

## **Youth Development, Inc. Open Meetings Act Resolution**

**WHEREAS**, Youth Development, Inc. (YDI) is not a State or governmental agency or body as defined by the New Mexico Open Meetings Act, Sections 10-15-1 to 10-15-4 NMSA 1978 (OMA), but the YDI Board of Directors has elected to operate in accordance with the OMA pursuant to (1) the Administrative Requirements for Contracts Awarded Under the City of Albuquerque, Department of Family and Community Services, and (2) the Administrative and Fiscal Standards of the New Mexico Children, Youth and Family Department; and

**WHEREAS**, YDI has adopted revised By-Laws consistent with the OMA; and

**WHEREAS**, YDI will follow the OMA. YDI aims to abide by the spirit of the OMA, even when not legally required to do so by City or State requirements.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Directors of YDI, as follows:

**Section 1.** *Notice of Regular Meetings.*

A. All meetings shall be held at the Wool Warehouse, 518 First Street, Albuquerque, New Mexico at 5:30 PM, or as indicated in the meeting notice.

B. Unless otherwise specified, regular meetings shall be held every other month on the third Thursday of such month, unless circumstances require a postponement of the meeting. Regular meetings will occur in February, April, June, August, October, and December. If any additional meetings are needed, the meeting will be noticed in accordance with Section 1.C of this resolution. The agenda will be available at least seventy-two hours prior to the meeting from the Senior Executive Assistant to the President and CEO of Youth Development Inc., whose office is located at 6301 Central Ave. NW in Albuquerque, New Mexico. The agenda will also be posted at the offices of YDI, 6301 Central Ave. NW, Albuquerque, New Mexico 87105, and on YDI's website at [www.ydinm.org](http://www.ydinm.org).

C. Notice of regular meetings other than those described in Section 1. B. will be given seven days in advance of the meeting date. The notice requirements are met if notice of the date, time, place and agenda is placed in the Albuquerque Journal (or a different newspaper of general circulation in the state) and posted in the following locations: at the offices of YDI, 6301 Central Ave., Albuquerque, New Mexico 87105 and on the YDI's website at [www.ydinm.org](http://www.ydinm.org). Copies of the written notice shall also be mailed 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. 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 on the YDI's website at [www.ydinm.org](http://www.ydinm.org).

## **Section 2. *Notice of Special or Emergency Meetings.***

If, in the opinion of the Chair of the YDI Board of Directors or a majority of the YDI Board of Directors, a special or emergency meeting, as defined in the YDI Bylaws, is required, notice of such a meeting will be given as follows:

- A. **Special Meetings:** Notice will be given at least three (3) days in advance of the meeting date. The notice will contain a draft agenda for the special meeting or indicate how a copy of the agenda may be obtained. The agenda will be available at least seventy-two (72) hours before any special meeting.
- B. **Emergency Meetings:** Emergency meetings may be called for unforeseen circumstances that demand immediate action to protect the mission and resources of YDI including, but not limited to, the need to make decisions about pending or threatened litigation which could result in injury or loss to YDI. Emergency meetings may be called by the Chair or a majority of the Board upon twenty-four (24) hours' notice, unless threat of personal injury or property damage or pending or threatened litigation 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 taking action on an emergency matter, YDI will notify the Attorney General's Office.
- C. The notice requirements are met if notice of the date, time, place and agenda is provided by telephone to the Albuquerque Journal (or a different newspaper of general circulation in the state) and posted in the following locations at the offices of YDI, 6301 Central Ave. NW, Albuquerque, New Mexico 87105 and on the YDI's website at [www.ydinm.org](http://www.ydinm.org). Copies of the written notice shall also be mailed 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. 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 on the YDI's website at [www.ydinm.org](http://www.ydinm.org).

## **Section 3. *Meeting Accommodations***

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 send an email to [boardofdirectorsrequest@ydinm.org](mailto:boardofdirectorsrequest@ydinm.org). at least one (1) week prior to the meeting or as soon as possible. A representative of YDI will respond within 24 hours. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please send an email to [boardofdirectorsrequest@ydinm.org](mailto:boardofdirectorsrequest@ydinm.org) if a summary or other type of accessible format is needed."

## **Section 4. *Closed Meetings.***

1. Conducting a Closed Session during an Open Meeting: 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 in 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 must be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed session.
2. Conducting a Closed Meeting: If the decision to hold a closed meeting is made when the Board is not in an open meeting, the closed meeting will not be held until public notice, appropriate under the circumstances has been given (*see* Sections 1 and 2 above). The notice will state the specific provision of law authorizing the closed meeting and the subject matter to be discussed.
3. Confirming Action Taken in Closed Meeting: Except as provided in Section 10-15-1(H) of the OMA, any action taken as a result of discussions in a closed meeting shall be made by vote of the YDI Board in an open public meeting..
4. Minutes of Closed Session: Minutes of discussions held during closed sessions will not be kept; however, 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.

**Section 4. Telephonic Participation.**

Board members, or members of any committee of the Board, may participate in a meeting of the Board or committee by means of a conference telephone or similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by phone can be identified when speaking, all participants can hear each other at all times, and members of the public attending the meeting can hear any Board member who speaks during the meeting.

**Section 5. Continuation of Resolution.**

Subject to Section 10-15-1(D) of the OMA, this Resolution shall continue in full force and effect until amended or until the adoption of another superseding OMA Resolution by the Board in a meeting open to the public. However, the resolution must be approved at least annually.

**ADOPTED** by the Youth Development, Inc. Board of Directors on **January 18, 2018**.

**ATTEST:**

<i>Ramona Sanchez</i>	1/18/18	<i>Jessica P. Jones</i>	1/18/18
Chairperson	Date	Secretary	Date