

YOUTH CONSERVATION CORPS COMMISSION

Open Meetings Resolution 2023

RESOLUTION NO. 1

WHEREAS, the YOUTH CONSERVATION CORPS COMMISSION met in regular session on March 30, 2023 at 1pm in the conference room of EMNRD's Cabinet Secretary at 1220 S. St. Francis Drive, Santa Fe, NM 87505; the meeting was streamed and available virtually via WebEx;

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4) 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, 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 Youth Conservation Corps Commission to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Youth Conservation Corps Commission that:

1. All meetings shall be held as indicated in the meeting notice.
2. The Chair of the Youth Conservation Corps Commission may call meetings as necessary. When possible, the next regular meeting shall be announced at the end of the previous meeting. Notice of regular meetings will be given at least ten calendar days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained. The agenda will be available to the public at least 72 hours prior to the meeting from the Youth Conservation Corps, at the location identified on <https://www.emnrd.nm.gov/about-ycc/contact-information/>. It will also be available on the Commission's website, <http://www.emnrd.state.nm.us/YCC>.
3. Special meetings may be called by the Chair or a majority of the members upon three calendar 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 72 hours before any special meeting.

4. The Chair or a majority of the members shall call emergency meetings only under unforeseen circumstances that demand immediate action to protect the health, safety, or property of citizens or to protect the public body from substantial financial loss. The Youth Conservation Corps Commission will avoid emergency meetings whenever possible. The Chair or the majority of the members may call emergency meetings upon 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 five (5) calendar days of taking action on an emergency matter, the Commission shall 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 2 of this resolution, notice requirements are met if notice of the date, time, place, and where the agenda may be obtained is placed in at least two daily newspapers, one located in northern New Mexico and one located in southern New Mexico with a broad circulation in the state. The aforementioned notice shall also be posted at the Youth Conservation Corps Office at the location identified on <https://www.emnrd.nm.gov/about-ycc/contact-information/>, as well as on the Commission's website, <https://www.emnrd.nm.gov/about-ycc/ycc-commission-and-public-meetings/>. Telephone or electronic 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 of public meetings.

6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place, and where the agenda may be obtained is placed in at least two daily newspapers, one located in northern New Mexico and one located in southern New Mexico with a broad circulation in the state. The aforementioned notice shall also be posted at the Youth Conservation Corps Office at the location identified on <https://www.emnrd.nm.gov/about-ycc/contact-information/>, as well as on the Commission's website, <https://www.emnrd.nm.gov/about-ycc/ycc-commission-and-public-meetings/>. Telephone or electronic 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 of public meetings.

7. In addition to the information specified above, all notices shall include the following statement: 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 Sarah Wood at 505-470-3710 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 Sarah Wood at 505-470-3710 if a summary or other type of accessible format is needed.

8. Members of the Youth Conservation Corps Commission may participate in a meeting of the Commission by means of a conference telephone or similar communications equipment when it is otherwise difficult or impossible for the member to attend in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the Commission who speaks during the meeting.

9. The Youth Conservation Corps Commission 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.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Youth Conservation Corps Commission taken during the open meeting. The authority for the closed meeting 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 Youth Conservation Corps Commission 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.

(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 for 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 Youth Conservation Corps Commission in an open public meeting.

Passed by the Youth Conservation Corps Commission on June 22, 2023

Amanda Getchell Stevenson

YCCC Chair Printed Name

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Amanda Getchell Stevenson
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Signature