

# **State of New Mexico**

## **Adult Parole Board**

### **2024 Open Meetings Resolution**

WHEREAS, the New Mexico Adult Parole Board (the Board) met in regular session in Albuquerque, New Mexico on March 26, 2024; 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 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 Board to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the New Mexico Adult Parole Board that:

- (1) **Regular Meetings:** Regular Meeting of the Board shall be held at least (4) times a year. Notice shall be given at least ten (10) days in advance of any regular meeting. The agenda will be available at least seventy-two hours prior to the meeting from the Board office, located at 4337 State Road, Santa Fe, New Mexico 87508 or by email at [nmapb.paroleboard@apb.nm.gov](mailto:nmapb.paroleboard@apb.nm.gov). The notice shall include an agenda for the meeting or indicate how a copy of the agenda may be obtained.
- (2) **Special Meetings:** Special meetings may be called by the Chair or a majority of the members upon three 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 agenda shall be available to the public at least seventy-two hours before any special meeting from the Board office or by email at [nmapb.paroleboard@apb.nm.gov](mailto:nmapb.paroleboard@apb.nm.gov).
- (3) **Emergency Meetings:** 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 Board from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meeting 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 shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda of the Board. The

- (b) Legal Notice Requirements for Closed Session: If the decision to hold a closed meeting is made when the Board 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) Requirements Following Closed Session: 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) Board Action Following Closed Session: Except as provided in Section 10-15-1 of the Open Meetings Act, any action taken as a result of discussion in a closed meeting shall be made by a vote of the Board in an open public meeting.

This Resolution is hereby ADOPTED by the New Mexico Adult Parole Board, this 26<sup>th</sup> day of March 2024

Approved on behalf of the Board by:

A blue ink signature of Abram Anaya, consisting of several fluid, overlapping strokes.

Abram Anaya, Chair  
New Mexico Adult Parole Board

Submitted by:

A blue ink signature of Roberta Cohen, featuring a stylized, cursive script.

Roberta Cohen, Director  
New Mexico Adult Parole Board