

**SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT
Open Meetings Resolution 26-1**

WHEREAS, the Open Meetings Act (Sections 10-15-1 to 10-15-4, NMSA 1978, as amended from time to time) provides in Section 10-15-1(B) 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 or any political subdivision 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, the Open Meetings Act, Section 10-15-1(D), NMSA 1978, requires that any meeting subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs will be held only after reasonable notice to the public; and

WHEREAS, the Open Meetings Act, Section 10-15-1(D), NMSA 1978, requires the Southeastern New Mexico Economic Development District (“SNMEDD”) to determine annually what constitutes reasonable notice of its public meetings;

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

1. Regular meetings will be held at a time and place designated in the meeting notice.

2. The agenda for each regular meeting will be available at least seventy-two (72) hours prior to the meeting from the Southeastern New Mexico Economic Development District (“SNMEDD”), 1600 S. E. Main, Roswell, New Mexico and on the SNMEDD website at snmedd.com. Notice of regular meetings will be given ten (10) days in advance of the meeting date. The notice will indicate how a copy of the agenda may be obtained.

3. Special meetings may be called by the Chair or a majority of the members upon three (3) days’ notice. The notice will include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda will be available to the public at least twenty-four (24) hours before any special meeting.

4. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The SNMEDD will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members upon twenty-four (24) hours' notice unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings will include an agenda for the meeting or information on how the public may obtain a copy of the agenda.

5. For the purposes of regular meetings described in paragraph 1 of this resolution, notice requirements are met if notice of the date, time, place and availability of the agenda is placed in newspapers of general circulation in the state and posted on the website of the SNMEDD and the written notice is mailed by first class mail to those broadcast stations licensed by the Federal Communications Commission (FCC) and newspapers of general circulation which 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 will be met by posting notice of the date, time, place and agenda on the SNMEDD website. The SNMEDD Secretary will also cause to be provided telephone, facsimile, e-mail or other electronic notice to those broadcast stations licensed by the FCC and newspapers of general circulation that have made a written request for notice of public meetings.

7. Any or all members of the SNMEDD may participate in a meeting of the CIB by means of a videoconference, telephone, live streaming, or other similar technologies when it is otherwise difficult or impossible for the members to attend the meeting in person, provided that each member participating 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 SNMEDD who speaks during the meetings.

All meeting notices will contain detailed information about how members of the public may attend and listen via telephone, live streaming, or other similar technologies, if applicable.

8. In addition to the information specified above, all notices will include the following language:

Public documents, including the agenda and minutes, can be provided in various accessible formats. 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, or if a summary or other type of accessible format is needed, please contact the NMFA at (505) 984-1454 at least one week prior to the meeting or as soon as possible.

9. The SNMEDD 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 the Open Meetings Act, Section 10-15-1(H), NMSA 1978.

(a) If any meeting is closed during an open meeting, such closure will be approved by a majority vote of a quorum of the SNMEDD taken during the open meeting. The authority for the closure and the subjects to be discussed will be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member will be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

(b) If the decision to hold a closed meeting is made when the SNMEDD is not in an open meeting, the closed meeting will 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 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, will state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure or in the notice of the separate closed meeting.

(d) Except as provided in the Open Meetings Act, Section 10-15-1(H), NMSA 1978, any action taken as a result of discussions in a closed meeting will be made by vote of the SNMEDD in an open public meeting.

10. The SNMEDD shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals considered and a record of

any decisions and votes taken that show how each member voted. Draft minutes shall be prepared within ten (10) working days after each meeting and shall be approved, amended or disapproved at the next meeting where a quorum of the SNMEDD is present. Minutes shall not become official until approved by the SNMEDD Board. Recordings of open meetings of the SNMEDD may be made by the SNMEDD staff but only for the purpose of preparing the official minutes. After the official minutes have been approved, the recordings of the open meetings shall be erased or used for recording other open meetings of the SNMEDD. No minutes shall be kept of closed meetings of SNMEDD, nor shall minutes be kept of any meeting of any committee of the SNMEDD, unless otherwise provided by law.

Adopted by the Southeastern New Mexico Economic Development District on April 10, 2026.



President

ATTEST:



Secretary