

NEW MEXICO STATE GAME COMMISSION
January 2018 through January 2019
OPEN MEETINGS RESOLUTION

WHEREAS, the New Mexico **State Game Commission** met in regular session on January 11, 2018 in Santa Fe, New Mexico, as provided by law; and

WHEREAS, NMSA 1978, Section 10-15-1(B) of the Open Meetings Act 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 held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such board, are declared to be public meetings open to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act states that any meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the **State Game Commission** to determine annually what constitutes reasonable notice of its public meeting;

NOW, THEREFORE, BE IT RESOLVED by the **State Game Commission** that:

- (1) **Regular Meetings:** Notice shall be given at least ten (10) days in advance of any regular meeting. The notice shall indicate how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours prior to the meeting from the **State Game and Fish Department** office, located at One Wildlife Way, Santa Fe and on the **Game and Fish Department** website, www.wildlife.state.nm.us.
- (2) **Special Meetings:** Notice shall be given at least three (3) days in advance of any special meeting. The notice shall indicate how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours prior to the meeting from the **State Game and Fish Department** office, located at One Wildlife Way, Santa Fe and on the **Game and Fish Department** website, www.wildlife.state.nm.us.
- (3) **Emergency Meetings:** 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 **State Game Commission** from substantial financial loss. The **State Game Commission** will avoid emergency meetings whenever possible. Notice shall be given at least twenty-four (24) hours in advance of any emergency meeting. The notice shall indicate how a copy of the agenda may be obtained. The agenda will be available at least twenty-four hours prior to the meeting from the **State Game and Fish Department** office, located at One Wildlife Way, Santa Fe and on the **Game and Fish Department** website at www.wildlife.state.nm.us.
- (4) **Teleconference Participation:** When it is difficult or impossible for a **State Game commissioner** to attend a Game Commission meeting in person, the commissioner may participate by means of a conference telephone or similar communications equipment as authorized by section 10-15-1(C) and as provided by the **State Game Commission's** rules and regulations.

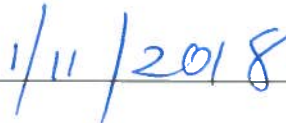
- (5) **Requirements of Legal Notice of Regular Meetings:** For the purposes of regular meetings described in paragraph (1) of this resolution, notice requirements shall be met if notice of the date, time, place and information on how to obtain an agenda is placed in a newspaper of general circulation and posted at the **State Game and Fish Department's** office, located at One Wildlife Way, in Santa Fe, New Mexico and on the Department's website at www.wildlife.state.nm.us. The Department's administrator shall also mail and/or email 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) **Requirements of Legal Notice of Special and Emergency Meetings:** For the purposes of special and emergency meetings described in paragraphs (2) and (3) of this resolution, notice requirements shall be met if notice is given by telephone of the date, time, place of the meetings to a newspaper of general circulation in the state and posted at the Department's office located at One Wildlife Way, in Santa Fe, New Mexico and on the Department's website at www.wildlife.state.nm.us. Written notice of those meetings shall also be mailed and/or e-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.
- (7) **Provisions for Americans With Disabilities Act (ADA):** 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 Game Department at (505) 476-8000 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 the Department at 505-476-8000 if a summary or other type of accessible format is needed.”
- (8) **Closed Session Requirements:** The Commission 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) **Requirements to Enter into Closed Session:** If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the State Game Commission is 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 for closure, and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.
- (b) **Legal Notice Requirements for Closed Session:** If a closed meeting is conducted when the State Game 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) **Requirements Following Closed Session:** 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. This statement shall be approved by the State Game Commission as part of the minutes.
- (d) **Commission Action Following Closed Session:** Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by a vote of the State Game Commission in an open public meeting.

Adopted by the **State Game Commission** this 11th day of January 2018.

Signed: 

CHAIR,
State Game Commission



Date

