**State Rehabilitation Council**

  
(SRC)

**Bernadine Chavez**

**Chairperson**

**Sarah Michaud**

**Vice-Chairperson**

SUSANA MARTINEZ

GOVERNOR

**HANNA SKANDERA**

SECRETARY-DESIGNATE OF EDUCATION

**RALPH VIGIL**

ACTING DIRECTOR FOR

VOCATIONAL REHABILITATION

**OPEN MEETINGS RESOLUTION**

Be it resolved that:

The State Rehabilitation Council for the Division of Vocational Rehabilitation adopts the following open meetings policy in accordance with the New Mexico Open Meetings Act.

Every meeting notice will include:

* Date, time and location of meeting;
* Name, address and telephone number of individual(s) to contact for address, contact information and directions to meeting;
* Information that copies of the final agenda will be available 24 hours in advance of meeting upon request;
* Name, address and telephone number of individual(s) to contact regarding requests for reasonable accommodations.

Every meeting notice shall be published:

* In a newspaper of statewide circulation, in the newspaper of the community where the meeting is to be held, and in any other newspaper requesting notification;
* At least ten (10) days in advance for a regular meeting;
* At least three (3) days in advance for a special meeting;
* At least 24 hours in advance for an emergency meeting.

A mailing list shall be maintained for announcement to concerned individuals, which will include the same meeting notice and will be mailed at the same time as the published notice.

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Bernadine Chavez, Chairperson

Adopted March 22, 2013