

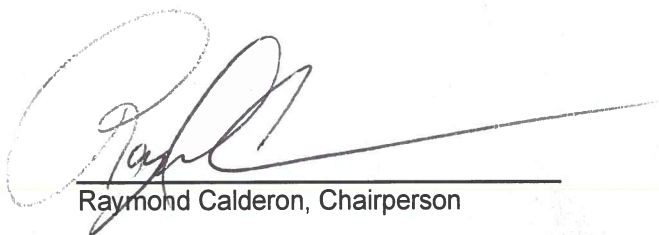
UNM GALLUP CAMPUS

LOCAL BOARD

BYLAWS

ADOPTED BY THE UNM GALLUP LOCAL ADVISORY BOARD ON:

September 16, 2025



Raymond Calderon, Chairperson



Rebecca Apel, Secretary

ORGANIZATION

100 NAME

These are the Bylaws for the UNM-Gallup Campus Local Advisory Board; hereafter referred to as the Board.

110 MEMBERS

The Local Board of the UNM Gallup Campus of the University of New Mexico shall be composed of five members elected by registered voters of the McKinley County School service area.

20 ELECTION OF OFFICERS

The Board shall elect a chairperson, a vice chairperson, and a secretary from among its members. The election shall be held at the regular March Board meeting.

The term of office shall be for one year beginning immediately upon election and ending at the regular March Board meeting one year thereafter when successors have been duly elected.

The Board may hold a special election to fill permanent officer vacancies.

130 LOCAL BOARD DUTIES

The duties of the Board shall be as stipulated by the Operating Agreement between the Gallup Local Board and the University of New Mexico Board of Regents, and by the Branch Community College Act, as amended.

140 BOARD COMMITTEES

140.1 Standing Committees

No individual member and no group comprising less than a quorum of the Board shall be designated as a standing committee to perform any of the Board's functions.

140.2 Temporary Committees

With the consent of the Board, the chairperson shall appoint temporary committees comprising less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The chairperson shall be an ex-officio member of any such committee. The chairperson shall have the option of appointing community members for special committees with a consent of the majority of the Board.

140.3 Chancellor's Committees

The Chancellor may form committees to assist him/her in acquiring specific technical knowledge in determining community response to current issues. The members of these committees will be appointed by the Chancellor and selected from people possessing the desirable expertise.

The input from these committees may be presented to the Local Board and may through the chancellor and with the concurrence of the proper University administration be presented to

the Board of Regents of the University of New Mexico. If a committee report is taken to the Board of Regents, it must first be presented to the Local Board.

150 **CCTE Steering Committee**

The CCTE Steering Committee is comprised of the counselors and administrators from the schools sending students to CCTE and the administrators from UNM-G. All are members by the invitation of the CCTE Executive Committee. The duty of the CCTE Steering Committee is to advise the CCTE Executive Committee as to policy changes, additions or deletions and act as a liaison between participating schools and the CCTE Administration.

DUTIES OF MEMBERS AND AUXILIARY PERSONNEL

200 **DUTIES OF THE CHAIRPERSON**

The chairperson shall preside at all meetings of the Board and shall appoint all committees unless otherwise directed by the Board.

The chairperson shall have the right to discuss questions and to vote thereon.

The chairperson shall sign for the Board and generally represent the Board at all times when it is not convened. In this function, in the absence of official Board action, the chairperson may not make commitments which bind the Board. The chairperson shall notify the convened Board at the next regular meeting of any such representations.

210 **DUTIES OF THE VICE CHAIR**

The vice chair shall preside in the absence of the chairperson.

220 **DUTIES OF THE SECRETARY**

The Executive Assistant to the Chancellor of the UNM-Gallup Campus shall act as the recording secretary.

In the absence of the chairperson or secretary, another member of the Board shall act as signatory. The elected secretary shall be the official board secretary.

230 **INDIVIDUAL MEMBERS**

Members of the Board have no individual authority, unless delegated by the Local Board.

METHOD OF OPERATION

300 **AMENDMENT AND REVIEW OF BYLAWS AND OPERATING AGREEMENT**

300.1 **Board Bylaws**

The Board's Bylaws shall be reviewed annually at the first regular meeting of the academic year.

Bylaws or amendments to the existing Bylaws of the Board shall be proposed at one Board meeting and voted on at the next regular meeting. An affirmative vote by at least a simple majority of those members of the Board in attendance shall be necessary to adopt a bylaw or amendment. A proposed bylaw or amendment may be further amended at the next meeting and may then be voted on at the same meeting.

300.2 **REVIEW OF OPERATING AGREEMENT**

The Operating Agreement with the University of New Mexico Board of Regents shall be reviewed by all parties as deemed necessary, but at least biennially.

310 **BOARD MEETINGS**

The Chancellor's Office shall notify all Board members of Regular, Special, Information and Emergency meetings of the Board.

310.1 **Open Meetings Act**

Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Section 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 the quorum of members of any board, council, commission or other policy-making 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.

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.

Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings.

310.2 **Regular Meetings**

The date and time of regular meetings will be established at the first regular meeting of the academic year or whenever a majority of the Board vote to change the existing date and time. The agenda for regular meetings will be set by the Chancellor and the chairperson, and will be emailed to the Board no later than one week prior to the regular meeting.

Background and resource material pertinent to agenda items shall be distributed to Board members through the Chancellor's office and emailed to the Board no later than seventy-two (72) hours prior to the regular meeting.

Agenda items may be added for discussion only at the beginning of a regular meeting by a majority vote of the Board members present.

Regular meetings shall generally follow the standard parliamentary procedure of Robert's Rules of Order, except when otherwise provided by these bylaws.

Executive sessions may be called by the chairperson of the Board when necessary. Fifteen minutes shall be allowed in each regular meeting agenda for public input.

310.3 **Notice Requirements of Regular Meetings**

The Board shall review the Resolution Determining Reasonable Notice of Public Meetings of the UNM Gallup Local Board at the first regular meeting of the new academic year and determine whether any amendments are warranted. The Resolution shall be published annually listing the dates, time and location of monthly meetings. Local Board meeting agendas shall be posted on the UNMG Local Advisory Board website at least seventy-two (72) hours in advance of the meeting.

If a meeting date or location is changed from the annual published schedule, notice will be posted on the UNMG Local Advisory Board website at least seventy-two (72) hours prior to

the meeting.

310.4 Special Meetings

Special meetings may be called at any time by the chairperson or by written request of any three (3) members of the Board, or by the Chancellor. An attempt shall be made to notify each Board member at least seventy-two (72) hours in advance.

For any such meeting, notice of the date, time, place and agenda shall be posted on the UNMG Local Advisory Board website at least seventy-two (72) hours in advance of the meeting. Special meetings shall be conducted according to the bylaws governing regular meetings, where applicable, and each meeting shall have an announced agenda.

310.5 Meetings

Emergency meetings will be called only under circumstances which demand immediate action. The governing Board shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or by any three (3) board members upon twenty-four (24) hour notice, unless threat of personal injury or property damage requires less notice. For any such meeting, an attempt shall be made to notify each Board member at least twenty-four (24) hours in advance.

Notice of the date, time and place of the Emergency meeting shall be posted on the UNMG Local Advisory Board website at least twenty-four (24) hours in advance unless the threat of personal injury or loss or damage to property makes that impossible in which case notice will be given as soon as possible. The general subject matter of the meeting shall also be given.

Emergency meetings need not have an agenda; however, the general subject matter of such meetings should be announced.

Emergency meetings shall be conducted according to the bylaws governing regular meetings, where applicable.

310.6 Information Meetings

Information meetings may be called by the Chancellor or any Board member.

For such meetings, an attempt shall be made to notify each Board member at least seventy-two (72) hours in advance.

No official action by the Board may be taken, and a quorum need not be present to conduct such a meeting.

310.7 Executive Sessions

The governing 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(E) of the Open Meetings Act.

If any meeting is closed during an open meeting, such closure shall be approved by the majority vote of the quorum of the governing board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated 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.

If the decision to hold a closed session is made when the governing board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subject to be discussed is given to the members and the general public. Except as provided in Section 10-15-1(E), any action taken as a result of discussion in a closed

meeting shall be made by vote of the governing board at an open public meeting.

310.8 **Quorum**

Three (3) Board members, meeting at a designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions by the Board must be made by a majority vote of those present.

The only business that can be conducted in the absence of a quorum is to take measures to obtain a quorum, fix a time of adjournment, take a recess, or hold an information meeting.

310.9 **Procedures For Making Reports and Recommendations to the Board**

Reports, recommendations or requests for the Board may be submitted by any person. Such reports, recommendations or requests must be submitted to the Chancellor's office allowing sufficient time for copies to be submitted to individual Board members for study. Such material should be submitted at least ten (10) days in advance of a regular meeting.

310.10 **Adequate Information to Precede Action**

At any meeting, the Board shall defer action on any questions for which the Board determines insufficient information exists until such time as adequate information is furnished.

The Chancellor may be requested to examine and evaluate information and recommend action before the Board makes a decision.

310.12 **Minutes**

Minutes shall be kept of all Board meetings except meetings or portions of meetings closed pursuant to the New Mexico Open Meetings Act.

Draft minutes shall be prepared within ten (10) working days after any meeting.

Minutes shall not become official until approved by the Board and signed by the chairperson and elected secretary.

Minutes shall record the dates, time and place of the meeting, the names of Board members in attendance and those absent; a statement of what proposals were considered; and a record of any decisions made by the Board and of how each member voted at each vote.

All minutes, once official, shall be open to public inspection.