

Southwest New Mexico Water Planning Group

R-05-01 OPEN MEETINGS RESOLUTION

WHEREAS, the Southwest New Mexico Water Planning Group ("Group") is required to adopt a Resolution concerning the Public Meetings Law (10-15-1 NMSA 1978), 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 provision of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory 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 Southwest New Mexico Water Planning Group to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Southwest New Mexico Water Planning Group that:

1. All Meetings shall be held in the County Commissioners' Meeting Room located in the Grant County Administration Center, 1400 Highway 180 East, Silver City, New Mexico unless otherwise indicated in the meeting notice.
2. Regular meetings shall be held monthly, on the third Tuesday of the month at 9:00 a.m., unless otherwise changed by the Group. The agenda will be available at least twenty-four hours prior to the meeting from the Grant County Manager's Office. Notice of regular meetings will be given five (5) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. All regular meetings of the Group shall be conducted using Robert's Rules of Order as parliamentary governance.
4. Requests from the general public for inclusion on the agenda for regular meetings should be submitted to the office of the Grant County Manager six (6) working days prior the next regular meeting of the Group by 4:00 P. M. Six working days is equal to 10 calendar days.

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5. All notices of regular meetings of the Group, as described in Section 2 above, shall also include a provision stating that individuals with disabilities will be supplied with the assistance of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service reasonably required to allow that individual to attend or participate in the meeting. This provision will also state that any individual requiring such assistance shall contact the office of the Grant County Manager not less than one week prior to a regular meeting of the Group.
6. The Chairman or a majority of the members upon three (3) day notice may call special meetings. 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 twenty-four (24) hours before any special meeting.
7. The Chairman or a majority of the members upon twenty-four (24) hours notice to newspapers of general circulation in all four counties comprising the Group may call an emergency meeting to conduct business.
8. For the purposes of regular meetings, as described in paragraphs 2 and 3 of this Resolution, notice requirements are met if notice of the date, time, place, and agenda is placed in a newspaper of general circulation in the Member Counties and posted in the office of the Grant County Manager. The Grant County Manager's Administrative Secretary shall also mail or facsimile 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. Notice shall be given to all members and alternates of meetings and agendas at least seven (7) days prior to meeting date.
9. For the purpose of special meetings described in paragraphs 7 of this Resolution, notice requirements shall be met by posting notice of the date, time, place, and agenda in the office of the Grant County Manager. The Grant County Manager's Administrative 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.

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10. Policies for public participation at meetings of the Group shall be governed by Resolution #R-05-01. This resolution has established a permanent agenda item for public input at every regular meeting of the Group.
11. The Group 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 Group 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 by roll call vote 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 Group 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 subjects to be discussed with reasonable specificity is given to the members and the general public.
 - C. Following completion of any closed meeting, the minutes of the open meeting that was closed 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 Meeting Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Group in an open public meeting.

PASSED, APPROVED, AND ADOPTED by the Southwest New Mexico Water Planning Group, New Mexico, this 24th day of January 2005.

SOUTHWEST NEW MEXICO WATER PLANNING GROUP

Vance Lee

Vance Lee, Chairman