

**STATE OF NEW MEXICO  
RADIOACTIVE WASTE CONSULTATION TASK FORCE**

**A RESOLUTION ESTABLISHING PROCEDURES  
FOR GIVING NOTICE OF MEETINGS**

**WHEREAS**, the New Mexico Open Meetings Act, NMSA 1978, § 10-15-1 *et seq.* (as amended), declares each meeting of a quorum of members of any board, council, Task Force, administrative adjudicatory body or other policy-making body of any state or local public agency which is held for the purpose of formulating public policy, discussing public business or taking any action within the Task Force or the delegated Task Force of such body to be a public meeting, except as otherwise provided in the New Mexico Constitution or the Open Meetings Act;

**WHEREAS**, the Open Meetings Act requires that each public body determine, at least annually, in a public meeting, what notice is reasonable when applied to public meetings of the public body; and

**WHEREAS**, the Radioactive Waste Consultation Task Force desires to establish herein an open meetings policy consistent with the Open Meetings Act and specify herein what notice is reasonable when applied to its activities throughout the year.

**NOW, THEREFORE, BE IT RESOLVED** that the Radioactive Waste Consultation Task Force does formally adopt the following open meetings policy:

1. A meeting of the Radioactive Waste Consultation Task Force (hereinafter referred to as "the Task Force") may be called by the Chair or a majority of the members of the Task Force.
2. The Task Force may meet with the Interim Legislative Radioactive and Hazardous Materials Committee ("Committee") pursuant to NMSA 1978, Section 74-4A-7(E). Notice of such meetings shall be provided by the Committee.
3. An emergency meeting of the Task Force may be called by the Chair, or a majority of the members of the Task Force, with as much advance notice as the emergency permits. An "emergency" refers to unforeseen circumstances that, if not addressed immediately by the Task Force, will likely result in injury or damages to persons or property or substantial financial loss to the agency. Within 10 days of taking action on an emergency matter, the Task Force shall report to the Attorney General's Office the action taken and the circumstances creating the emergency, provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.

**2018 Open Meetings Resolution**

**Page -2-**

4. Notice of each meeting shall be posted, at least 72 hours prior to the time of the meeting, on the Task Force's webpage:

<http://www.emnrd.state.nm.us/wipp/wipptaskforce>. Where a written request has been received, notice shall also be provided to broadcast stations licensed by the federal communications and newspapers of general circulation. Notice of each regular meeting shall be delivered by ordinary first class United States mail or electronic mail to each person who has requested in writing to be notified of such meetings, at least 72 hours prior to the time of the meeting. Notices sent by United States mail or email to an address or email address furnished by the recipient in writing shall be effective when mailed or sent.

5. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda.

6. A preliminary agenda for each regular meeting shall be prepared and posted on the Task Force's webpage no later than one week prior to the meeting. A final agenda for each regular meeting shall be prepared and posted on the Task Force's webpage no later than seventy-two (72) hours preceding the meeting. An agenda for each emergency meeting shall be prepared, posted and distributed (if applicable) as much in advance of the meeting as the emergency permits.

7. Each notice shall include information on how a person who is in need of assistance to attend or participate in the meeting may request such assistance.

8. Any meeting not concluded at the end of the specified day may be recessed and reconvened to the next business day or to another date, if, prior to recessing, the Task Force specifies the date, time and place for continuation of the meeting and, immediately following the recessed meeting, posts notice of the date, time and place for the reconvened meeting on or near the door of the place where the original meeting was held and posts notice on the Task Force's webpage to provide public notice of the continuation of the meeting. Only matters appearing on the agenda of the original meeting may be discussed at the reconvened meeting, as otherwise provided by the Task Force.

9. A closed meeting may be held only if the subject matter of the closed meeting is excepted from the open meeting requirement under Section 10-15-1(H) and the Task Force follows the procedures in Section 10-15-1(I).

10. The Task Force shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of

members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted. All minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the Task Force.

11. Members of the Task Force may participate in a meeting by means of conference telephone, video conferencing or other similar communications equipment which allows the member or members so participating to hear the proceedings and to be heard by one another and by persons attending the meeting. A member participating by telephone shall be included in ascertaining the presence of a quorum and shall be able to vote on any matters before the Task Force.

**ADOPTED AT A PUBLIC MEETING ON THIS 31ST DAY OF OCTOBER, 2018.**

**RADIOACTIVE WASTE CONSULTATION  
TASK FORCE**

  
\_\_\_\_\_  
**CHAIR**

