BOARD OF EXAMINERS FOR ARCHITECTS
FISCAL YEAR 2017 OPEN MEETINGS NOTICE RESOLUTION

WHEREAS, the New Mexico Board of Examiners for Architects (the "Board") met in regular session on April 28, 2016; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act ("OMA"), NMSA 1978, Sections 10-15-1 to -4, states that, except as may be otherwise provided in the Constitution or the provisions of OMA, 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; and

WHEREAS, the Board is a public body subject to the provisions of OMA; and

WHEREAS, any meetings subject to OMA 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 OMA requires the Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. All meetings of the Board shall be held at the Board office located in Santa Fe, New Mexico, unless otherwise indicated in the meeting notice.

2. Agendas of each meeting will be available to the public at least seventy-two (72) hours prior to the meeting from the Board’s office and posted to the Board’s website at www.bea.state.nm.us.

3. Notice to the public of all regular meetings 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 prior to the regular meeting and posted on the Board’s website.

4. Special meetings may be called by the Chairperson or by written request from a majority of members upon at least 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.

5. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens pursuant to OMA Section 10-15-1(F). 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 OMA Section 10-15-1(F).

6. For the purposes of regular meetings described in paragraph 3 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 is placed in a newspaper of general circulation in the state. Copies of the written notice shall also be provided 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.

7. For the purposes of special and emergency meetings described in paragraphs 4 and 5 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 the Governor's office, and by posting notice in the Board office. Telephone notice shall also be made 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. 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.

9. When it is difficult or otherwise impossible for a member of the Board to attend a meeting in person, the member may participate by means of a conference telephone or similar communications equipment as authorized by Section 10-15-1(C).

10. 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 requirements 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.
This Resolution is adopted by a quorum of the New Mexico Board of Examiners for Architects during a public meeting held April 28, 2016.

BY: Raymond Vigil, Chair

BY: Jim Oschwald, Vice Chair

BY: Tara Rothwell-Clark, Secretary/Treasurer

BY: Geoffrey Adams, Architect Member

BY: Michael Bodelson, Architect Member

BY: Robert Calvani, Architect Member

BY: Mark Glenn, Public Member