OPEN MEETINGS RESOLUTION
OF THE
NEW MEXICO LAND GRANT COUNCIL

NEW MEXICO LAND GRANT COUNCIL
RESOLUTION No. 2020 - 01

WHEREAS, the Members of the New Mexico Land Grant Council met in regular session at the Science and Technology Park Executive Conference Room, 851 University Blvd SE, Albuquerque, New Mexico on August 16, 2019 at 10:00 a.m. as required by law; and

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) 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 or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1-(D) of the Open Meetings Act requires the New Mexico Land Grant Council to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the New Mexico Land Grant Council that:

1. All meetings shall be held at a time and place as indicated in the meeting notice.

2. Unless otherwise specified, regular meetings shall be held as indicated in the meeting notice. The agenda for the meeting will be available at least seventy-two (72) hours prior to the meeting from the New Mexico Land Grant Council. Notice of regular meetings will be given seven days (7) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.

3. Special meetings may be called by the Chairman or a majority of Commission members upon three (3) days in advance notice. The notice shall include an agenda for the meeting or information on how
members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting.

4. Emergency meetings will be called only under unforeseen circumstances that demand immediate attention to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The New Mexico Land Grant Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda or how a copy of the agenda may be obtained is placed on the Council’s website and is posted at the offices of the New Mexico Land Grant Council. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda or how a copy of the agenda may be obtained is placed on the Council’s website and is posted at the offices of the New Mexico Land Grant Council. Telephone notice shall also be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

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

Reasonable accommodations will be made for special needs. Please contact:

Arturo Archuleta
NM Land Grant Council Program Manager
1829 Sigma Chi Rd NE
Albuquerque, NM 87106
Telephone: 505-328-4104
Email: nmlandgrantcouncil@unm.edu
at least one (1) week before the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Land Grant Council if a summary or other type of accessible format is needed.

8. The New Mexico Land Grant Council may close a meeting to the public only if the subject matter of such discussion or action is exempt from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.

   a. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the New Mexico Land Grant Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

   b. If a closed meeting is conducted when the New Mexico Land Grant Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subject to be discussed with reasonable specificity, is given to the members and to the general public.

   c. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

   d. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the New Mexico Land Grant Council in an open public meeting.

Passed by the New Mexico Land Grant Council this 16th day of August 2019.

Signed by:

Juan Sanchez, Chair

8/16/19