



MIDDLE COLLEGE HIGH SCHOOL

MIDDLE COLLEGE HIGH SCHOOL, GALLUP, NM

**Open Meetings Act – 2024/2025
Resolution**

WHEREAS, the Governing Body of the Middle College High School met in regular session on May 28, 2024 at 5:00 pm, as required by law; and

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 – 4) 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; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Governing Body of the Middle College High School to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Middle College High School that:

1. All meetings shall be held at the office of the Middle College High School, presently located at 939 Gurley Ave., Gallup, NM 87301, at 5:00 p.m., or as indicated in the meeting notice. The public may also attend online via a link published on the agenda of each meeting.
2. Unless otherwise specified, regular meetings shall be held each month on the last Wednesday of each month. The agenda will be available at least seventy-two (72) hours prior to the meeting from the School Administrator, whose office is located at the office of the Middle College High School, presently located at 939 Gurley Ave., Gallup, NM 87301. Notice of any other regular meetings will be given seventy-two (72) hours in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
3. Special meetings may be called by the President or acting chairperson or by a majority of the governing body members upon seventy-two (72) hours prior notice. The notice shall include 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 (72) hours before any special meeting.

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 Governing Body of the Middle College High School will avoid emergency meetings whenever possible. Emergency meetings may be called by the President or acting chairman 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 shall include information on how the public may obtain a copy of the agenda.
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 posted at the office of the Middle College High School and on the School's website.
6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, and place is posted at the office of the Middle College High School and on the School's website.

7. In addition to the information specified above, all notice 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 Administration Office of the Middle College High School at least 24 hours prior to the meeting. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please telephone the Administration Office at 505-722-9945, if an accessible format is needed."

8. The Governing Body of the Middle College High School may close a meeting to the public only if the subject matter of such discussion or action is excepted 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 Governing Body of the Middle College High School 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 the Governing Body of the Middle College High School 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 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, 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 discussions in a closed meeting shall be made by vote of the Governing Body of the Middle College High School in an open public meeting.

FURTHER RESOLVED, that the Governing Body Members of Middle College High School be and they are authorized and directed to do and perform all such acts and things and to sign all agreements, instruments, documents and certificates and to take all such other steps as may be necessary, advisable, convenient and proper to carry out the intent of the foregoing resolution.

AND I do further certify that said resolutions have not been otherwise amended, annulled, rescinded or revoked and the same are in full force and effect on the date hereof.

PASSED by the Governing Body of the Middle College High School this 28th day of May, 2024.

WITNESS my hand this 28th day of May, 2024.

By: 
Governing Board President