

# GPSA Open Meeting Resolution

1. This Policy is adopted pursuant to the New Mexico Open Meetings Act, NMSA 1978, § 10-15-1, *et seq.*
2. **Regular Meetings.**
  - a. Regular meetings of the Graduate and Professional Student Association Council of the University of New Mexico (GPSA) will be held in the Student Union Building every month during the fall and spring academic semesters. unless otherwise announced in the Notice of Regular Meetings, pursuant to this Policy.
  - b. **Notice of Regular Meetings.** Notice to the public of the regular meetings of the GPSA Council will specify the date, time, and place thereof and will state that a copy of the agenda will be made available on the public [gpsa.unm.edu](http://gpsa.unm.edu) website and available at the GPSA Office located in the Student Union Building room 1021, 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 GPSA for such notices of meetings. Notice will be by mail, facsimile machine, or electronic mail at least seventy-two (72) hours days prior to the meeting and the written Notice will be placed on the public [gpsa.unm.edu](http://gpsa.unm.edu) website.
3. **Special Meetings.**
  - a. Special meetings of the GPSA Council may be called by the GPSA Council Chair or upon petition of at least six (6) RDSAs.
  - b. **Notice of Special Meetings.** Notice to the public of special meetings of the GPSA Council will specify the date, time, and place thereof and will state that a copy of the agenda will be made available on the public [gpsa.unm.edu](http://gpsa.unm.edu) website and available 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 GPSA 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 the written Notice will be placed on the public [gpsa.unm.edu](http://gpsa.unm.edu) website.
4. **Compliance with the 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 a meeting of the GPSA Council, please contact GPSA at least one week prior to the meeting. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact GPSA if an accessible format is needed.
5. **Closed Meetings (Executive Sessions).**
  - a. **Exceptions to Open Meetings Act.** Meetings of the GSPA Council 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 Council 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 Council members present at the closed meeting, the names of the absent Council 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 Council members at an open public meeting, with the exceptions allowed under Section 10-15-1(H).
6. **Agendas.** A copy of the agenda for each regular and special meeting of the GPSA Council 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 [gpsa.unm.edu](http://gpsa.unm.edu) website, and available at the GPSA Office located in the Student Union Building room 1021. The intent to close a regular meeting and the subject matter involved shall be included in the agenda.
  7. **Public Input at Meetings.** An opportunity for public input regarding agenda items shall be provided at each regular meeting. The Council Standing Rules voted on each term shall determine the length of time to be allowed for public input, and the length of time that will be allowed for each person to address the Council.
  8. **Minutes.**
    - a. The GPSA Council 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 Council members in attendance and those absent; (3) a record of the legislation that was considered; and (4) a record of any decisions made by the Council and how each Council member voted.
    - b. Draft minutes shall be prepared within six (6) working days by GPSA bylaws (and ten (10) working days by OMA Law) 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 Council.

- 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 GPSA Council meeting. 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.

## References

Open Meetings Act, NMSA 1978, § 10-15-1 *et seq.*