

**STATE OF NEW MEXICO
NEW MEXICO CRIME VICTIMS REPARATION COMMISSION**

**Resolution No. 14-01
“Open Meetings Resolution”**

WHEREAS, the New Mexico Crime Victims Reparation Commission met in regular session at 8100 Mountain Road NE, in Albuquerque, New Mexico (Conference Room) on January 14, 2016, at 10:00 a.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4, as amended through 2013) states that, except as otherwise provided in the Constitution of New Mexico or the Open Meetings Act, all meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking 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 New Mexico Crime Victims Reparation Commission to determine annually what constitutes reasonable notice of its public meetings; and

WHEREAS, the intention of this resolution is to establish what notice will constitute reasonable notice for all meetings of the New Mexico Crime Victims Reparation Commission and its committees, as required by the Open Meetings Act; and

WHEREAS, the New Mexico Crime Victims Reparation Commission (hereafter, “Commission”) has determined that the notice prescribed in this resolution shall constitute reasonable notice for meetings of the Commission and its committees;

NOW, THEREFORE, BE IT RESOLVED by the Commission that:

I. **DEFINITIONS** – As used in this Resolution 14-01, the following terms shall bear the meanings specified below:

REGULARLY SCHEDULED MEETING(S) means meetings scheduled in accordance with Section II of this resolution at which the regular business of the Commission is conducted.

SPECIAL MEETING(S) means meetings other than Regularly Scheduled Meetings or Emergency Meetings.

EMERGENCY MEETING(S) means meetings called for the purpose of dealing with an Emergency.

EMERGENCY means unforeseen circumstances that, if not addressed immediately by the Commission or its committees, will likely result in injury or damage to persons or property or substantial financial loss to the Commission, and where compliance with the time requirements for noticing a Regularly Scheduled Meeting or Special Meeting would be impractical and increase the likelihood of injury, damage or substantial financial loss.

II. REGULARLY SCHEDULED MEETINGS

- A. All Regularly Scheduled Meetings shall be held at 8100 Mountain Road, NE (Conference Room) in Albuquerque, New Mexico at 10:00 a.m., or as indicated in the meeting notice described in Section II(C)(1), below.
- B. Unless otherwise specified, Regularly Scheduled Meetings shall be held on the following dates:
 - 1. January 14, 2016
 - 2. February 26, 2016
 - 3. April 7, 2016
 - 4. May 26, 2016
 - 5. June 23, 2016
 - 6. July 28, 2016
 - 7. August 25, 2016
 - 8. September 22, 2016
 - 9. October 27, 2016
 - 10. November 17, 2015
- C. Regularly Scheduled Meetings of the Commission shall be preceded by public notice as follows:
 - 1. Written notice of the date, time, and place of any Regularly Scheduled Meeting, and an agenda for the Regularly Scheduled Meeting or information about how members of the public may obtain a copy of the agenda, shall be posted at the Commission's Administrative Offices located at 6200 Uptown Rd. NE, Suite 210 in Albuquerque, New Mexico, and on the Commission's website (www.cvrc.state.nm.us), at least ten (10) days prior to any Regularly Scheduled Meeting.
 - 2. The Commission shall provide an agenda to any person upon request and post an agenda for viewing on the Commission's website (www.cvrc.state.nm.us) at least seventy-two (72) hours prior to any Regularly Scheduled Meeting. Copies of the agenda for any Regularly

Scheduled Meeting will also be available at the Commission's Administrative Offices, which are located at 8100 Mountain Road NE, Ste. 106, in Albuquerque, New Mexico at least seventy-two (72) hours prior to any Regularly Scheduled Meeting.

3. The Commission may cancel any Regularly Scheduled Meeting upon the request of the Chairperson or a majority of the members at any time prior to the commencement of such meetings. Where a Regularly Scheduled Meeting is cancelled, the Commission will post written notice of such cancellation at the Commission's Administrative Offices located at 6200 Uptown Rd. NE, Suite 210 in Albuquerque, New Mexico and on the Commission's website (www.cvrc.state.nm.us) prior to the time the Regularly Scheduled Meeting is scheduled to commence.
4. Copies of the written notice described in Section II(C)(1) shall also be mailed 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.

III. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or a majority of the members upon seventy-two (72) hours' notice. Notice of the date, time, and place of any special meeting, and an agenda for the special meeting or information on how members of the public may obtain a copy of the agenda, shall be posted at the Commission's Administrative Offices located at 6200 Uptown Rd. NE, Suite 210 in Albuquerque, New Mexico and on the Commission's web site (www.cvrc.state.nm.us). The agenda for any Special meeting shall also be posted to the Commission's website no later than seventy-two (72) hours prior to such a meeting. Telephonic or electronic notice (including electronic mail) shall also 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.

IV. EMERGENCY MEETINGS

Emergency Meetings will be called only when Emergency circumstances exist and the Commission will avoid Emergency Meetings wherever possible. Emergency Meetings may be called by the Chairperson or a majority of the members of the Commission upon twenty-four (24) hours' notice, unless the threat of injury, damage or substantial financial loss requires less notice. Should an Emergency Meeting be necessary, the Commission shall give as much advance public notice as is reasonable and possible under the circumstances. Notice may be given by posting notice of the date, time and place of an Emergency Meeting at the Commission's Administrative Offices and on the Commission's website (www.cvrc.state.nm), and by providing telephonic or electronic notice (including electronic mail) 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. 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. Whenever the Commission takes action on an emergency matter, it shall report to the Attorney General's Office the action taken and the circumstances creating the emergency; provided that that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.

V. ADDITIONAL LANGUAGE TO BE INCLUDED IN MEETING NOTICES

In addition to the information required above, all meeting 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 any Commission meeting, please contact the Commission at (505) 841-9432; (800) 306-6262 (toll-free); (505) 841-9437 (fax); or CVRC.Office@state.nm.us (electronic mail) at least one (1) week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes of any Commission meeting, can be provided in various accessible formats. Please contact the Commission (contact info. above) if a summary or other type of accessible format is needed.

VI. REMOTE PARTICIPATION

Any member of the Commission may attend any Commission meeting remotely via conference telephone or similar communications equipment when it is otherwise difficult or impossible for that member to attend the meeting in person. When a member of the Commission attends a Commission meeting pursuant to this Section VI, the Commission must ensure that each Commissioner attending remotely can be identified when speaking, that all participants are able to hear each other at the same time and that members of the public attending the meeting are able to hear any Commissioner who speaks during the meeting.

VII. CLOSED MEETINGS

The Commission may close a meeting to the public and enter executive session only if the subject matter of such discussion or action is accepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.

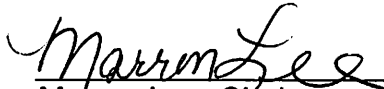
- A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Commission taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to

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 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 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 for closure or the notice of the closed meeting.
- 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 Commission in an open public meeting.
- E. When a Commission member participates in a closed meeting (executive session) remotely pursuant to Section VI of this Resolution, that Commission member shall take adequate measures to ensure that confidential information and the content of the discussions occurring therein are not disclosed to individuals or entities not authorized to receive such information or to participate in such discussions.

Passed by the New Mexico Crime Victims Reparation Commission this 14th day of January, 2016.

ATTEST:



Marron Lee, Chair

New Mexico Crime Victims Reparation Commission