

Claunch-Pinto Soil and Water Conservation District

OPEN MEETINGS RESOLUTION #04 – 2015

EFFECTIVE 01/01/15– 12/31/15

WHEREAS, Section 10-15-1-(B) of the Open meetings Act (Sections 10-15-1 through 10-15-4 NMSA 1978) 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, commission or other policy-making body of any state 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 board, commission or other policy-making 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 Claunch Pinto Soil and Water Conservation District to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Claunch-Pinto Soil and Water Conservation District that:

1. All meetings of the Claunch-Pinto Soil and Water Conservation District shall ordinarily be held at the Natural Resource Conservation Center, 1206 South Highway 55, at 8:00 am.
2. Unless otherwise specified, regular meetings shall be held each month on Friday. The agenda will be available at least seventy-two hours prior to the meeting from the Claunch Pinto Soil and Water Conservation District whose office is located 1206 South Highway 55, Mountainair, New Mexico. Notice of any other regular meetings will be given ten (10) calendar 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 the members upon three (3) calendar days notice. The notice shall include an agenda for the meeting or information on how member of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.

4. Emergency meetings of the Claunch-Pinto Soil and Water Conservation District will be called under unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body. The Claunch Pinto Soil and Water Conservation District will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon (24) twenty-four hours notice, unless threat of personal injury or property damage requires less notice. The notice of 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 is posted in the following locations: 1) Natural Resources Conservation Center, 1206 South Highway 55; 2) Mountainair Post Office; 3) Mountainair Town Hall; 4) Ancient Cities Café; 5) B Street Market; 6) My Bank, Mountainair Branch. Copies of the written notice shall also be mailed to those broadcast station licensed by the Federal Communication Commission and newspapers of general circulation that have made a written request for notice of public meeting.
6. For the purposes of special meeting 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 is provided by telephone to newspapers of general circulation in the state and posted in the following locations: 1) Natural Resources Conservation Center, 1206 South Highway 55; 2) Mountainair Post Office; 3) Mountainair Town Hall; 4) Ancient Cities Café; 5) B Street Market; 6) My Bank, Mountainair Branch. Telephone notice also shall be given to those broadcast station licensed by the Federal Communication Commission and newspaper 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 languages: English

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 meeting, please contact the Claunch Pinto Soil and Water Conservation District at 505-847-2243/2941 at least (1) week or as soon as possible prior to the meeting. Public documents, including the agenda and minutes, can be provided in various accessible forms,

please contact the Claunch Pinto Soil and Water Conservation District if a summary or other type of accessible form is needed.

8. The Claunch-Pinto Soil and Water Conservation District may close a meeting to the public if the subject matter is such that discussion or action is excerpted from the open meetings requirements 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 Supervisors taken during the open meeting. The authority for the closed 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 Claunch Pinto Soil and Water Conservation District 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 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 of 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 Board of supervisors in a public meeting.

Passed by the Claunch Pinto Soil and Water Conservation District Board of Supervisors this day of November 7, 2014



**Felipe Lovato, Jr., Chairman,
Claunch-Pinto Soil and Water Conservation District**