



Rio Arriba Board of County Commissioners

COMMISSIONERS

**Leo V. Jaramillo
Chairman, District II**

**Danny J. Garcia
District III**

**James J. Martínez
District I**

**COUNTY MANAGER
Tomas Cámos, III**

**DEPUTY COUNTY
MANAGER
Leo R. Márquez II**

COVID-19 Emergency Response County Commission Meeting Protocol

It is important for local governments to do our part over the next fifteen (15) days to slow the spread of the COVID-19 virus and to relieve the burden on our emergency responders. That said, we also have a responsibility to conduct the business of the people. The Open Meetings Act requires that members of the public be allowed to attend and listen to meetings of a quorum of the governing body. Accordingly, this protocol is designed to help accomplish both important goals utilizing available services.

Please be advised that all County Commission meetings will be physically closed to the public, but open to the public via technology services.

- A. All County Commissioners will make an individual determination regarding whether to attend meetings in person or whether to participate by means of videoconference or telephone.
- B. Commission meetings will be web streamed via YouTube Live, the Rio Arriba County Channel. The link(s) to the URL will be posted on the main page of www.rio-arriba.org prior to the meeting.
- C. County Administration will also post notice of the time, date and how to access the meeting on the County's website and outside the meeting in accordance with its Open Meetings resolution and the Open Meetings Act.
- D. A conference call bridge will be set up to allow key meeting participants to phone and/or videoconference in. These individuals may include the County Commission, County Manager and County Attorney. This may be accomplished with Windstream OfficeSuite HD meeting. The call-in will be easily heard on the web stream.
- E. Other speakers at a meeting will be given a number to call in so that they can join remotely.
- F. The web-streaming will be paused upon the commencement of executive session, and continued after completion of executive session.

The County will make every effort to comply with the following Open Meeting Act compliance recommendations issued by Attorney General Hector Balderas on March 27, 2020:

The Office of the Attorney General advises all public entities subject to OMA to first and foremost follow the guidance of the Department of Health and other health officials to ensure the health and safety of both members of the entity and the public. Accordingly, the most prudent thing to do to ensure compliance with OMA would be to postpone any non-essential public meeting during the pendency of the state of emergency. If, however, a public entity has an emergency or time-sensitive matter to attend to, it may proceed with a virtual meeting under the following guidelines:

1. Notice of the meeting must still comply with the mandates of OMA, and it should contain detailed information about how members of the public may attend and listen via telephone, live streaming, or other similar technologies---this should include such detail as relevant phone numbers, web addresses, etc.;
2. While provided by alternative means, the public must have some form of access to the meeting to substitute for the access it would during any normally scheduled public meeting subject to OMA;
3. Where possible, videoconference is the best alternative method of holding meetings;
4. At the start of the meeting, the chairperson should announce the names of those members of the public entity participating remotely;
5. All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members of the public entity and to the public;
6. The chairperson or person leading the meeting should suspend discussion if the audio or video is interrupted;
7. All votes of the public entity should be by roll call vote;
8. The public entity should produce and maintain a recording of the open session of the meeting.