BOARD OF EXAMINERS FOR ARCHITECTS

FISCAL YEAR 2016 OPEN MEETINGS NOTICE RESOLUTION

WHEREAS, the New Mexico Board of Examiners for Architects (the "Board") met in regular session on April 30, 2015 as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act, NMSA 1978, §10-15-1 through 10-15-4 (1995), 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 policy-making body of any state or local public agency 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 a 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 to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Examiners for Architects that:

1. Notice to the public of all regular meetings, including adjudicatory hearings and those containing rules hearings, will be given at least ten (10) calendar days in advance of the meeting date. The notice for all regular meetings shall indicate how the public may obtain a copy of the agenda. The agenda will be available
to the public at least seventy-two (72) hours and posted on the Board’s website prior to the regular meeting.

2. Special meetings may be called by the Chairperson or by written request from a majority of members upon three (3) calendar days notice. The notice for all special meetings shall indicate how the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours prior to the special meeting and posted on the Board’s website and available from the Board administrator located at #5 Calle Medico, Suite C, Santa Fe, New Mexico.

3. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or by written request from 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 information on how the public may obtain a copy of the agenda. Notification will be provided to the Attorney General pursuant to §10-15-1.

4. For the purposes of regular meetings described in paragraph 1 of this resolution, notice requirements to the public are met if notice of the date, time, place of the meeting and information on how the public may obtain a copy of the agenda are placed in a newspaper of general circulation in the state. Copies of the written notice shall also be mailed to those broadcast station
licensed by the Federal Communications Commission and newspapers of
general circulation which have made a written request for notice of public
meetings.

5. For the purposes of special and emergency meetings described in paragraphs
2 and 3 of this resolution, notice requirements shall be met if notice of the time,
date, place and agenda is provided by telephone to newspapers of general
circulation in the state and by posting notices in the Board Office, #5 Calle
Medico, Suite C, Santa Fe, New Mexico. Telephone notice shall be 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.

6. All notices also 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 other form of auxiliary aid or service to attend or participate in the
meeting, please contact the Board Office at 982-2869 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
Board Office at 982-2869 if a summary or other type of accessible format is
needed.

7. The Board 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) If any meeting is closed during an open meeting, such closure shall be
approved by a majority vote of a quorum of the Board 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; and

b) If the decision to hold a closed meeting is made when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, which states the specific provision of law authorizing the closed meeting and with reasonable specificity the subject to be discussed, is given to the members and to the general public; and

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; and

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 in an open meeting.
FISCAL YEAR 2016 OPEN MEETINGS RESOLUTION

Adopted by the New Mexico Board of Examiners for Architects on April 30, 2015.

BY: Michael Bodelson, Chair

BY: Raymond Vigil, Vice Chair

BY: Geoffrey Adams, Secretary/Treasurer

BY: Jim Oschwald, Architect Member

BY: Robert Calvani, Architect Member

BY: Tara Rothwell-Clark, Architect Member

BY: Mark Glenn, Public Member