

Chairperson

Tracy Agiovlasis

Vice Chairperson

Jen Gelhardt

Sergeant at Arms

TJ Chester

NEW MEXICO PUBLIC EDUCATION DEPARTMENT
DIVISION OF VOCATIONAL REHABILITATION

**STATE REHABILITATION COUNCIL
OPEN MEETINGS RESOLUTION**



WHEREAS, Section 10-15-1(B) of the Open Meetings Act (Sections 10-15-1 through 10-15-4 NMSA 1978) 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 members of any board, commission, or other policymaking body of any state agency held for the purpose of formulating public policy or taking any action within the authority of such body are declared to be public meetings open to the public at all times; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires that any board, commission, or committee subject to the Act shall determine at least annually in a public meeting what notice for a public meeting is reasonable when applied to that body;

Now, therefore, be it resolved by the State Rehabilitation Council (SRC) for the New Mexico Division of Vocational Rehabilitation that:

1. All meetings shall be held as indicated in the meeting notice, except that meetings may be canceled due to a lack of a quorum, due to inclement weather, or for other appropriate reasons.
2. **Regular Meetings:** Regular meetings shall be held quarterly as announced. Notice of regular meetings shall be given at least ten (10) days in advance of the meeting date. The notice shall indicate how the public may obtain a copy of the agenda.
3. **Special Meetings:** Special meetings may be called by the Chair or a majority of the members upon at least seventy-two (72) hours' notice. The notice shall include an agenda or information on how the public may obtain a copy of the agenda.
4. **Emergency Meetings:** Emergency meetings shall be called only under unforeseen circumstances that, if not addressed immediately, will likely result in injury or damage to persons or property or substantial financial loss to the Division of Vocational Rehabilitation. Emergency meetings may be called upon twenty-four (24) hours' notice, unless a threat of personal injury or property damage requires less notice. Within ten (10) days of taking action on an emergency matter, the SRC shall report to the Attorney General's office the action taken and the circumstances creating the emergency.
5. **Agenda Requirements:** An agenda shall be available to the public at least **seventy-two (72) hours** prior to any meeting. Except for emergency matters, the SRC will take action only on items appearing on the agenda.

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6. **Notice Dissemination:** Notice of all meetings will be posted on the SRC website and provided to broadcast stations and newspapers of general circulation that have provided a written request for such notice.
7. **Reasonable Accommodations:** If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the SRC Chair at least one week prior to the meeting.
8. **Closed Meetings:** The SRC may close a meeting to the public only if the subject matter of the discussion is authorized under the closed meeting exceptions in Section 10-15-1(H) of the Open Meetings Act. Any closure shall be approved by a majority vote of a quorum of the SRC in an open meeting, and the authority for the closure shall be stated with reasonable specificity in the motion calling for the vote.
9. **Minutes:** The Council 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 Council.

Chairperson, Tracy Agiovlasis
Adopted May 4, 2026