

**SOUTH CENTRAL COLFAX COUNTY SPECIAL HOSPITAL DISTRICT**

**OPEN MEETINGS ACT RESOLUTION #2116**

WHEREAS, the Board of Trustees (the "Board") of the SOUTH CENTRAL COLFAX COUNTY SPECIAL HOSPITAL DISTRICT (the "District") met in open session on December 9, 2024, at 6:30 p.m., as required by law; and

WHEREAS, Section 10-15-1(B) NMSA 1978, 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, 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) NMSA 1978 of the Open Meetings Act and the Bylaws of the Board require the Board to determine annually what constitutes reasonable notice of its public meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. All meetings shall be held at the location indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held on the fourth (4<sup>th</sup>) Monday of each month. Notice of regular meetings will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two (72) hours before the meeting and posted on the District's website.
3. Special meetings may be called by the Chairperson or two (2) 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 seventy-two (72) hours before any special meeting and posted on the District's website.
4. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of the citizens or to protect the public body from substantial financial loss. The Board will avoid emergency meetings whenever possible. Emergency meetings may be called by the President or a majority of the

Board members upon twenty-four (24) hours' notice, unless threat of personal injury or property damage require 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 (10) days of taking action on an emergency matter, the Board will 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.

5. For the purposes of regular meetings described in paragraph 2 of this resolution, the notice requirements of the Open Meetings Act shall be met if notice of the date, time, place and method of obtaining an agenda is posted on the District's website, Springer Grocery, the Local Post Office, Colfax General Long Term Care Facility, Crossroads Station in Springer, Cimarron Clinic, Moreno Valley Healthcare Clinic, and Angel Fire Mini-Mart. The Board Secretary shall also mail or cause to be mailed copies of the written notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation which have made a written request for notice of public meetings.

6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, the notice requirements of the Open Meetings Act shall be met by posting notice of the date, time, place and method of obtaining an agenda on the District's website. The Board Secretary shall also provide or cause to be provided telephone notice 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. Pursuant to Section 10-15-1(C) NMSA 1978, of the Open Meetings Act, any or all members of the Board may participate in a meeting of the Board by means of a conference telephone, virtual platform, video conference or other similar communications equipment when it is otherwise difficult or impossible for the members to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the Board who speaks during the meeting.

8. The Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) NMSA 1978, 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 taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated with reasonable specificity in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

(b) If the decision to hold a closed meeting is made when the 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 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) NMSA 1978 of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Board in an open public meeting.

9. The Board shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of the proposals considered and a record of any decision and votes taken that show how each member voted. Draft minutes shall be prepared within ten (10) working days after each meeting and shall be approved, amended or disapproved at the next meeting where a quorum of the Board is present. Minutes shall be open to public inspection upon preparation, but shall not become official until approved by the Board. No minutes shall be kept of closed meetings.

10. 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 Long Term Care Administrator at the District 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 Long Term Care Administrator if a summary or other type of accessible format is needed.

PASSED, APPROVED AND ADOPTED THIS 23<sup>rd</sup> DAY OF FEBRUARY, 2026.

BOARD OF TRUSTEES  
SOUTH CENTRAL COLFAX COUNTY  
SPECIAL HOSPITAL DISTRICT

By:   
Chairperson

ATTEST:

By \_\_\_\_\_  
Vice-Chairperson