

## OPEN MEETINGS RESOLUTION

WHEREAS, the Board of Education of the Cloudcroft Municipal School ("Board") met in regular session at the Cloudcroft Municipal Schools Board Room on July 19, 2021 at 6:00 PM as required per law; and

WHEREAS, Section 10-15-1(B) of the Open Meeting Act (NMSA1978, 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, administrative, adjudicatory body or other policymaking 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 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 Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Cloudcroft Municipal School that:

1. All meetings shall be held at the Cloudcroft Municipal School Board Room at 6:00 PM, or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the third Tuesday. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Superintendent, whose office is located in the District's Central Office in Cloudcroft New Mexico. The agenda will also be posted at the offices of the Superintendent in the District's Central Office and posted on the Schools' website at [www.cmsbears.org](http://www.cmsbears.org).
3. Notice of regular meetings other than those described in paragraph 2 will be given ten (10) days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted on the District's website at [www.cmsbears.org](http://www.cmsbears.org)
4. Special meetings may be called by the President or a majority of the members upon three (3) days' notice. The notice shall include an agenda for the meeting or information on how a copy of the agenda may be obtain. The agenda will be available to the public at least twenty-four (24) hours before any special meeting and posted on the District's website at [www.cmsbears.org](http://www.cmsbears.org).
5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the District from substantial financial loss. The board will avoid emergency meetings whenever possible. Emergency meetings may be called by the President or a majority of the members of the Board 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. Within ten (10) days of taking action on an emergency matter, the Board will notify the Attorney General's Office.

6. 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: Central Administrative Office, the local post offices in Cloudcroft, Weed, Mayhill, Sacramento, Sunspot, Pinon and Timberon and faculty lounges at district schools. The Board Secretary shall also mail copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulations which have made a written request for notice of public meetings.
7. For the purposes of special meetings and emergency meetings described in paragraph 4 and 5 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted at the Central Office and faculty lounges at district schools. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice the public meetings.
8. In addition to the information specified above, all notices shall include the following language:
  - (a) If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, documents in an accessible format, or any other form of auxiliary service to participate in the meeting, please contact the Superintendent's office at the central office of Cloudcroft Municipal School district at least one (1) week before the meeting (sooner if possible)
  - (b) The Board may close a meeting to the public only if the subject matter of such discussion or action is excepted from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.
  - (c) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board 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 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.
  - (d) If a closed meeting is conducted when the Board 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 to the general public.
  - (e) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the 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 for closure.