

YOUTH CONSERVATION CORPS COMMISSION

Open Meetings Resolution 2026

RESOLUTION NO. 1

WHEREAS, the YOUTH CONSERVATION CORPS COMMISSION met in regular session on June 2nd, 2026, at 9:30am in the conference room of EMNRD's Cabinet Secretary at 1220 S. St. Francis Drive, Santa Fe, NM 87505; and the meeting was streamed and available virtually;

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. **Meeting notices:** All meetings shall be held as indicated in the meeting notice. Notices shall contain the date, time, place and how the agenda may be obtained.
 - a. 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 David Chené 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 David Chené at 505-470-3710 if a summary other type of accessible format is needed.
 - b. The notice shall be published in at least two daily newspapers, one located in northern New Mexico and one located in southern New Mexico, each with a broad circulation in the state.
 - c. The notice shall also be posted at the Youth Conservation Corps Office at the YCC office on the third floor of the Wendell Chino Building, 1220 S. St. Francis Drive; and on the Commission's website at <https://www.emnrd.nm.gov/about-ycc/ycc-commission-and-public-meetings/>.
 - d. 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.
2. **Regular meetings:** The Chair of the Youth Conservation Corps Commission may call regular meetings as necessary. When possible, the next regular meeting shall be announced at the end of the previous meeting. Notice of regular meetings shall be given at least ten calendar days notice in advance of the meeting date.
 - a. The agenda for regular meetings shall be available to the public at least 72 hours prior to the meeting on the Commission's website (<https://www.emnrd.nm.gov/about-ycc/ycc-commission-and-public-meetings/>); at the YCC office on the third floor of the Wendell Chino Building, 1220 S. St. Francis Drive or by contacting YCC staff as published on <https://www.emnrd.nm.gov/about-ycc/contact-information/>.
 - b. Only items listed on the agenda may be discussed.
 3. **Special meetings:** The Chair of the Youth Conservation Corps Commission or a majority of the members may call a special meeting with three calendar days' notice.
 - a. The notice and agenda for the special meeting shall be available to the public at least 72 hours before any special meeting on the Commission's website (<https://www.emnrd.nm.gov/about-ycc/ycc-commission-and-public-meetings/>); at the YCC office on the third floor of the Wendell Chino Building, 1220 S. St. Francis Drive or by contacting YCC staff as published on <https://www.emnrd.nm.gov/about-ycc/contact-information/>.
 - b. Only items listed on the agenda may be discussed.
 4. **Emergency meetings:** The Chair of the Youth Conservation Corps Commission or a majority of the members shall call emergency meetings with 24 hours or less notice when unforeseen circumstances demand immediate action to protect the health, safety, or property of citizens; or to protect the public body from substantial financial loss.
 - a. Emergency meetings shall be held to take action on emergency matters and do not require posting an agenda in advance.
 - b. Within ten (10) 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. **Virtual participation:** Members of the Youth Conservation Corps Commission may participate in a meeting of the Commission by means of a conference telephone or virtual meeting software when it is otherwise difficult or impossible for the member to attend in person. Each member participating virtually must identify themselves when speaking; all participants must be able to hear each other at the same time; and members of the public attending the meeting must be able to hear all members of the Commission who speak during the meeting.
 6. **Minutes:** YCC staff shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. Draft minutes

shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body. All minutes are open to public inspection; and approved minutes shall be posted on <https://www.emnrd.nm.gov/about-ycc/ycc-commission-and-public-meetings/>.

7. **Closed and executive sessions and meetings:** The Youth Conservation Corps Commission may close a meeting to the public when 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 2nd, 2026.

Date: June 2nd, 2026

Certified by:



Amanda Getchell Stevenson, YCC Commission Chair

11/11/11



Handwritten scribble