

## SOUTHWEST SECONDARY LEARNING CENTER OPEN MEETINGS RESOLUTION

WHEREAS, the Southwest Secondary Learning Center ("SSLC") met in regular session at 10301 Candelaria Rd NE, Albuquerque, New Mexico as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act<sup>1</sup> 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;

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the SSLC to determine annually what constitutes reasonable notice of its public meetings; and

WHEREAS, SSLC has found it necessary and in the best interests of SSLC to rescind any previously approved Open Meetings Act Resolution and replace it with the following:

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

1. All meetings shall be held at 10301 Candelaria Rd NE, Albuquerque, New Mexico at **5:00 pm**, or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the second Wednesday. The agenda will be available at least seventy-two (72) hours prior to the meeting from Administrative Assistant whose office is located in 10301 Candelaria Rd. NE, Albuquerque, New Mexico and at our website at [www.SSLC-nm.com](http://www.SSLC-nm.com). Notice of any other regular meetings will be given with at least Seventy-two (72) hour notice in advance of the meeting date. The notice shall indicate where a copy of the agenda may be obtained, if the notice and agenda are not provided at the same time.
3. Special meetings may be called by the Chair or a majority of the members upon reasonable number of days based on community served but not less than seventy-two (72) hours' 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 seventy-two hours before any special meeting at [www.SSLC-nm.com](http://www.SSLC-nm.com) and 10301 Candelaria Road NE, Albuquerque, NM.
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 public body from substantial financial loss. The SSLC will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members upon twenty-four hours' notice, unless threat of personal injury or property damage requires less

<sup>1</sup> NMSA 1978, Sections 10-15-1 to 10-15-4

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 days of taking action on an emergency matter, the SSLC's Governing Council shall report to the attorney general's office 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 of national emergency.

5. 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 located at [www.SSLC-nm.com](http://www.SSLC-nm.com) and at 10301 Candelaria Rd. NE, Albuquerque, New Mexico. Copies of the written notice shall also be 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*.
6. 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 posted at [www.SSLC-nm.com](http://www.SSLC-nm.com) and at 10301 Candelaria Rd, NE, Albuquerque, New Mexico. Telephone notice shall also 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.
7. 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 Administrative Assistant at least one (1) 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 [slopez@sslc-nm.com](mailto:slopez@sslc-nm.com) if a summary or other type of accessible format is needed.
8. SSLC 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 SSLC 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 a closed meeting is conducted when SSLC 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 the 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 the discussions in a closed meeting shall be made by vote of the SPLC in an open public meeting.

The motion to approve the Open Meetings Resolution of the Governing Council of Southwest Secondary Learning Center was duly made, seconded and 4 in favor of, 1 absent and 0 against; the motion carried this 11<sup>th</sup> day of July, 2018.

  
SSLC Governing Council President

July 11, 2018  
Date

  
SSLC Governing Council member

July 11, 2018  
Date

  
Head Administrator

July 11, 2018  
Date

  
School Board Secretary

7/11/2018  
Date