

## **The MASTERS Program Charter School Governance Council**

### **Resolution No. 2018-0808**

WHEREAS, The MASTERS Program Charter School Governance Council met in regular session at Santa Fe Community College (SFCC), 6401 Richards Avenue, Santa Fe, NM on 8 August 2018 at 5:00 p.m. as required by law; and

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978 Sections 10-15-1 to 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 MASTERS Program Governance Council to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by The MASTERS Program Governance Council that:

1. Meeting Times: All meetings shall be held in the Santa Fe Community College, 6401 Richards Avenue, Santa Fe, NM, at 5:00 p.m. or as indicated in the meeting notice.
2. Regular Meetings: Unless otherwise specified, regular meetings shall be held each month on the 2<sup>nd</sup> Tuesday of the month. The final agenda for regular meetings will be available at least 72 (seventy-two) hours prior to the meeting from the Head Administrator's office located in Room LL-325 of SFCC. The agenda will also be posted outside Room LL-315 of SFCC. Notice of regular meetings along with a copy of the agenda will be published on the school website (tmsantafe.net) 72 (seventy-two) hours prior to the meeting.
3. Special Meetings: Special meetings may be called by the Council President, Vice President or a 2/3 majority vote of the members upon 72 hours (3 days) 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 final agenda shall be available to the public from the Head Administrator's office located in Room LL-325 of SFCC. The

agenda will also be posted outside Room LL-315 of SFCC. Notice of special meetings along with a copy of the agenda will be published on the school website (tmpsantafe.net) at least 72 (seventy-two) hours before any special meeting.

4. Emergency Meetings: Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens, to protect the public body from substantial financial loss, or to complete required regulatory actions. The MASTERS Program Governance Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Council President, Vice President or a majority of the members upon 24 (twenty-four) hours' notice, unless threat of personal injury, property damage, substantial financial loss, or regulatory actions to The MASTERS Program Charter School requires less 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 10 (ten) days of taking action on an emergency matter, the School shall report to the New Mexico Attorney General's Office the action taken and the circumstances creating the emergency.
5. Regular Meeting Notice: Copies of this resolution and the meeting schedule for the school year is provided to all MASTERS Program Charter School staff and students. Community members may obtain copies of the resolution upon request. For purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and is published on the school website at least 72 (seventy-two) hours before the meeting and the agenda will be made available at least 72 (seventy-two) hours before the meeting. Both meeting notices and agendas will be posted on the School's website (tmpsantafe.net), in the Head Administrator's office located in Room LL-325 of SFCC, and outside Room LL-315 of SFCC. Meeting Notices will indicate how a copy of the written notice may be obtained. 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 the Council's public meetings.
6. Special Emergency Meeting Notice: For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if the date, time, place and agenda are posted on the School's website (tmpsantafe.net), in the Head Administrator's office located in Room LL-325 of SFCC, and outside Room LL-315 of SFCC. Meeting Notices will indicate how a copy of the written notice may be obtained. 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 the Council's public meetings.
7. Work Session Notice: Copies of this resolution and the meeting schedule for the school year is provided to all The MASTERS Program staff and students. Community members may obtain copies of the resolution upon request. Work

Sessions should meet the public notice requirements as outlined in paragraph 3 of this resolution if there is a quorum of members of the Governance Council.

8. Reasonable Accommodation: 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 Anne Salzmann at 505.428.7320 at least 72 hours (3 days) prior to the meeting or as soon as possible. If a Spanish interpreter is required, please contact Anne Salzmann at least 2 (two) days prior to the meeting or sooner. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Anne Salzmann at 505.428.7320 if a summary or other type of accessible format is needed.

9. Executive Session: The MASTERS Program Governance Council 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 MASTERS Program Governance Council 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 MASTERS Program Governance Council is not in an open meeting, the closed meeting shall not be held until 72 hours (3 days) public notice, stating the specific provision of the 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, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice or closure.
- (d) Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by vote of The MASTERS Program Governance Council in an open public meeting.

10. Individuals wishing to participate in public comment at a Governing Council meeting must abide by the following rules.

- (a) Comments will be limited to 2 (two) minutes.
- (b) Comments will be delivered in a civil manner.

- (c) If the comment speaks to an issue that can be addressed by another Governing Council Policy (e.g. grievance policy), the speaker may be referred to the process outlined in the other policy.
- (d) A Governing Council member's opinion is not necessarily that of the Governing Council or of the School staff.
- (e) A speaker may be liable for statements made.

Passed by The MASTERS Program Governance Council on 8 August 2018.

A handwritten signature in cursive script that reads "Bernadette Jacobs". The signature is written in black ink and is positioned above a horizontal line.

Bernadette Jacobs, Vice-President