



## OPEN MEETINGS RESOLUTION

WHEREAS, Gadsden Independent School District Board of Education met in regular session at the Gadsden Administrative Complex Board Room on **June 10, 2018 at 5:00 p.m.** as required by law; and

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 the Board of Education held for the purpose of formulating public policy, including the development of personnel policy, rules or regulations, 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 Board of Education will determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Gadsden Independent School District Board of Education that:

1. All meetings shall be held at the **Gadsden Administrative Complex or Designated Location at 5:00 p.m.** or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the **2<sup>nd</sup> and 4<sup>th</sup> Thursday**. The agenda will be made available and posted at least seventy-two (72) hours prior to the meeting from the Superintendent, whose office is located at the **Gadsden Administrative Complex at 4950 McNutt Road in Sunland Park, New Mexico, and on the School District's website at [www.gisd.k12.nm.us](http://www.gisd.k12.nm.us)**. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall include an agenda or indicate how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted on the School District's website at [www.gisd.k12.nm.us](http://www.gisd.k12.nm.us). Except for emergency matters, the Board shall take action only on items appearing on the agenda.
3. Special meetings may be called by the President or a majority of the board members upon three (3) days notice. The notice for a special meeting shall include an agenda for the meeting or information on how members of the public may obtain a copy of

the agenda. The agenda will be available at least seventy-two (72) hours before the meeting and posted on the School District's website at [www.gisd.k12.nm.us](http://www.gisd.k12.nm.us).

4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the School District from substantial financial loss. The Board of Education will avoid emergency meetings whenever possible. Emergency meetings may be called by the president or a majority of the board members upon twenty-four (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 ten (10) days of taking action on an emergency matter, the Board of Education will notify the Attorney General's Office of the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.
5. For the purpose of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in the Las Cruces Sun News, posted on the School District's website at [www.gisd.k12.nm.us](http://www.gisd.k12.nm.us), and in the following locations: all **Gadsden Schools**, in post offices throughout the School District and at the Superintendent's office. The Superintendent's Administrative Assistant will transmit copies of the written notice 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 paragraph 3 and 4 of this resolution, notice requirements will be met by posting notice of the date, time, place and agenda at the **Gadsden Administrative Complex** and on the GISD website at [www.gisd.k12.nm.us](http://www.gisd.k12.nm.us). The Superintendent's Administrative Assistant will also give telephone notice of the special or emergency meetings 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 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 Superintendent's Administrative Assistant at 882-6203 at least one (1) week prior to the meeting.
8. The Board of Education 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 Board of Education taken during the open meeting. The authority for the closure 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 the decision to hold a closed meeting is made when the Board of Education 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 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 Board of Education in an open public meeting.
9. The Board of Education recognizes that the Board of Education members will occasionally attend social events, community functions, school activities or programs, athletic events or meeting of other groups or entities, or be present at local commercial establishments. In the event a quorum of the membership of the Board of Education is present on such occasions, a violation of this resolution and the Open Meetings Act does not occur so long as the board members do not discuss school business or prospective board actions as described in this resolution. By adoption of this resolution, each member presents and agrees to abide by these limitations and not to engage in such discussions outside the context of a properly called board meeting which complies with the Open Meetings Act.

Adopted by the Gadsden Independent School District Board of Education this **14th day of June 2018.**

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Daniel Castillo, President

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Daniel Estupiñan, Vice-President

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Laura Salazar Flores, Secretary

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Maria Saenz, Member

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Jennifer Viramontes, Member