

**UNIVERSITY OF NEW MEXICO
VEBA COMMITTEE
2023 ANNUAL NOTICE OF MEETINGS RESOLUTION**

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act 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 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;

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 the VEBA Committee to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Regular Meetings.** Unless otherwise specified, regular meetings shall be held semi-annually in February and September.
2. **Notice of Regular Meetings.** Notice to the public of regular meetings will specify the date, time, place and subject matter thereof and will state that a copy of the agenda will be made available on the public <https://hr.unm.edu/retiree/benefits/veba> website and available at such other locations chosen by the Chair, at least seventy-two (72) hours prior to the meeting. Notice will be given to those newspapers and broadcast stations that have filed a written request with the University Communication and Marketing Department for such notices of meetings. Notice will be by mail, facsimile machine, or electronic mail at least ten (10) days prior to the meeting and written Notice will be placed on the public <https://hr.unm.edu/retiree/benefits/veba> website.
3. **Special Meetings.** Special meetings may be called by the Chair or majority of the members of the VEBA Committee.
4. **Notice of Special Meetings.** Notice to the public of special meetings of the VEBA Committee will specify the date, time, place and subject matter thereof and will state that a copy of the agenda will be made available on the public <https://hr.unm.edu/retiree/benefits/veba> website and available at such other locations chosen by the Chair, at least seventy-two (72) hours prior to the meeting. Notice will be given to those newspapers and broadcast stations that have filed a written request with the University Communication and Marketing Department for such notices of meetings. Notice will be by mail, facsimile machine, or electronic mail at least seventy-two (72) hours prior to the meeting and written Notice will be placed on the public <https://hr.unm.edu/retiree/benefits/veba> website.
5. **Emergency Meetings.** Emergency meetings may be called by the Chair or majority of the members of the VEBA Committee.

- 6. Notice of Emergency Meetings.** Notice to the public of emergency meetings of the VEBA Committee will specify the date, time, place and subject matter thereof and will be given to those newspapers and broadcast stations that have filed a written request with the University Communication and Marketing Department for such notices of meetings. Notice will be by telephone, facsimile machine, or electronic mail at least twenty-four (24) hours prior to the meeting or by such other notice as soon as possible and as may be practicable under the circumstances.
- 7. Report to Attorney General.** Within ten (10) days of taking action on an emergency matter, the VEBA Committee will notify the Attorney General's Office.
- 8. Compliance with Americans with Disabilities Act.** 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 University Communication and Marketing Department at least one (1) week prior to the meeting. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact University Communication and Marketing Department if a summary or other type of accessible format is needed.*
- 9. Telephone Meetings.** A member of the VEBA Committee may participate in a regular, special, or emergency meeting by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person. Each member participating by conference telephone must be identified when speaking, all participants must be able to hear each other at the same time, and members of the public attending the meeting must be able to hear any member of the Committee who speaks during the meeting. The minutes of any meeting at which there is telephone participation shall identify any members who are not physically present but who participated by conference telephone or other similar communications equipment.
- 10. Closed Meetings (Executive Sessions).**

 - (a) Exceptions to Open Meetings Act.** Meetings of the VEBA Committee may be closed, according to the procedures set out below, only if the matter to be considered falls within one of the enumerated exceptions defined in Section 10-15-1(H) of the Open Meetings Act or if closure can be implied from or required by other laws or constitutional principles which specifically or necessarily preserve the confidentiality of certain information.
 - (b) Closing an Open Meeting.** Closing of a meeting shall be by a majority vote of a quorum of the Committee during the open meeting, with the vote of each member being recorded. The motion shall state: (1) the authority for the closure (the statutory provision); and (2) the subject to be discussed with reasonable specificity. The matter to be discussed must have been included on the agenda, except for emergency matters.
 - (c) Calling a Closed Meeting Outside of an Open Meeting.**

 - (1) Notice that a meeting will be closed, in whole or in part, will be given as specified above for a regular, special or emergency meeting, as appropriate, by so specifying either in the notice of the meeting or on the agenda. The notice shall state the specific provision of the law authorizing the closed meeting and shall state the subject to be discussed with reasonable specificity.

(2) The minutes of the next open meeting shall contain information about the closed meeting, including the date, time, place, and subject matter of the closed meeting, the names of the Committee members present at the closed meeting, the names of the absent Committee members, and a statement that the matters discussed in the closed meeting were limited only to those specified in the notice of the closed meeting.

(d) Action. Any final action taken as a result of discussions in a closed meeting shall be made by a vote of the VEBA Committee at an open public meeting, with the exceptions allowed under Section 10-15-1(H).

11. Agendas. A copy of the agenda for each regular and special meeting of the VEBA Committee will be available at least seventy-two (72) hours prior to the meeting (and the notice of the meeting shall so state) and will be placed on the <https://hr.unm.edu/retiree/benefits/veba> website, and available at such other locations chosen by the Chair of the Committee. Except for emergency matters, the VEBA Committee shall take action only on items appearing on the agenda. The intent to close a regular meeting and the subject matter involved shall be included in the agenda.

12. Public Input at Meetings. An opportunity for public input regarding agenda items shall be provided at each regular meeting during VEBA Committee consideration of the agenda item in question. The Chair of the Committee shall determine the length of time to be allowed for public input for each agenda item, the sequence in which individuals may address the Committee, and the length of time that will be allowed for each person to address the Committee. The Chair may request that a group designate a spokesperson.

13. Minutes.

(a) The VEBA Committee shall approve and keep written minutes of all its meetings. The minutes shall include, at a minimum: (1) the date, time, and place of the meeting; (2) the names of VEBA Committee members in attendance and those absent; (3) a statement of what proposals were considered; and (4) a record of any decisions made by the Committee and how each member voted.

(b) Draft minutes shall be prepared within ten (10) working days after the meeting and must be available for public inspection. The draft minutes must clearly indicate that they are not the official minutes and are subject to approval by the VEBA Committee.

(c) Draft minutes shall be approved, amended, or disapproved at the next regular meeting where a quorum is present. Minutes shall not become official until approved by the VEBA Committee. Official minutes are subject to public inspection.

(d) No minutes need to be kept during closed sessions, but information about the closed session must be recorded as specified in the "Closed Meetings" section of this resolution.

(e) Recordings of the VEBA Committee's meetings shall be kept for three (3) years.

Passed by the VEBA Committee this 24th day of February, 2023.

Nicole Dopson

Nicole Dopson, Chairperson