

**NORTHWEST REGIONAL EDUCATION COOPERATIVE #2**  
**OPEN MEETING ACT NOTICE RESOLUTION**

WHEREAS, the Northwest Regional Education Cooperative #2 (NWREC #2) Governing Council met in regular session on June 7, 2018 at 3:00 p.m. as per 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 or other policy making body of any state or local public agency held for the purpose of formulating public policy including the development of personnel policy, rules or regulations, discussing public business or 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 NWREC #2 Governing Council to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the NWREC #2 Governing Council that:

1. All meetings shall be held at the LANL Community Foundation Building in Española, NM at 10:00 a.m. or as indicated on the meeting notice.
2. Unless otherwise specified, regular meetings shall be held every other month on the first Thursday of that month, beginning in August of the new fiscal year. The final agenda will be available at least seventy-two (72) hours prior to the meeting. The Final Agenda can be obtained by contacting the NWREC #2 office, located in Chama, New Mexico. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.

**GOVERNING COUNCIL MEETING DATES:**

<b>August 2, 2018</b>	<b>December 6, 2018</b>	<b>April 4, 2019</b>
<b>October 4, 2018</b>	<b>February 7, 2019</b>	<b>June 6, 2019</b>

3. Special meetings may be called by the Chairman, by the Director in the absence or inability of the Chairman or by a majority of the members upon three (3) days 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, which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The NWREC #2 Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman, by the Director in the absence or inability of the Chairman or by 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 emergency meetings shall include an agenda or how the public may obtain a copy of the agenda. Within five days of taking action on an emergency matter, the NWREC #2 Governing Council will report to the attorney general's office the action taken and the circumstances creating the emergency.
5. For the purposes of regular meetings described in paragraph two of this resolution, notice requirements are met if notice of the date, time, and place is posted at each member district's central office. The notice will be posted in the NWREC #2 Office and on the NWREC #2 Website. The NWREC #2 Governing Council 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.

6. For the purposes of special meetings and emergency meetings described in paragraphs three and four of this resolution, notice requirements shall be met by posting notices at the NWREC#2 Office and on the NWREC #2 Website. The NWREC #2 Governing Council Secretary shall also provide 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.
7. In addition to the information specified above, 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 NWREC #2 Executive Director at 575-756-1274 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 Executive Director if another type of accessible format is needed.
8. The NWREC #2 Governing Council 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 NWREC #2 Council 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 to close 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.
  - (b) If the decision to hold a closed meeting is made when the NWREC #2 Council 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 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 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), any action taken as a result of discussions in a closed meeting shall be made by vote of the NWREC #2 Governing Council in an open public meeting.
9. The NWREC #2 Council recognizes that Council members will occasionally attend social events, community functions, school activities or programs, athletic events or meetings of other groups or entities, or be present at local commercial establishments. In the event a quorum of the membership of the Council is present on such occasions, a violation of this resolution and the Open Meetings Act does not occur so long as the council members do not discuss school business or prospective Council actions as described in this resolution. By adoption of this resolution, each member represents and agrees to abide by these limitations and not to engage in such discussions outside the context of a duly-called council meeting that complies with the Open Meetings Act.

Approved this 7<sup>th</sup> day of June, 2018.

Northwest Regional Education Cooperative #2 Governing Council

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Anthony Casados, Chairman

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Norma Cavazos, Secretary