

**NEW MEXICO LAND GRANT COUNCIL**  
**fiscal year 2025**  
**ANNUAL OPEN MEETINGS ACT RESOLUTION**

WHEREAS, the New Mexico Land Grant Council (“Council”) is a public policy-making body within the State of New Mexico and therefore subject to requirements of the New Mexico Open Meetings Act, NMSA 1978, Sections 10-15-1 to -4; and

WHEREAS, recognizing the legislative intent of the Open Meetings Act and policy of this state that all persons are entitled to the greatest possible information regarding the affairs and actions of our government, public attendance must be reasonably accommodated, and public notice provided prior to any meeting among a quorum discussing business of our public body; and

WHEREAS, the Open Meetings Act, Section 10-15-1(D), specifically requires every public body in the state to annually review and decide what additional public notice is reasonable for its meetings, including the methods and timeframe of such notice; and

WHEREAS, all obligations of the Open Meetings Act are followed by our public body, even if not expressly restated in this Resolution; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Public Notices:** Advanced notice shall be provided to the public and will include the time, date, location of the meeting, and information on how to obtain a copy of the agenda. Public notices shall be provided, at minimum, through the following methods:
  - A. Posted prominently on our website at: [www.lgc.unm.edu](http://www.lgc.unm.edu)
  - B. Posted prominently at the following physical location:  
UNM Continuing Education, South Building  
1634 University Blvd. NE  
Albuquerque, NM 87131
  - C. Emailed to any broadcast station and newspaper that have requested in writing to receive notice of the Council’s meetings.
  - D. Emailed to individuals who have requested in writing to be added to the Council’s email list and receive notice of meetings. Individuals may request to be added to the email list by emailing: [nmlandgrantcouncil@unm.edu](mailto:nmlandgrantcouncil@unm.edu)
2. **Meeting Agendas:** The Council’s agendas shall be available to the public and will include a list of specific items of business to be discussed or voted on. Agenda items shall be written with sufficient description so that the average person can reasonably understand the subject to be discussed and can anticipate when a vote or formal action may occur. Agendas shall be finalized and posted as soon as is practical, but no less than seventy-two (72) hours prior to regular or special meetings, and made available through the following methods:
  - A. Posted prominently on the Council’s website at: [www.lgc.unm.edu](http://www.lgc.unm.edu).

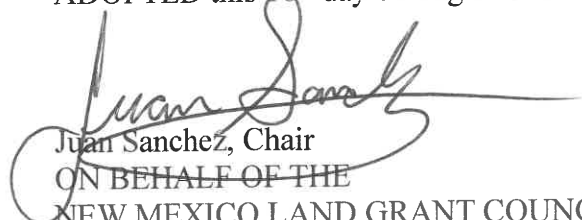
B. Posted prominently at the Council's office entrance:  
UNM Continuing Education, South Building  
1634 University Blvd. NE  
Albuquerque, NM 87131

3. **Regular Meetings:** The Council's regular meetings are those anticipated to be held monthly and will be identified annually or as far as practicable in advance. Public notice of regular meetings shall be provided as soon as is practicable, but no less than seven (7) calendar days prior to a regular meeting.
4. **Special Meetings:** The Council's special meetings are those held outside of regular meetings due to unforeseen circumstances or other need warranting an additional meeting. Special meetings should be limited to agenda items that cannot reasonably wait until the next scheduled regular meeting. Public notice shall be provided as soon as is practical, but no less than seventy-two (72) hours prior to a special meeting.
5. **Emergency Matters:** The Council's public body may, under extraordinary and limited circumstances, consider and act on certain emergency matters in a noticed meeting, separate meeting, or through any other collaborative process appropriate under the circumstances pursuant to Section 10-5-1(F) of the Open Meetings Act. Reasonable efforts shall be made to provide public notice before, when possible, and after any emergency matter is considered, including an explanation at the next meeting of any action taken and the circumstances creating the emergency.
6. **Inadvertent Quorums:** The Council's public body shall not discuss business among a quorum outside of a noticed meeting. Situations or events in which a number of our members sufficient to establish a quorum are present, but do not discuss public policy, such as a social event, do not implicate OMA. However, members should disclose the potential or occurrence of any such situation at a public meeting in the interest of transparency.
7. **Americans with Disabilities Act (ADA) Notice:** In addition to the information specified above, all our notices and agendas shall include the following language:

If you are an individual with a disability or other need requiring a reader, amplifier, interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact our staff to discuss your accessibility needs at least one week prior, or as soon as possible, by emailing Jacqueline Alderete at [jochoa@unm.edu](mailto:jochoa@unm.edu) or calling 505-225-6309.
8. **Remote Participation:** The members of the Council's public body are permitted to participate remotely when it is difficult or otherwise impossible for the member to attend in person, pursuant and subject to conditions of Section 10-15-1(C) and discretion of the Chair.

Annual OMA Resolution  
< # > of < # >

ADOPTED this 16<sup>th</sup> day of August 2024.



Juan Sanchez, Chair  
ON BEHALF OF THE  
NEW MEXICO LAND GRANT COUNCIL