

OPEN MEETINGS RESOLUTION

GOVERNING COUNCIL EAST MOUNTAIN HIGH SCHOOL EMHS RESOLUTION 2017-2018

WHEREAS, the East Mountain High School Governing Council is a public body established to form policy and provide oversight of the operations of East Mountain High School; and

WHEREAS, the East Mountain High School Governing Council met in regular session at East Mountain High School on February 26th, 2018, at 6:00 p.m. was to be approved back to July 24th, 2017 of as required by law; 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 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 Governing Council of East Mountain High School to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED, by the East Mountain High School Governing Council that:

1. All Governing Council meetings during the 2017-2018 school year shall be held in the Building Two Conference Room at East Mountain High School at 6:00 p.m. or as indicated otherwise in the meeting notice. All meeting notification requirements are met if notice of the date, time, place and agenda are posted in the East Mountain High School Administrative Office and East Mountain High School Website as well as e-mailed to the East Mountain High School E-Mail Distribution List. Copies of the written notice shall be made available to newspapers of general circulation that have made a written request for notice of public meetings.
2. The regular 2017-2018 monthly Governing Council meetings will be held on the fourth Monday with the exceptions of convening only on the second Monday in November and the second Monday in December; i.e., November 13th, 2017 and December 11th, 2017. Normally May is an exception month as well; however in 2018, May 28th is a fourth Monday with the holiday falling on that day, meeting will be on the 3rd Monday on May 21, 2018.
3. The Governing Council agenda will be available at least three business days prior to the meeting from the East Mountain High School Administrative Office located in Building 3 of the campus in Sandia Park, New Mexico. This agenda shall be disseminated to those on the East Mountain High School E-mail Distribution List and shall also be displayed in the Administrative Office.
4. A special meeting may be called by the Chair of the Governing Council or a majority of the members upon three days notice. The agenda shall be available to the public at least twenty-four hours before any special meeting. This agenda shall be disseminated to those on the East Mountain High School E-mail Distribution List and shall also be displayed in the Administrative Office.
5. An emergency meeting will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The East Mountain High School Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members upon twenty-four hours notice, unless threat of personal injury or property damage requires

less notice. An agenda for the emergency meeting will be posted in the school's Administrative Office and disseminated to those on the East Mountain High School E-Mail Distribution List.

6. In addition to the information specified above, all notices shall include the following language:
"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 the Assistant Principal at East Mountain High School at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be located on the school's website at <http://www.eastmountainhigh.net/index.aspx>. Please contact the Secretary of the Governing Council at East Mountain High School if a summary or other type of accessible format is needed."
7. The East Mountain High School Governing Council may close a meeting to the public only if the subject matter of such discussion or action is exempted 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 East Mountain High School Governing Council 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 East Mountain High School Governing Council 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 East Mountain High School Governing Council in an open public meeting.
8. A member of the Governing Council may participate in a meeting of the Council by means of a conference telephone call or other similar communications equipment when it is difficult or impossible for the member to attend the meeting 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 public body who speaks during the meeting.
9. Once transcribed and approved, all minutes produced as a result of open meetings will be available to the public on the school's website <http://www.eastmountainhigh.net/index.aspx> and in accordance with the New Mexico Open Meetings Act.
10. This Resolution was to be effective on the 24th day of July, 2017.

PASSED, APPROVED, AND ADOPTED BY THE EAST MOUNTAIN HIGH SCHOOL GOVERNING COUNCIL THIS 26th DAY OF February, 2018.

Approved:



Floyd Wilson, Chair



Brent McCall, Secretary