

## MEETINGS ACT

### NOTICE RESOLUTION 00-2

WHEREAS, the Mosaic Academy Governing Council met in regular session at Mosaic Academy on August 17th, 2025 at 6:00 p.m. as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 1015-4) 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 making body of any state or local public agency held for the purpose of formulating public policy, including the development of personnel policy, rules or regulations, 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 Mosaic Academy Governing Council to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Mosaic Academy Governing Council that:

1. All meetings shall be held at the Mosaic Academy at 6:00 p.m. or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the third Wednesday. A proposed agenda will be made available at least seventy-two (72) hours prior to the meeting by the Principal, whose office is located at 721 S. Main Ave., in Aztec, New Mexico. Notice of any other regular meetings will be given ten (10) days in advance of the meeting date. The notice shall include an agenda or indicate how a copy of the agenda may be obtained. Except for emergency matters, the Council shall take action only on items appearing on the agenda.
3. Special meetings may be called by the President or a majority 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.
4. Emergency meetings will be called only in an instance of unforeseen circumstances which if not addressed immediately by the Council, will likely result in injury or damage to persons or property or substantial loss to the School District. The Mosaic Academy Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the President or a majority of the 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 days of taking action on an emergency matter, the Council shall 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, notice requirements are met if notice of the date, time, place and agenda is placed in the *Aztec Local News*, and posted in the following locations: the office of Mosaic Academy and on the school website at [www.mosaicacademy.net](http://www.mosaicacademy.net) The Mosaic Academy Governing Council Secretary or designee shall also mail 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 paragraph 3 and 4 of this resolution, notice requirements shall be met by posting notice of the date, time, place and agenda at: the Mosaic Academy Office and on the school website at [www.mosaicacademy.net](http://www.mosaicacademy.net) The Mosaic Academy Governing Council Secretary or designee shall also provide a telephone or facsimile 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. 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 Amanda Knight at 721 S. Main Ave., Aztec, NM; 505-334-6364; or [knighta@mosaic.k12.nm.us](mailto:knighta@mosaic.k12.nm.us) at least one week prior to the meeting, or as soon as possible.
8. The Mosaic Academy Governing Council 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) 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 Mosaic Academy Governing Council 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 Mosaic Academy Governing Council 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) Where required by Section 10-15-1(H) of the Open Meetings Act, action taken as a result of discussions in a closed meeting shall be made by vote of the Mosaic Academy Governing Council in an open public meeting.

9. The Governing Council recognizes that, in a small community, Council members will occasionally attend social events, community functions, school activities or programs, athletic events or meetings of other groups or entities, or be present at local commercial establishments. In the event a quorum of the membership of the Council is present on such occasions, a violation of this resolution and the Open Meetings Act does not occur so long as the council members do not discuss school business or prospective council actions as described in this resolution. By adoption of this resolution, each member represents and agrees to abide by these limitations and not to engage in such discussions outside the context of a properly called council meeting which complies with the Open Meetings Act.
10. For the 25-26 school year, the governing body will be made up of no more than five individuals.

Passed by the Mosaic Academy Governing Council this 17th day of September, 2025

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Jena Roberts, President

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Alecia Truby, Vice President

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Kellee Brandenburg, Secretary

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Linelle Sharrard, Member

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Carlee Granillo, Member