

**NEW MEXICO  
STATE LAND TRUSTS ADVISORY BOARD**

**Resolution No. 2020-01**

**WHEREAS**, the State Land Trusts Advisory Board met in regular session as required by law, at the New Mexico State Land Office via audio and videoconference on August 20, 2020, at 10:00 a.m.; and

**WHEREAS**, pursuant to statute (NMSA 1978, Section 19-1-1.3) all meetings of the State Land Trusts Advisory Board shall comply with the Open Meetings Act; 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 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 State Land Trusts Advisory Board to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED** by the State Land Trusts Advisory Board that:

1. Meetings shall be held at the New Mexico State Land Office (State Land Office) in Santa Fe, New Mexico and other locations throughout the State of New Mexico, as indicated in the meeting notice. Meetings shall be held remotely (via audio and videoconference links that are made available to the public) as may be required by applicable public health emergency orders.
2. Unless otherwise specified in the meeting notice, regular meetings shall be held no less than two times a year in addition to the annual joint meeting with the State Land Trusts Advisory Board and beneficiaries (NMSA 1978, § 19-1-1.4(C)). The agenda will be available at least seventy-two (72) hours prior to the meeting from the State Land Office, located at 310 Old Santa Fe Trail, Santa Fe, New Mexico. The agenda will also be posted on the State Land Office's website at [www.nmstatelands.org](http://www.nmstatelands.org).

3. Notice of any other regular meeting will be at least ten (10) days in advance of the meeting date. The notice shall 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 prior to the meeting and posted on the State Land Office's website at [www.nmstatelands.org](http://www.nmstatelands.org).
4. Special meetings may be called by the Chair or a majority of the members upon three (3) days prior 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 (24) hours before any special meeting, and posted on the New Mexico State Land Office's website at [www.nmstatelands.org](http://www.nmstatelands.org).
5. 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 public body from substantial financial loss, as provided by Section 10-15-1(F) of the Open Meetings Act. The State Land Trusts Advisory Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage require 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.
6. Board members may participate in meetings by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible 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. Board members and the public shall participate by means of a conference telephone or videoconference when applicable public health emergency orders prevent conducting the public meeting in person.
7. For the purposes 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 at least one newspaper of general circulation in the state and posted on the State Land Office's website at [www.nmstatelands.org](http://www.nmstatelands.org). Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation, which have made a written request for notice of public meetings.
8. For the purposes of special meetings and emergency meetings described in Paragraph 3 and 4 of this Resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted in the offices of the State Land Office.

Telephone notice also shall 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.

9. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability and you require assistance or an auxiliary aid (such as a sign language interpreter) to participate in any aspect of this meeting, please

contact Alysha Shaw at least one week prior to the meeting or as soon as possible at (505) 827-5761 or [ashaw@slo.state.nm.us](mailto:ashaw@slo.state.nm.us).

10. The State Land Trusts Advisory Board 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 State Land Trusts Advisory Board 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 the decision to hold a closed meeting is made when the State Land Trusts Advisory Board 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 State Land Trusts Advisory Board in an open public meeting.

11. The State Land Office shall post a copy of this Resolution on its website at [www.nmstatelands.org](http://www.nmstatelands.org).

Passed and Adopted by the State Land Trusts Advisory Board this \_\_\_ day of \_\_\_\_\_, 2020.

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Chair, State Land Trusts Advisory Board