

STATE OF NEW MEXICO

DE BACA FAMILY PRACTICE CLINIC  
SPECIAL DISTRICT

RESOLUTION NO. 2024-01

WHEREAS, the De Baca Family Practice Clinic Board met in regular session at the De Baca Family Practice Clinic in the Clinic Board Room, 546 N. 10<sup>th</sup> Street, Ft. Sumner, NM on February 28, 2024, at 4:30 p.m. as required by law; and

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) 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, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of 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 De Baca Family Practice Clinic to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the De Baca Family Practice Clinic Board that:

1. All meetings shall be held at De Baca Family Practice Clinic in the Board Room, 546 N. 10<sup>th</sup> Street, Ft. Sumner, NM at 4:30 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the last Wednesday on the month. The agenda will be available at least seventy-two hours prior to the meeting from the office of the CEO located at De Baca Family Practice Clinic, 546 N. 10<sup>th</sup> Street, Ft. Sumner, NM.
3. Special meetings may be called by the Chairman or a majority of the members upon three (3) days notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. De Baca Family

Practice Clinic will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four hours 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.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is sent to the newspaper of general circulation, mailed or faxed to the County Clerk's office and posted in the De Baca Family Practice Clinic lobby.
6. For the purposes of special meetings and emergency meetings described in paragraph 3 and 4 of this resolution, notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the county and posted in the lobby of De Baca Family Practice Clinic, 546 N. 10<sup>th</sup> Street, Ft. Sumner, NM. Telephone notices also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. In addition to the information specified above, all notices shall include the following language: 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 hearing or meeting, please contact the Office of the Administrative Assistant at De Baca Family Practice Clinic at 575-355-2414 at least one (1) week 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 CEO at De Baca Family Practice Clinic if a summary or other type of accessible format is needed.
8. De Baca Family Practice Clinic may close a meeting to the public only if the subject matter of such discussion or action is excepted 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 vote of a quorum of the board of De Baca Family Practice Clinic 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 may be discussed in the closed meeting.
  - b. If a closed meeting is conducted when De Baca Family Practice Clinic 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 be discussed with reasonable specificity, is given to the members and to the general public.
  - c. Following completion of any 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 for closure.

- d. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by the vote of the Board of De Baca Family Practice Clinic in an open public meeting.

RESOLVED: in session this 28th day of February 2024.

GOVERNING BODY OF DE BACA FAMILY PRACTICE CLINIC, NEW MEXICO



Board President



Notary Public

My Commission Expires: April 11, 2025 (Seal)

STATE OF NEW MEXICO  
NOTARY PUBLIC  
INITA THOMSON  
COMMISSION # 1082889  
EXPIRES APRIL 11, 2025