

**AZTEC MUNICIPAL SCHOOLS
ANNUAL OPEN MEETING RESOLUTION**

WHEREAS, THE AZTEC MUNICIPAL SCHOOLS BOARD OF EDUCATION met in Regular Session at the Board Room of the District Central Office Building, 1118 W. Aztec Boulevard, Aztec, New Mexico 87410, on June 11, 2025 at 6:00 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 Aztec Municipal Schools Board of Education to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Aztec Municipal Schools Board of Education that:

1. All meetings shall be held at the Board Room of the District Central Office Building, 1118 W. Aztec Boulevard, Aztec, New Mexico 87410 at 6:00 p.m., or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the first Thursday of each month. The agenda will be available at least seventy-two hours prior to the meeting from Executive Secretary to the Superintendent, whose office is located in the District Central Office Building, 1118 W. Aztec Boulevard, Aztec, New Mexico 87410. The agenda will also be posted at the District Central Office Building, 1118 W. Aztec Boulevard, Aztec, New Mexico 87410 and on the District's website at: <https://meetings.boardbook.org/Public/Organization/2121>.
3. Notice of regular meetings other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted on the District's website at: <https://meetings.boardbook.org/Public/Organization/2121>.
4. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is placed in the Tri-City Record newspaper of general circulation in the state and posted in the following locations: the District Central Office Building, 1118 W. Aztec Boulevard, Aztec, New Mexico 87410; and on the

District's website at: www.aztecschools.com. Copies of the written notice shall also be mailed to the Tri-City Record and any broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

5. Special meetings may be called upon three days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained a copy of the agenda. The agenda will be available at least seventy-two hours before the meeting and posted on the District's website at:

<https://meetings.boardbook.org/Public/Organization/2121>.

6. 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 Aztec Municipal Schools Board of Education will avoid emergency meetings whenever possible. Emergency meetings may be called with twenty-four hours prior notice, unless threat of personal injury or property damage 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 ten days of taking action on an emergency matter, the District will notify the Attorney General's Office.

7. For the purposes of special meetings and emergency meetings described in Paragraphs 5 and 6, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted in the following locations: the District Central Office Building, 1118 W. Aztec Boulevard, Aztec, New Mexico 87410; and on the District's website at: www.aztecschools.com. Telephone notice also shall be given to Tri-City Record and any broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.

8. 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 Executive Secretary to the Superintendent, at 505-334-9474, whose office is located at the District Central Office Building, 1118 W. Aztec Boulevard, Aztec, New Mexico 87410, at least one (1) 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 Executive Secretary to the Superintendent at 505-334-9474 if a summary or other type of accessible format is needed.

9. The Aztec Municipal Schools Board of Education 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 Aztec Municipal Schools Board of Education 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 Aztec Municipal Schools Board of Education 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 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 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 Aztec Municipal Schools Board of Education in an open public meeting.

10. The Aztec Municipal Schools Board of Education recognizes that, in a small community, Board members will occasionally attend social events, community functions, school activities or programs, athletic events or meetings of other groups or entities, or be present at local commercial establishments. In the event a quorum of the membership of the Board is present on such occasions, a violation of this Resolution and the Open Meetings Act does not occur so long as the board members do not discuss amongst themselves school business or prospective board actions as described in this Resolution. By adoption of this Resolution, each member represents and agrees to abide by these limitations and not to engage in such discussions outside the context of a properly called board meeting, which complies with the Open Meetings Act.

Passed by the School Board this 11th day of June, 2025.

Fran Dobey, President

Jimmy Dusenbery, Vice President

Laci Phillips- Newland, Secretary

Katie Buchholz, Member

Amanda Sutherland, Member