

# ADVISORY 242

*Note:* This material is written by NMSBA for informational purposes only, and not as legal advice. You may wish to consult with your attorney for further explanation and advice as to the content of this advisory.

## AGENDA PREPARATION AND DISSEMINATION

### Regular Meetings

The Superintendent will prepare Board meeting agendas in consultation with the Board President.

The Superintendent or Board members may place items on the agenda. Any Board member desiring to place an item on the agenda will notify the Superintendent of the particular item of business at least five (5) central office working days before the meeting agenda is finalized (at least eight [8] days prior to the meeting). Inclusion on the next agenda will depend upon the amount of time necessary to provide information to the Board for deliberation and decision making. The Superintendent will make this decision in consultation with the Board President.

The agenda and supporting materials shall be distributed to the Board members not less than seventy-two (72) hours prior to the meeting.

Meeting notices shall include the date, time and place of the meeting and an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such an agenda. Except in the case of an emergency, the agenda shall be available to the public at least seventy-two (72) hours prior to the meeting. Reasonable public notice of a meeting shall be by a notice given at least ten (10) days before a scheduled meeting and distributed to broadcast stations licensed by the federal communications commission (FCC) and newspapers of general circulation that have provided a written request for such notice. Meeting notifications and agendas shall include a link or shall otherwise provide information to enable the public to access the live audio and video webcast of the meeting.

### Special Meetings

The procedures for agenda preparation and dissemination used for regular meetings will be used for special meetings.

### Emergency Meetings

Agenda preparation for an emergency meeting shall be as appropriate for the circumstances, since normal notice of an agenda along with the requirement of discussing only agenda items is not required when the Board declares an emergency in accord with the statutory definition. Notice of the meeting being held twenty-four (24) hours prior to the meeting is expected unless the emergency precludes such notice.

*Adopted:* date of manual adoption

LEGAL REF.: 10-15-1 NMSA (1978)

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