

RAMAH WATER AND SANITATION DISTRICT

**ANNUAL OPEN MEETINGS ACT
RESOLUTION NUMBER 2024-1**

WHEREAS, the Ramah Water and Sanitation District Board of Directors met in regular session at Ramah WSD Office building at 47A N Bloomfield Avenue, Ramah, NM 87321 at 7:00 PM, as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Section 10-15-1 to 4) states that except as may be otherwise provided in the Constitution or the provisions 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 local public agency held for the purpose of formulating public, discussing public business or for the purpose of formulating public, discussing public business or for the purpose of taking any action within the authority 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 Ramah Water and Sanitation District Board of Directors to determine annually what constitutes reasonable notice of its public meetings;

THEREFORE, BE IT RESOLVED BY THE RAMAH WATER AND SANITATION DISTRICT, BOARD OF DIRECTORS THAT:

1. **Meeting Location.** All meetings shall be held monthly at the Ramah WSD Office building at 47A N Bloomfield Avenue, Ramah, NM 87321 at 7:00 PM on the first Tuesday of the month, or as indicated in the meeting notice. Board members who cannot attend the meeting in person may participate electronically (e.g., computer, phone) or by telephone (or mobile) as long as the Board can hear and communicate clearly with the physically absent participant.
2. **Regular Meetings.** Unless otherwise specified, regular meetings shall be held on the first Tuesday of each month at 7:00 PM. The agenda will be available at least seventy-two (72) hours prior to the meeting at the Ramah Post Office, the Stagecoach Cafe, Ramah WSD office and on the RW&SD website. Website address: www.ramahwatersanitationdistrict.com. Notice of any other regular meeting will be given ten days in advance of the meeting date. The notice shall also include information on how to get a copy of the agenda.

3. **Special Meetings.** Notice of any special meetings may be called by the Chairman, or a majority of the members, and will be given at least a three (3) days' notice of the meeting date. The notice shall also include information on how to obtain a copy of the agenda.
4. **Emergency Meetings.** As described in Subsections B and C of 1.13.1.8 NMAC, emergency meetings may be called by the Chairman or a majority of the members with twenty-four (24) hour 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 Ramah WSD Board of Directors will notify the Attorney General's Office.
5. For the purpose of regular meetings, as described in paragraph 2, notice requirements are met if notice of date, time, place and agenda is posted at the Ramah Post Office, the Stagecoach Cafe, the Ramah WSD office, and RW&SD website. The same requirements apply for special meetings and emergency meetings.
6. In addition to the information specified above, all notices shall be included in the following language: *"If you are an individual with a disability who needs 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 Ramah Water and Sanitation District Board at least two (2) weeks 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 the Ramah Water and Sanitation District if a summary or other type of accessible format is needed."*
7. **Closed Meetings.** The Ramah Water and Sanitation District Board of Directors may close a meeting to the public only if the subject matter of such discussion or action is accepted 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 of a quorum of the Ramah Water and Sanitation District Board of Directors 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 to close shall be recorded in the minutes. Only those subjects specified in the motion to close shall be discussed in the closed meeting.
 - b. If a closed meeting is conducted when the Ramah Water and Sanitation District Board is not in an open meeting, the closed meeting shall not be held

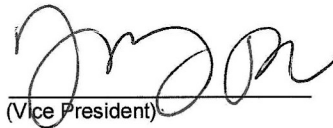
until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to discuss with reasonable specificity is given to the members and to the general public.

- c. Following completion of the 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 of closure.
- d. Except as provided in Section 10-15-1(h) of the Open Meetings Act, any action taken as result of discussions in a closed meeting shall be made by vote of the Ramah Water and Sanitation District Board of Directors in an open public meeting.

ADOPTED BY THE RAMAH WATER AND SANITATION DISTRICT BOARD OF DIRECTORS THIS 9th DAY OF Jan, 2024.


(President)

1-9-24
(Date)


(Vice President)

1-9-2024
(Date)


(Secretary/Treasurer)

Jan. 9, 2024
(Date)


(Member)

1-9-2024
(Date)


(Member)

Jan 9, 2024
(Date)