HUMAN SERVICES DEPARTMENT

GRADUATE MEDICAL EDUCATION EXPANSION INAUGURAL MEETING
OPEN MEETINGS REVIEW & RESOLUTION ADOPTION
SEPTEMBER 5, 2019

ALEX CASTILLO SMITH, HSD

OBJECTIVES

- Open Meetings Act Overview
- Open Meetings Resolution Highlights
- Vote to adopt resolution

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SUNSHINE LAWS OVERVIEW

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SUNSHINE LAWS

- Require public business be conducted in full public view, actions of public bodies be taken openly, and deliberations of public bodies be open to the public.
- **Open Meetings Act** is a NM law pertinent to our work.

SUNSHINE LAWS
Open Meetings Act

- **All meetings** of a public body that formulate public policy, discuss public business, or take any action within the authority of body **are open to the public at all times**.*
- Any meetings that discuss/adopt any proposed resolution, rule, regulation or action at which a majority or quorum of the body is in present- including any closed meetings- shall be held only after **reasonable notice** to the public.
- The body shall keep **written minutes** of all meetings, including date, time and place, attendee names and absent members, substance of discussions, and record of any decisions and votes.
  - Draft minutes shall be prepared within ten working days after the meeting.
  - Minutes shall be approved, amended or disapproved at the next meeting where a quorum is present.

**closed meetings or other instances allowed under the NM Constitution or Open Meetings Act*

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SUNSHINE LAWS
Open Meetings Act

Subsection H of the Open Meetings Act permits closed meetings in few instances.

- During open meeting: Moving to closed meeting shall be approved by a majority of the quorum; vote shall be taken in open meeting; and the vote of each individual member shall be recorded in the minutes.
- Outside of open meeting: Closed meeting shall not be held until public notice stating the specific provision of the law authorizing the closed meeting and stating with reasonable specificity the subject to be discussed is published.

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OPEN MEETINGS RESOLUTION HIGHLIGHTS

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OPEN MEETINGS RESOLUTION

- For adoption by Board members
- Declares Board adhere to Open Meetings Act
- Proposes posting notices on HSD's website not less than 72 hours prior to meeting
- Identifies when the Board will meet (e.g. day, month, year)

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RESOLUTION ADOPTION

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THANKS!

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