

**COTTONWOOD VALLEY CHARTER SCHOOL GOVERNING COUNCIL  
RESOLUTION № 2013-\_\_**

**OPEN MEETINGS ACT**

**WHEREAS**, the Governing Council of the Cottonwood Valley Charter School (“Council”), County of Socorro and State of New Mexico, met in a regular session, in full conformity with law and the rules and regulation of the Council, at the \_\_\_\_\_, School \_\_\_\_\_ Building, Socorro, New Mexico, on the \_\_\_ day of \_\_\_\_\_ 2013, at the hour of \_\_\_\_\_-; and,

**WHEREAS**, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Section 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 or their policy-making body of any state or local public agency held for the purpose of formulating public policy, or for the purpose of taking any action within the 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 Council to determine at least annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED**, by the Cottonwood Valley Charter School Governing Council that:

1. All meetings shall be held at the CVCS Multipurpose Building, 201 Neel Ave., Socorro, New Mexico 87801 or as indicated on the meeting notice.
2. Unless otherwise specified, regular meetings shall be held monthly at 5:30 p.m. on the second Wednesday of the month. The agenda will be available at least seventy-two (72) hours prior to the meeting from the School Administrator, whose office is located at 201 Neel Avenue, Socorro, New Mexico and online at the School’s website: [www.cottonwoodvalley.org](http://www.cottonwoodvalley.org). Notice of any other regular meetings will be given three days in advance of the meeting date. The notice shall include a copy of the agenda or information on how a copy of the agenda may be obtained.
3. Special meetings may be called by the Chair or a majority of the members upon seventy-two (72) hours 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 twenty-four hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of the citizens or to protect the

public body from substantial financial loss. The 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 protecting Cottonwood Valley Charter School from substantial financial loss or a threat to the health, safety and property of the citizens of Socorro 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.

5. For the purposes of regular meetings and special meetings described in paragraphs 2 and 3 of this resolution, notice requirements are met if the date, time, place and agenda are published online at the School's website: [www.cottonwoodvalley.org](http://www.cottonwoodvalley.org) and posted at the Administrator's Office at 201 Neel Avenue, Socorro, New Mexico 87801. Copies of the written notice shall also be mailed, faxed or emailed 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 emergency meetings described in paragraph 4 of this resolution, notice requirements are met if the date, time, place and agenda is provided by telephone, facsimile or email to newspapers of general circulation in the School District and posted at the School Administrator's Office, 201 Neel Avenue, Socorro, New Mexico 87801. Notice shall also be given by telephone, facsimile or email 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 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 Administrator's Office, at 201 Neel Avenue, Socorro, New Mexico, phone (575) 838-2026 at least one (1) 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 the Administrator's Office if a summary or other type of accessible format is needed."*

8. The 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) (1 through 10) 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 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 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 of the general public.
- C. Following completing 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 proved in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a close meeting shall be made by vote of the Council in an open public meeting.
9. A member of the Council may participate in a meeting by means of a conference telephone 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.