

# **Quemado Mutual Water & Sewage Works Association (QMWSWA)**

## **Open Meeting Act**

### **Resolution 2026-01**

WHEREAS the QMWSWA met in regular Session at the office at 16 3rd Street on January 8, 2026, at 5:30 pm, as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4, amended 2013) 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 policy make 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 the QMWSWA to determine annually what the Office of the Attorney General State of New Mexico constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED BY QMWSWA that:

1. All meetings shall be held at the QMWSWA office located at 16 3<sup>rd</sup> Street at 5:30 pm, or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the second Thursday. The agenda will be available at least seventy-two hours prior to the meeting from the secretary whose office is in the QMWSWA office Quemado, New Mexico. The agenda will also be posted at the offices of QMWSWA and on the QMWSWA website, Quemado.org.
3. Notice of the regular meeting other than those described in Paragraph 2 will be given ten days in advance of the meeting date. The notice will include a copy of the agenda or information on how a copy of the agenda may be obtained. If not included in the notice, the agenda will be available at least seventy-two hours before the meeting and posted at the QMWSWA office and on the website, Quemado.org.
4. Special meetings may be called by the Chairman or a majority of the members upon three days' notice. The notice for a special meeting shall include an agenda for the meeting or information on how a copy of the agenda may be obtained. The agenda will be available at least seventy-two hours before the meeting and posted at the QMWSWA office and on the website, Quemado.org.
5. 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. The QMWSWA will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members with 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. Within ten days of acting on an emergency matter, the Secretary will notify the Attorney General's Office.

6. For the purposes of regular meetings described in Paragraph 3 of this resolution, notice requirements are met if notice of the date and time are posted on the monthly billings and the date, time and agenda are posted in the QMWSWA window and on the website, Quemado.org.

7. For the purposes of special meetings and emergency meetings described in Paragraphs 4 and 5, notice requirements are met if notice of the date, time, place and agenda is posted at the QMWSWA office and on the website, Quemado.org.

8. In addition to the information specified above, all notices shall include the following language. If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aide or service to attend or participate in the hearing or meeting, please contact the Office of the Attorney General State of New Mexico 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 QMWSWA office at 575-773-4333, if a summary or other type of accessible format is needed. 9. The QMWSWA 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 10-1551(H) of the Open Meetings Act.

a) If any meeting is closed during an open meeting, such closure shall be approved by the majority vote of a quorum of the QMWSWA 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 to be discussed with reasonable specificity are given to the members and to the public.

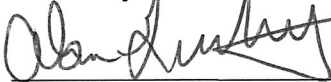
b) If a closed meeting is conducted when the QMWSWA is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and the 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 of closure.

d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken because of discussions in a closed meeting shall be made by vote of the QMWSWA in an open public meeting.

9. The QMWSWA 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 QMWSWA board.

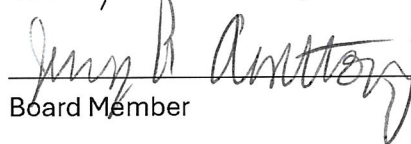
Passed by the Board of Directors on this 6<sup>th</sup> day of January 2026.



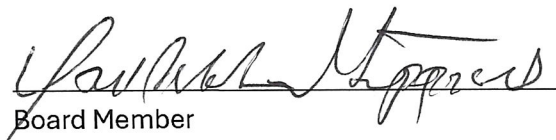
President



Vice President/Secretary



Board Member



Board Member

Board Member