

NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED	SUBJECT: NO. 010 Open Meetings Resolution
Effective Date: 03/21/97	Replaces: Open Meetings Resolution, Reviewed 03/01/02, 02/28/03, 02/06/04, 02/04/05, 01/12/06, 01/11/07, 02/07/08, 01/14/09, 01/21/10, 02/17/11, 02/03/12, 02/21/13
Distribution: All Staff	Kind: Board Policy

POLICY

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 through 10-15-4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meeting Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policy-making body of any state agency held for the purpose of formulating public policy, including the development of personnel policy, rules or regulations, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such a 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 Board of Regents for the New Mexico School for the Blind & Visually Impaired to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Regents for the New Mexico School for the Blind & Visually Impaired that:

1. Notice to the public of all regular meetings shall be given at least ten (10) calendar days in advance of the meeting date. The notice for all regular meetings shall include information on how the public may obtain a copy of the agenda. Agenda changes must be made to the superintendent's office no later than 4:00 p.m. on the last working day immediately preceding the time by which the agenda must be made available to the public. The agenda shall be available to the public at least twenty-four hours prior to the regular meeting.
2. Special Meetings may be called by the President or a majority of the members of the Board of Regents upon three (3) calendar days' notice. The notice for all special meetings shall include information on how the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours prior to the special meeting.
3. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the safety, health and property of citizens or to protect the public body from substantial financial loss. The Board of Regents will avoid emergency meetings whenever possible. Emergency meetings may be called by the President or a 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.

4. For the purposes of regular meetings described in paragraph 1 of this resolution, notice requirements to the public are met if notice of the date, time, place and information on how the public may obtain a copy of the agenda are placed in a newspaper of general circulation in the state. The Superintendent's assistant shall also mail copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and a newspaper of general circulation in the immediate area in which the meeting is to be held. Notice of all regular meetings shall also be sent to Newsline for the Blind with a request to broadcast the notice.
5. For the purposes of special and emergency meetings described in paragraphs 2 and 3 of this resolution, notice requirements shall be met by posting a notice in the office of the Superintendent. The Superintendent shall also provide telephonic notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.
6. Further, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the office of the Superintendent (575) 439-4419 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the office of the Superintendent at (575) 439-4419 if a summary or other type of accessible format is needed.
7. The Board of Regents for the New Mexico School for the Blind & Visually Impaired may close a meeting to the public only if the subject matter of such discussion or action is exempted 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 Board of Regents taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting; or
 - (b) If the decision to hold a closed meeting is made when the Board of Regents is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances which states the specific provision of law authorizing the closed meeting and with reasonable specificity the subject to be discussed, 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 for closure; and
 - (d) Except as provided in Section 10-15-1 (H) any action taken as a result of discussions in a closed meeting shall be made by vote of the Board of Regents in an open public meeting.