural and
5 economic success and positive growth of Santa Fe; and

6 **WHEREAS**, in 2015, Forbes magazine cited the City of Santa Fe (“City”) as the
7 friendliest climate for women-owned businesses in the United States, with women owning nearly
8 34% of local business; and

9 **WHEREAS**, the opportunities of local women, and their success and contributions is
10 offset by other, more alarming statistics in New Mexico, including the State having substantially
11 higher rates of domestic and sexual violence than the national rates; and

12 **WHEREAS**, there is a persistent pay gap between men and women throughout the
13 country and New Mexico that prevents many women from achieving their true earning potential,
14 including their purchasing power and quality-of-life potential; and

15 **WHEREAS**, according to the Women’s Law Center, the pay gap means that over the
16 course of a 40-year career, based on today’s wages, the average woman will lose \$430,480 in
17 pay; and

18 **WHEREAS**, according to the same source, the loss is greater for women of color:
19 Latinas on average will lose a total of \$1,007,080 and African American women will lose
20 \$877,480; and

21 **WHEREAS**, access to capital remains one of the greatest barriers for women who are
22 trying to launch, scale, and grow their businesses. According to a March 2018 report by the
23 National Women’s Business Council, despite all the evidence that women business owners make
24 significant contributions to the economy, men tend to start their businesses with nearly twice as
25 much capital as women; and

1 **WHEREAS**, limited access to maternity and parental leave, childcare options, and other
2 factors limit the ability of women to have an equitable work-life balance, achieve their full
3 potential, and contribute more fully to their families and our community; and

4 **WHEREAS**, according to a 2014 report from the Congressional Research Service,
5 poverty places a higher burden on women and children, in so much as two-thirds (66.7%) of all
6 poor children live in families headed by women; and

7 **WHEREAS**, according to a 2013 report from the National Women’s Law Center,
8 nationally more than half (56.9%) of Native American, female-headed families with children live
9 in poverty; and

10 **WHEREAS**, the same report stated early half of African American (46.7%) and Hispanic
11 (48.6%) female-headed families with children live in poverty, while about one-third of White
12 Non-Hispanic (33.1%) and foreign-born (30.0%) and more than one-quarter of Asian-American
13 (26.3%) female-headed families with children live in poverty; and

14 **WHEREAS**, according to 2017 data from CHRISTUS St. Vincent about 20% more
15 women than men in live in poverty in Santa Fe County; and

16 **WHEREAS**, the profound and ongoing income and wealth gap for women is a result of
17 structural inequalities and systemic denials of opportunity that have plagued women in our
18 communities for generations and continue to do so today; and

19 **WHEREAS**, women face challenges to their health and well-being that are unjust and
20 unacceptable and that need to be addressed by and for the benefit of the women who are most
21 affected, as well as for the good of our entire community.

22 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
23 **CITY OF SANTA FE** that the Women’s Commission is created.

24 **Section 1. NAME:** The Commission shall be called the “Santa Fe Women’s
25 Commission”.

1 **Section 2. PURPOSE:** The purpose of the Santa Fe Women’s Commission is to
2 advance the causes of gender equity and opportunity for all women and girls in Santa Fe, as
3 defined above.

4 **Section 3. DUTIES AND RESPONSIBILITIES:**

5 A. The Santa Fe Women’s Commission shall provide a gender equity policy lens
6 through which to view the City’s programs, policies, services, ordinances, budget, and practices,
7 as they relate to and affect women and girls; recommend changes to improve the lives of women
8 and girls; and explore broader community issues of gender equity and opportunity on behalf of
9 the women and girls of Santa Fe. The recommendations of the Santa Fe Women’s Commission
10 shall include, but are not limited to the following topics:

11 1. The impact of existing or proposed ordinances and/or City policies or
12 practices on women and girls in the City and surrounding communities;

13 2. The impact of the structure, policies, and/or practices of City
14 departments on women and girls working for the City;

15 3. The impact of the City’s public statements, advertising, messaging,
16 and/or marketing on women and girls;

17 4. Ways the City can use evidence- and data-driven decision-making to
18 align its programs, policies, and practices with larger aims of social justice and human
19 rights, including issues of equity and opportunity; and

20 5. Ensuring that diverse voices of women in the community at large are
21 being represented and heard.

22 B. The Women’s Commission shall also research and recommend policies and
23 actions related to the following considerations:

24 1. Representation of women and girls on other advisory bodies associated
25 with the City;

1 2. City policies affecting women in the workplace, including, but not
2 limited to: recruitment, compensation, advancement, maternity and parental leave,
3 FMLA, public breastfeeding, gender-based violence, childcare, sexual harassment,
4 discrimination, and misogyny;

5 3. Existing internal and external barriers that make it difficult for women
6 and girls to thrive personally and professionally in the City;

7 4. Opportunities to partner with other organizations, community members,
8 and agencies to ensure women and girls have equal opportunity and representation in
9 decision-making roles;

10 5. The many factors that impact women’s quality of life including, but not
11 limited to:

- 12 a. Employment, pay, and advancement;
- 13 b. Education;
- 14 c. Health and child care
- 15 d. Housing;
- 16 e. Parks and recreation
- 17 f. Public transportation
- 18 g. Sexual harassment and assault;
- 19 h. Public safety and domestic violence;
- 20 i. Immigration status; and
- 21 j. City services.

22 **Section 4. MEMBERSHIP; OFFICERS; TERMS; VACANCIES:**

23 A. *Membership.* The Women’s Commission shall consist of seven (7) members
24 appointed by the Mayor with the approval of the Governing Body. Each district shall be
25 represented by one (1) member, with three (3) members selected at-large. In addition, the Mayor

1 shall appoint two (2) alternates with the approval of the Governing Body. Alternates may only
2 vote in the absence of a permanent member, and alternates shall rotate the order in which they fill
3 in for permanent members. The Santa Fe Women’s Commission shall be comprised solely of
4 women as defined above. Special attention shall be made to ensure that women of color are
5 represented to reflect our City’s demographic makeup and ample consideration shall be given to
6 assure the membership includes a range of ages and professional and community backgrounds.
7 Members must reside within the municipal boundaries of the City. Additionally, advisory
8 members from the community may be consulted as needed for local expertise on topics of equity,
9 opportunity, and/or gender justice.

10 B. *Officers.* The Mayor shall name a chairperson from the membership, who shall
11 serve for a period of one year. Following one (1) year of service, the Mayor shall appoint (or re-
12 appoint) the Chair. The Commission members shall select the vice chair.

13 C. *Terms.* Of the initial appointments, the members appointed to represent the
14 districts shall serve for a period of one (1) year. The at-large members shall serve for a period of
15 two (2) years. Subsequent terms for members and alternates will retain staggered, two-year terms.
16 After three (3) consecutive unexcused absences, a Commission member shall be automatically
17 removed and notified thereof by the chairperson.


18 D. *Vacancies.* Vacancies on the Women’s Commission shall be filled in the same
19 manner as initial appointments and shall last the remainder of the unexpired term. Any member of
20 the commission may be removed by the Mayor with the approval of the Governing Body, with or
21 without cause.

22 **Section 5. MEETINGS:** A quorum shall be a majority of the whole membership.
23 The Commission shall meet at least once per quarter or as determined by the majority of
24 Commission members and shall report its recommendations to the Governing Body in accordance
25 with the Open Meetings Act. The Governing Body shall review the work of the Women’s

1 Commission three years from adoption of this Resolution.

2 **Section 6. STAFF LIAISON:** The Community Services Department Director, or
3 the Director's designee, shall serve as the primary liaison to the Women's Commission. The
4 Director may appoint another staff member as necessary to assist with the functions and operation
5 of the Women's Commission.

6 PASSED, APPROVED, AND ADOPTED this 8th day of May, 2019.

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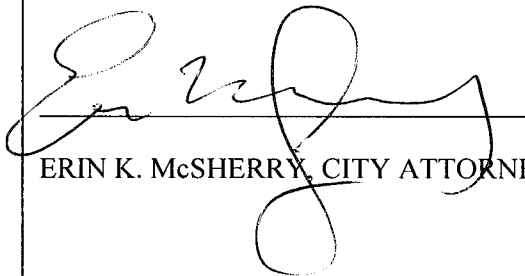
10 ALAN M. WEBBER, MAYOR

11 ATTEST:

12
13 

14 YOLANDA Y. VIGIL, CITY CLERK

15 APPROVED AS TO FORM:

16
17 

18 ERIN K. McSHERRY, CITY ATTORNEY

19
20
21
22
23
24
25 *Legislation/2019/Resolutions/2019-24 Women's Commission*

CITY OF SANTA FE

RULES & PROCEDURES

FOR

CITY COMMITTEES

ADOPTED BY
RESOLUTION NO. 1984-56
DATE August 8, 1984

AMENDED BY
RESOLUTION NO. 1990-16
DATE March 14, 1990

AMENDED BY
RESOLUTION NO. 2009-20
DATE February 11, 2009

INTRODUCTION

The following rules and procedures are intended to serve as a guide for the many committees which serve City government. They are not intended to replace Robert's Rules of Order. If there is a conflict between the committee rules and procedures and the enabling state statute or city ordinance, which creates the committee, the statute or ordinance shall prevail.

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Exhibit "A" Sample Agenda

List of Existing Committees

ARTICLE 1 - DEFINITIONS

For the purposes of Committee Rules and Procedures:

ADVISORY COMMITTEE	means a city board, commission or committee whose purpose is to advise the governing body on matters within the scope of its authority. Unless otherwise specified by ordinance, all city committees are advisory in nature.
COMMITTEE	means a City board, commission, committee or authority, appointed by the mayor with the approval of the City Council.
GOVERNING BODY	means the Councilors and the Mayor or the Councilors and the Mayor Pro Tempore meeting in a session duly called.
JOINT COMMITTEE	means a committee composed of members of both City and County government.
REGULATORY COMMITTEE	means a committee which has been delegated decision-making authority, either by city ordinance or state statute, or both.
SPECIAL COMMITTEE	means a committee formed by resolution (includes Ad Hoc of the governing body, whose duties and Committee & Task Force) responsibilities generally involve a specific task. When the task is completed, the committee is automatically dissolved.
STAFF LIAISON	means a member of the City staff assigned to coordinate the work of a specific committee.
STANDING COMMITTEE	means a committee formed by resolution or ordinance of the governing body, whose work is to be generally continuous and a part of the fundamental concerns of the governing body.
STATUTORY COMMITTEE	means a committee formed pursuant to state statute.

ARTICLE 2 - PROCEDURES FOR ESTABLISHMENT OF COMMITTEES

ESTABLISHMENT OF COMMITTEES: The creation of a committee requires formal action by the governing body. Statutory committees may be formed by city ordinance in compliance with state law. Departmental and special committees are formed by resolution of the governing body. Unless otherwise specified by city ordinance, all city committee members are advisory in nature to the governing body. All City Committee members, unless otherwise specified by city ordinance shall be appointed by the mayor with the advice and consent of the City Council.

ARTICLE 3 - NAME, PURPOSE, DUTIES AND RESPONSIBILITIES

Section 1. NAME: Each committee shall have a name as stated in the committee's enabling ordinance or resolution.

Section 2. PURPOSE: Each committee shall have a purpose as stated in the committee's enabling ordinance or resolution.

Section 3. DUTIES AND RESPONSIBILITIES: Each committee shall have its duties and responsibilities stated in its enabling ordinance or resolution. Duties and responsibilities include at a minimum, the following:

A. Duties and Responsibilities:

- (1) To initiate, review, and make recommendations to the governing body and City staff on matters related to its area of responsibility.
- (2) To assist administrative departments of the City in defining programs which meet the needs of the residents of the City.
- (3) To provide public information for groups interested in its area of responsibility.
- (4) If a regulatory committee, to follow all laws, procedures, rules and regulations governing its area of responsibility.
- (5) To perform other duties as the governing body may direct.
- (6) To submit reports, as required, to the governing body.
- (7) To meet as necessary, to accomplish its duties and responsibilities.
- (8) To hold public meetings and hearings at specified times under the provisions of Article X of Committee rules and procedures and in compliance with the state Open Meetings Act (Sec. 10-15-1 through 10-15-4 NMSA 1978).

- (9) To make recommendations to the governing body relative to needed policies, ordinances, and programs to achieve the committee's purposes.
- 10) To keep minutes of meetings in accordance with Open Meetings Act.

B. Committee Members Responsibilities Include:

- (1) Attending meetings when required to carry out the work of the committee.
- (2) Reviewing background material in preparation for meetings.

ARTICLE 4 - ADMINISTRATIVE RESPONSIBILITY

DESIGNATION OF STAFF LIAISON TO COMMITTEE: In order to ensure accurate communication and proper information dissemination to the mayor and city council, the public and the news media, a staff liaison to each committee shall be designated by the city manager.

ARTICLE 5 - ADMINISTRATIVE SUPPORT

Section 1. ADMINISTRATIVE SUPPORT: Coordination of secretarial and related administrative support to a committee is a function of the staff liaison, however; when authorized by the city manager, a staff secretary may be assigned to a committee and shall have the following duties and any others as may be prescribed by the chairman of the committee upon approval of the city manager:

- A. To cause the minutes of the committee meetings to be taken, transcribed and typed to provide an accurate summary of the meeting.
- B. To give notice of all meetings in accordance with these procedures and the general guidelines of the committee, to the committee members, city manager's office, and to the staff liaison seven days in advance of the meeting.
- C. To prepare agendas, reports and correspondence for the committee under the direction of the chairman, file them with the City Clerk and send a copy to the staff liaison seven days in advance of the meeting.

ARTICLE 6 - RELATIONSHIP WITH OTHER ENTITIES

Section 1. OVERALL COORDINATION: As advisory representatives of the governing body, committees shall:

- A. provide a forum for discussion and study of matters of mutual interest to other governmental entities, businesses, members of the community and members of the governing body; and
- B. identify, clarify and comprehensively plan for the solution of problems within the committee's area of responsibility.

Section 2. RELATIONSHIP WITH GOVERNING BODY:

- A. The committee is to review, recommend and advise the governing body on policy matters in its area of responsibility.
- B. All actions of a committee, except decisions of regulatory committees, governed by state statute or the City Code, are subject to approval of the governing body.
- C. No action of a committee shall relieve the governing body of its responsibilities or usurp the authority granted to the governing body, except those regulatory committees which have specific decision-making authority, set out in state statutes and the City Code.
- D. Conflicts arising as to decision-making authority versus advisory capacity shall be referred in writing to the governing body through the city manager. The decision of the governing body is final.

Section 3. RELATIONSHIP WITH ADMINISTRATIVE STAFF:

- A. Committees shall be assigned a City staff member who will:
 - (1) be assigned as staff liaison to the committee;
 - (2) attend all committee meetings;
 - (3) provide background information for use by the committee;
 - (4) advocate positions on behalf of the committee, to the governing body; and
 - (5) provide reports to the governing body at their regularly scheduled council meeting and in coordination with the city manager.

- B. The staff liaison shall not vote on committee actions;
- C. Any additional work beyond items A (1) through (5) above staff work shall be requested of the city manager by the chairman of the committee and shall:
 - (1) be in writing;
 - (2) specifically state the nature of the work required; and
 - (3) state the purpose for which the additional work is required.
- D. Conflicts arising as the relationship between a committee and city staff shall be referred, in writing, to the city manager.

Section 4. RELATIONSHIPS WITH OTHER PUBLIC AND PRIVATE AGENCIES:

- A. Committees may call upon private and public agencies for information in order to make decisions and recommendations.
- B. Committees may provide guidance and information requested by such bodies; however, this should be done judiciously, so that no action of a full committee or individual committee members can be interpreted as an official position of the governing body.
- C. Conflicts arising as to the position of a committee or a committee member and a position of the governing body shall be referred, in writing, to the governing body through the city manager.
- D. At the discretion of the committee chairman, members may undertake special assignments outside of committee meetings that are required for the efficient dispatch of its business.

Section 5. RELATIONSHIP WITH JOINT COMMITTEES: Joint committees, unless otherwise specified in their enabling legislation or agreement, or unless otherwise agreed upon by the governing body and the county commissioners, when considering city business, shall follow the procedures of the governing body.

ARTICLE 7 - MEMBERSHIP

Section 1. CRITERIA: The governing body shall consider the following in determining the composition and membership of each committee:

- A. There shall be a minimum of three members on a committee. The exact number of members shall be specified in the enabling ordinance or resolution.

- B. The length of term for each committee member shall be designated in the ordinance or resolution adopted for that committee by the governing body.
- C. All members of city committees shall be residents of the city unless otherwise specified by the governing body.
- D. The prospective committee members shall be asked before appointment if they are willing to serve on the committee. After appointment they shall be informed as to the scope of the committees work.
- E. The City of Santa Fe will strive to obtain and retain on the membership of each City of Santa Fe citizens' board, commission, and committee a geographical balance between the four voting districts for municipal elections.
- F. The Mayor is encouraged, when filling vacancies on the City's boards, commissions, or committees, to endeavor to obtain the names of qualified and interested citizens from cross-section of the community by issuing public notices requesting applications when insufficient names are readily available.

Section 2. APPOINTMENT: Committees, whether standing or special, shall be appointed by the mayor with the approval of the city council, at the organizational meeting of the governing body and at such other times as the governing body deems appropriate.

Section 3. LIABILITY INSURANCE: All members of committees are covered under the city's liability insurance program while acting within the scope of their assigned duties.

ARTICLE 8 - OFFICERS

Section 1. NUMBER OF OFFICERS: Officers shall consist of a chairman and vice chairman.

Section 2. METHOD OF SELECTION: The mayor, with the approval of the city council, shall designate the chairman of each committee; the vice chairman shall be designated by the chairman, unless the enabling legislation specifies otherwise.

Section 3. DUTIES OF OFFICERS: The following duties shall be undertaken by the respective officers with the right to delegate duties to other committee members being reserved to the chairman.

***NOTE:** Article 7 - Amended by Resolution 1990-16
Approved on March 14, 1990

A. The Chairman's duties are to:

- (1) preside at committee meetings.
- (2) call special meetings.
- (3) make appointments to subcommittees, or task force groups.
- (4) represent the committee in public and to speak and act on behalf of the committee.
- (5) execute reports on behalf of the committee.
- (6) take initial action on directives from the governing body.
- (7) establish the agenda for committee members.
- (8) authorize special assignments for committee members.
- (9) inform the committee of results of all committee reports or recommendations to the governing body.
- (10) communicate to the governing body actions and recommendations of the committee through the city manager by memorandum or report signed by the committee chairman or his designated.

B. The Vice Chairman's duties are, in the absence of the committee chairman, to assume all duties and responsibilities of the chairman.

Section 4. TERMS OF OFFICE: Committee officers shall serve for a period of one year unless they are removed from office or are no longer in office due to resignation or illness, or unless the enabling legislation specifies otherwise.

ARTICLE 9 - REMOVAL, RESIGNATION AND VACANCIES

Section 1. REMOVAL:

- A. Any member of a committee may be removed by the mayor with the approval of the city council, with or without cause, unless otherwise provided for by the enabling legislation.
- B. After three consecutive unexcused absences a committee member shall be automatically removed and notified thereof by the chairman.

Section 2. RESIGNATION: Any member of a committee may resign his post or membership upon notification, in writing, to the committee chairman and the mayor.

Section 3. VACANCIES: Notification of occurring vacancies shall be given to the mayor by the committee chairman through the city manager's office.

- A. Upon a vacancy occurring in the office of the committee chairman, the vice chairman shall automatically become chairman for the balance of the unexpired term, unless otherwise stated in the enabling legislation.
- B. Vacancies shall be filled in the same manner as initial appointments and shall be for the remainder of the unexpired term.

Section 4. EXPIRATION OF TERM: A member of a committee whose term has expired continues to serve until such time as his or her successor is appointed.

ARTICLE 10 - MEETINGS

Section 1. REGULAR MEETINGS: Notification to committee members of regular meetings shall be made by the committee's staff liaison, or the designated person to do this task, at least seven days prior to each regular meeting and such notification shall be in the form of the committee's agenda following a format provided by the city manager. (See Exhibit A). The agenda shall be filed with the office of the city clerk and a copy shall be sent to the person designated by the city manager as overall committee liaison. The date, time and location of the meeting shall be posted at City Hall. Committee members may be notified of regular meetings by the staff liaison by telephone. All meetings held for the purpose of discussing public business, shall be in compliance with the Open Meetings Act (10-15-1 through 10-15-4 NMSA 1978).

Section 2. SPECIAL MEETINGS: Special meetings may be called by the committee chairman or in his absence by the vice chairman, or at the request of the city manager.

- A. Notice of meetings so called shall be made in writing by the chairman to all members with the purpose for the meeting so stated.
- B. The calling of special meetings shall allow at least five days notice prior to the meeting date.
- C. Meetings of an emergency nature may be called by the chairman notifying members by phone or in person stating the emergency nature of the special meeting. Such meetings are not subject to a prior notice time requirement but the media must be notified and the meeting is subject to the provisions of the Open Meetings Act.

Section 3. JOINT COMMITTEE MEETINGS: Unless otherwise agreed upon by the governing body and the county commissioners, joint city/county committees shall follow the standard city rules and procedures when considering city business.

Section 4. QUORUM REQUIREMENTS: Unless otherwise specified in committee's enabling legislation, a majority of the regular committee members shall constitute a quorum for the transaction of official business.

Section 5. OPEN MEETINGS ACT: All meetings of committees are subject to the Open Meetings Act.

ARTICLE 11 - VOTING

Section 1. VOTING PRIVILEGES: Committee members shall have the privilege of voting on matters or questions before the committee.

Section 2. MANNER OF VOTING: Voting shall be conducted in the following manner:

- A. A majority of the members shall constitute a quorum.
- B. Each member, excluding the chairman, shall have one vote. The chairman may vote only in the case of a tie or when his or her vote will provide the necessary number of votes required by law for taking action on an issue before the committee.
- C. When a quorum is present at any meeting, the vote of a majority of members present shall decide any questions brought before such a meeting, except when extraordinary majorities are required as determined by Robert's Rules of Order
- D. Telephone polls or proxy voting are not a valid method of voting.

***NOTE:** Article 11 Amended by Resolution 2009-20
Approved on February 11, 2009

ARTICLE 12 - RULES OF PROCEDURE FOR AGENDAS

Section 1. PROCEDURES: All committee meetings shall be conducted in accordance with Robert's Rules of Order.

Section 2. AGENDA: A typed agenda shall be prepared for each meeting and copies shall be distributed by the chairman, or his designee, to all members of a committee, the city clerk's office, and the committee liaison. The agenda shall include, at a minimum:

- A. Roll Call
- B. Approval of Minutes
- C. Reports of Officers, subcommittees and task force groups
- D. Unfinished business
- E. New business
- F. Adjournment

ARTICLE 13 - MINUTES

In accordance with the state Open Meetings Act (Sec. 10-15-1 through 10-15-4 NMSA 1978), any

". . . board, commission or other policy-making body shall keep written minutes of all its meetings. The minutes shall include, as a minimum, the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken which show how each member voted. All minutes shall be open to public inspection. Draft minutes shall be prepared within ten working days after the meeting. Minutes shall not become official until approved by the policy-making body. . ."

"The Compliance Guide for New Mexico Public Officials and Citizens" put out by the Attorney General says the following:

"All public bodies subject to the provisions of this Act are required to keep minutes of all open meetings. The minutes of meetings closed pursuant to the specific provisions of this Act or minutes of meetings not subject to this Act do not have to be kept. Minutes of open meetings shall record at least the following information:

- (a) the date, time and place of the meeting;
- (b) the names of all members of the body in attendance and a list of those members absent;
- (c) a statement of what proposals were considered;
- (d) a record of any decision made by the body and of how each member voted."*

*Note from Compliance Guide: ". . .the Attorney General would advise that this requirement would apply only to votes ordinarily taken by roll call in accordance with the rules of parliamentary procedure and does not require a roll call on each vote" . . .

EXHIBIT "A"

SAMPLE AGENDA

Name of Committee
Location of Meeting
Date of Meeting
Time of Meeting

I. PROCEDURES

A. Roll Call

B. Approval of minutes of previous Meeting (dates, if applicable)

II. REPORTS

A. Officers of Committee

1. List individual items
- 2.
- 3.

B. Subcommittees

- 1.
- 2.
- 3.

III. UNFINISHED BUSINESS

1. (list topics)
- 2.

IV. NEW BUSINESS

1. (list topics)
- 2.
- 3.

V. ADJOURNMENT

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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2022-38

INTRODUCED BY:

Mayor Alan Webber

A RESOLUTION

PERMITTING REMOTE MEETINGS FOR ADVISORY COMMITTEES WHETHER OR NOT IT IS DIFFICULT OR IMPOSSIBLE FOR MEMBERS OF THE COMMITTEE TO MEET IN PERSON WHEN THE ADVISORY COMMITTEE DETERMINES IT IS IN THE BEST INTEREST OF THE PUBLIC TO DO SO.

WHEREAS, the rules governing committees, Resolution No. 2009-20, require that all City boards, committees, task forces, and commissions follow the Open Meetings Act, regardless of if they are policy-making bodies; and

WHEREAS, the Open Meetings Act only permits remote attendance by committee members when it is difficult or impossible for the member to attend; and

WHEREAS, in-person meetings are difficult to attend for certain committee members and certain members of the public; and

WHEREAS, facilitating hybrid meetings can require significant staff resources, with a minimum of two staff currently needed to support hybrid meetings in the Council Chambers; and

WHEREAS, certain accessibility technology is not easily incorporated into a hybrid

1 meeting; and

2 **WHEREAS**, the existing Committee Rules’ standards and limitations do not maximize
3 opportunities for participation in City meetings; and

4 **WHEREAS**, a “remote meeting” means a meeting at which all participants participate via
5 video conferencing, such as Zoom, Microsoft Teams, Google Meet, or other similar platforms,
6 through which all participants may be heard and identified by each other and by the public.

7 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
8 **CITY OF SANTA FE** that, upon a vote of a committee’s membership that it is in the best interest
9 of the public for the committee to hold a remote meeting, either for a particular meeting, a set of
10 meetings, or indefinitely, the advisory committee may hold remote meetings, regardless of whether
11 it is difficult or impossible for the members of the committee to meet in person.

12 **BE IT FURTHER RESOLVED** that a committee may vote to meet in person again at
13 any time.

14 **BE IT FURTHER RESOLVED** that an advisory committee shall place a vote to meet
15 remotely or return to in-person meetings on its published agenda before voting on the issue.

16 **BE IT FURTHER RESOLVED** that this resolution does not modify the requirement that
17 advisory committees follow other aspects of the Open Meetings Act, such as notice, minutes,
18 limitations on communications among quorums, etc.

19 PASSED, APPROVED, and ADOPTED this 27th day of July, 2022.

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23 ALAN WEBBER, MAYOR
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1 ATTEST:

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4 KRISTINE MIHELICIC, CITY CLERK

5 APPROVED AS TO FORM:

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8 ERIN K. McSHERRY, CITY ATTORNEY

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Legislation/2022/Resolutions/2022-38 Permitting Remote Meetings for Advisory Committees

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Permitting Remote Meetings for Advisory Committees

Sponsor(s): Mayor Alan Webber

Reviewing Department(s): City Attorney's Office

Staff Completing FIR: Erin McSherry **Date:** 6/22/2022 **Phone:** 505-955-6961

Reviewed by City Attorney:  **Date:** Jun 24, 2022

Reviewed by Finance Director:  **Date:** Jun 24, 2022
Alexis Lotero (Jun 24, 2022 09:49 MDT)

Summary:

This resolution allows advisory committees to hold remote meetings, whether or not it is difficult or impossible for members of the committee to meet in person, when the advisory committee determines it is in the best interest of the public to do so. Currently, the City's Committee Rules require all committees to follow the Open Meetings Act, which only allows remote participation by members when it is difficult or impossible for members to attend in person and when the technology used to appear remotely is sufficient to allow all members and the public to hear and identify each speaker. Fully remote meetings have certain advantages over hybrid meetings. Hybrid meetings can require significant staff resources, with a minimum of two staff needed to conduct hybrid meetings in the Council Chambers. In addition, certain accessibility technology is not easily incorporated into a hybrid meeting.

Departments Affected:

All departments that participate in advisory committees would be affected by this legislation.

Consequences of Not Enacting Legislation:

If the legislation is not adopted, advisory committees will not be permitted to meet 100% remotely and some interested parties will be unable to participate in meetings. Committees may not be able to meet in a timely manner or at all if some members are unable to attend in-person meetings.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:

This Resolution relates to Resolution 2009-20, establishing rules for committees, including the requirement that they follow the Open Meetings Act.

Performance and Administrative Implications:

If a committee votes to hold meetings remotely, staff will need set up and host the virtual meetings.

Fiscal Implications:

None identified.

Fiscal Impact

 X Check here if no fiscal impact

Expenditures

Expenditure Type	FYE ___	FYE ___	FYE ___	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
<u>Personnel and Benefits*</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____
<u>Capital Outlay</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____
<u>Contractual/ Professional Services</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____
<u>Operating</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	\$ _____
<u>Total:</u>	\$ _____	\$ _____	\$ _____	_____	_____	_____	\$ _____

* This includes all staff time associated with executing the job functions of the proposed legislation.

Expenditure Narrative:

Revenue

Revenue Type	FYE ___	FYE ___	FYE ___	Recurring (R) or Non-recurring (NR)	Fund
General Fund	\$ _____	\$ _____	\$ _____	_____	_____
Special Revenue	\$ _____	\$ _____	\$ _____	_____	_____
CIP	\$ _____	\$ _____	\$ _____	_____	_____
Enterprise	\$ _____	\$ _____	\$ _____	_____	_____
Internal Service	\$ _____	\$ _____	\$ _____	_____	_____
Trust and Agency	\$ _____	\$ _____	\$ _____	_____	_____
Federal	\$ _____	\$ _____	\$ _____	_____	_____
Other	\$ _____	\$ _____	\$ _____	_____	_____
Total	\$ _____	\$ _____	\$ _____	_____	_____

Revenue Narrative:

