

**OPEN MEETINGS RESOLUTION  
OF THE  
UNM - GALLUP LOCAL ADVISORY BOARD**

WHEREAS, the UNM Gallup Local Board is a duly constituted policy making body in accordance with NMSA 1978, Section 10-15-1 through 10-15-4, inclusive, as amended and supplemented; and

WHEREAS, NMSA 1978, Section 10-15-1.C provides that certain public meetings of certain public policy making bodies shall be held only after reasonable notice to the public and that the public policy making body shall determine at least annually in a public meeting what notice for a public meeting is reasonable; and

WHEREAS, the intention of the Resolution is to determine what notice of a public meeting shall be reasonable when applied to meetings of the Board as required by Section 10-15-1.C NMSA 1978; and

WHEREAS, notice of the meeting of the UNM Gallup Local Board on August 20, 2024 has been given at least seventy-two (72) hours prior to the time of the public meeting at which this Resolution is to be adopted by posting in conspicuous place in the UNM Gallup Administration Office and on the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/>.

**NOW, THEREFORE, BE IT RESOLVED, by the UNM Gallup Local Board that:**

1. Reasonable notice was given to the public of the Board Meeting held August 20, 2024.
2. Reasonable notice to the public of any meetings of the Board or any meetings of a committee constituting a quorum of the Board shall consist of:
  - A. As to regular meetings of the Board, this notice shall be posted annually listing the dates, time and location of meetings. Meeting agendas shall be posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/> at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall also be posted in a conspicuous place in the UNM Gallup Administrative Office no later than seventy-two (72) hours before the regular meeting.
  - B. Unless otherwise indicated, meetings of the UNM Gallup Local Board shall be held at 4:00 p.m. on the following dates and location at: UNM Gallup Campus, Executive Conference Room GH1216, 705 Gurley Ave., Gallup, NM.

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| August 20    |
| September 17 |
| November 19  |
| January 21   |
| February 18  |
| April 15     |

- C. As to special meetings of the Board, which may be called at any time by the Chair of the Board or by written request of three members, therefore, notice of the date, time and place of special meetings of the Board shall be posted to the UNM Gallup Local Advisory website <https://www.gallup.unm.edu/administration/localboard/> for publication at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall also be given.
- D. As to the emergency meetings of the Board, notice of the date, time and place of emergency meetings shall be posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/> or emailed at least twenty-four (24) hours in advance of the meeting, unless threat of personal injury or property damage requires less notice. The general subject matter of the meeting shall also be given.

- E. Additional notices: notice of special and emergency meetings shall also be posted in a conspicuous place in the UNM Gallup Administration Office at the same time notice is posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/>.

Notice of the information meetings shall be posted in a conspicuous place in the UNM Gallup Administration Office at the same time Board members are informed of such meetings. Notices will be posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/> and sent to all federally licensed broadcast stations and newspapers of general circulation in McKinley County that request in writing to receive copies of Board meeting notices.

The Board shall review these notice requirements annually at the ***last scheduled regular meeting of the fiscal year*** and determine whether any amendments are warranted.

As used in the resolution, news media shall mean any newspaper of general circulation throughout McKinley County, or any radio or television station which regularly broadcasts news throughout McKinley County. Notice shall mean notice in person, by telephone or written notice to the general manager or other radio or television station employee generally responsible for accepting public service announcements or to the news clerk of any newspaper of general circulation throughout McKinley County.

3. The foregoing determination shall be applicable to the Board Meeting held on this 20th day of August 2024, and all meetings held after August 20, 2024 until May 2025.
4. Pursuant to Section 10-15-1(C) of the Open Meetings Act, any member of the UNM Gallup Local Advisory Board may participate in a meeting of the Local Advisory Board of the Gallup Campus, by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the members 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 Local Advisory Board of the Gallup Campus who speaks during the meeting.
5. 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 meeting, please contact the Chancellor's Office (505) 863-7501 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 Chancellor's Office if a summary or other type of accessible format is needed.
6. The UNM Gallup Local Advisory 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 the quorum of the UNM Gallup Local Advisory 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; and
  - B. If the decision to hold a closed meeting is made when the UNM Local Advisory Board is not in 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 subjects to be discussed, is given to the members and to the general public; and

C. 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 UNM Gallup Local Board in an open public meeting.

**PASSED** by the UNM Gallup Local Board, this 20<sup>th</sup> day of August, 2024

  
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Chair

  
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Secretary