State of New Mexico
Oil Conservation Commission
Calendar Year 2026
ANNUAL OPEN MEETINGS ACT RESOLUTION

WHEREAS, the New Mexico Oil Conservation Commission ("OCC") is a public policy-making body within the State of New Mexico and therefore subject to requirements of the New Mexico Open Meetings Act, NMSA 1978, Sections 10-15-1 to -4; and

WHEREAS, recognizing the legislative intent of the Open Meetings Act and policy of this state that all persons are entitled to the greatest possible information regarding the affairs and actions of our government, public participation must be accommodated, and public notice provided for any meeting among a quorum discussing business of our public body; and

WHEREAS, the Open Meetings Act, Section 10-15-1(D), specifically requires every public body in the state to annually review and decide what additional public notice is reasonable for its meetings, including the methods and timeframe of such notice; and

WHEREAS, all obligations of the Open Meetings Act are followed by our public body, even if not expressly restated in this Resolution; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Meeting Location:** Unless specified otherwise in the meeting notice, each public meeting of the Commission shall be held in Pecos Hall, First Floor, Wendell Chino Building, 1220 South Saint Francis Drive, Santa Fe, New Mexico 87505.

2. **Public Notices:** The Commission's notices shall be provided to the public and will include the time, date, location of the meeting, and information on how to obtain a copy of the agenda. Public notices shall be provided, at minimum, through the following methods:

   A. Posted prominently on our website at: https://www.emnrd.nm.gov/ocd/occ-info/;

   B. Emailed to any broadcast station and newspaper that have requested in writing to receive notice of our meetings; and

   C. Emailed to individuals who have requested in writing to be added to our email list and receive notice of meetings. Requests to be added to our email list may be sent to OCC.Hearings@emnrd.nm.gov.

3. **Meeting Notices and Agendas:** Our meeting notices and agendas shall be available before every meeting and will include a list of specific items of business to be discussed or voted on consistent with applicable rules under the Open Meetings Act and Oil and Gas Act (19.15.3 and 19.15.4 NMAC). Agenda items shall be written with sufficient description so that the average person can reasonably understand the subject to be discussed and can anticipate when a vote or formal action may occur. Agendas shall be finalized and posted as soon as is practical, but no less than seventy-two (72) hours prior to each meeting, and made available through the following methods:

A. Posted prominently on our website at: https://www.emnrd.nm.gov/ocd/occ-info/; and

B. Email to individuals, broadcast stations, or newspapers who have requested in writing to receive notice of our meetings via email. Requests to be added to our email list may be sent to OCC.Hearings@emnrd.nm.gov.

4. **Regular Meetings:** Our regular meetings are those anticipated to be held on a monthly basis. The schedule for the meetings will be provided by the Chair at least annually and will be updated as appropriate/necessary. Public notice shall be provided as soon as is practicable, but no less than twenty (20) calendar days prior to a regular meeting. Additional meetings may be added throughout the year, subject to applicable notice requirements.

5. **Special Meetings:** Our special meetings are those held outside of regular meetings due to unforeseen circumstances or other need warranting an additional meeting. Special meetings should be limited to agenda items that cannot reasonably wait until the next regular meeting. Public notice shall be provided as soon as is practical, but no less than seventy-two (72) hours prior to a special meeting.

6. **Emergency Matters:** Our public body may, under extraordinary circumstances, consider and act on limited emergency matters in a noticed meeting, separate meeting, or through any other collaborative process appropriate under the circumstances pursuant to Section 10-5-1(F). Reasonable efforts shall be made to provide public notice before, when possible, and after any emergency matter is considered, including an explanation at the next meeting of any action taken and the circumstances creating the emergency.

7. **Inadvertent Quorums:** Our public body shall not discuss business among a quorum outside of a noticed meeting. Situations or events in which a number of our members sufficient to constitute a quorum are present, but which are not convened for the purpose of discussing public policy, such as a social event, do not implicate OMA. However, we will disclose the occurrence of any such situations or events, when practical, during a public meeting to mitigate concerns of noncompliance.

8. **Americans with Disabilities Act (ADA) Notice:** In addition to the information specified above, all our notices and agendas shall include the following language:

   If you are an individual with a disability or other need requiring a reader, amplifier, interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact our staff to discuss your accessibility needs at least one week prior, or as soon as possible, by emailing [Staff Name] at [email address] or calling [###-###-####].

9. **Remote Participation:**
   a. All Commission meetings shall be webcast using Microsoft Teams or equivalent platform. Login information will be provided for each meeting in the applicable meeting Notice/Agenda.

b. Voting members will generally participate in person, however, our public body allows its voting members to participate remotely when it is difficult or otherwise impossible for the member to attend in person, pursuant and subject to conditions of Section 10-15-1(C) and discretion of the Chair.
c. All meetings will be hosted on Microsoft Teams or equivalent platform that provides remote meeting capabilities. Remote participation by parties and witnesses to proceedings will be addressed in applicable Notices and Agendas on a meeting-by-meeting basis.

ADOPTED this 17th day of December,2025.

Albert Chang

ALBERT C.S. CHANG, CHAIRMAN
NEW MEXICO OIL CONSERVATION
COMMISSION