

Administrative Policy No. AP-205

Subject: Policy on Open Meetings

Effective: PY03 – 09/08/2003

BACKGROUND:

Section 10-15-1 B NMSA 1978, of the Open Meetings Act states that, except as otherwise provided in the Constitution of New Mexico or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, commission or other policy-making body of any state agency, any agency or authority of any county, municipality, district or any political subdivision held for the purpose of formulating public policy, discussion 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;

POLICY:

- Regular meetings of the WCCNM Board shall be held based on a schedule to be determined by its members at the beginning of the program year, on a date/ time and at a location to be publicized on the meeting notice.
- Regular meetings of the WCCNM Executive Board shall be held based on a schedule to be determined by its members at the beginning of the program year, on a date/ time and at a location to be publicized on the meeting notice.
- Regular meetings of the Youth Council shall be held based on a schedule to be determined by its members at the beginning of the program year, on a date/ time and at a location to be publicized on the meeting notice.

A proposed agenda will be available no later than 12:00 pm five (5) days prior to regular monthly meetings at the WCCNM office. For regular monthly meetings, one publication in the Albuquerque Journal and one publication in the Albuquerque Tribune shall be given within five (5) days of the adoption of this Policy and this Policy shall be available to the public. Notice of any other regular meetings shall be given five (5) days in advance of the meeting date.

Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. Emergency meetings will be called only under circumstances which demand immediate action to protect the health, safety and property of our citizens. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice.

Notice requirements shall also be met by posting notices in the offices of the WCCNM and in at least three (3) public buildings or public message boards located within the WCCNM boundaries. The WCCNM secretary shall also mail copies of the written 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.

For the purposes of special meetings and emergency meetings described above, notice requirements shall be met by posting notices in the offices of WCCNM and in at least three (3) public buildings or public message boards located within the WCCNM's boundaries. The WCCNM secretary shall also provide facsimile notice 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.

The WCCNM Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meetings requirement under Section 10-15-1 H of the Open Meetings Act.

If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the WCCNM Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual board member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting. If the decision to hold a closed meeting is made when WCCNM is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subjects to be discussed, is given to the Board members and to the general public; and

Except as provided in Section 10-15-1 I, any final action taken as a result of discussions in a closed meeting shall be made by vote of the WCCNM Board in an open meeting.

APPLICABILITY:

Applies to WCCNM staff regarding all formal meetings.

INQUIRIES:

WIA Administrator 505-247-1750