



State of New Mexico  
**ADVISORY COUNCIL ON WORKERS' COMPENSATION  
AND OCCUPATIONAL DISEASE DISABLEMENT**

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**OPEN MEETING RESOLUTION – 2017**

**WHEREAS**, the Advisory Council on Workers' Compensation and Occupational Disease Disablement was created to make recommendations to improve performance of the New Mexico workers compensation system, and met in regular session on February 9, 2017, as required by NMSA 1978 Section 52-1-1.2 (C); and

**WHEREAS**, the Advisory Council is not required, but voluntarily consents to follow the Open Meetings Act (NMSA 1978, Sections 10-15-1 to 4); and

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act states that, except as may be otherwise provided for in the New Mexico 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 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 meeting 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 Advisory Council on Workers' Compensation and Occupational Disease Disablement to determine annually what constitutes reasonable notice of its public meetings;

**NOW, THEREFORE, BE IT RESOLVED:**

The Advisory Council shall at each meeting establish a date, time and location for the next regular meeting.

Established meeting dates, times and locations shall be subject to change on the order of the chairperson, or in the absence of the chairperson, the vice-chairperson.

Within five (5) working days following the setting of a meeting date a notice of the meeting shall be posted in the lobby of the state headquarters and in the lobbies of all

regional offices of the Workers' Compensation Administration (WCA). The notice shall include the date, time and location of the and where to obtain an agenda. The notice shall also contain information on access to the meeting for persons with disabilities.

Within five (5) working days following the setting of a meeting date, the date, time and location of the meeting shall be posted on the WCA website at: [www.workerscomp.state.nm.us](http://www.workerscomp.state.nm.us).

Notice concerning the Advisory Council shall be published in every issue of the Workers' Compensation Administration's quarterly Bulletin. This notice shall contain information on scheduled meetings if available or where to find out, website information, and when the next meeting is scheduled.

In compliance with 10-15-1 (C), any broadcast or print media may be placed on the subscriber list for the Bulletin on request.

Not less than 72 hours prior to a meeting the final draft agenda shall be posted on the WCA website at: [www.workerscomp.state.nm.us](http://www.workerscomp.state.nm.us). Emergency or special meetings shall be called only for matters requiring urgent action by the Advisory Council. Notice of an emergency or special meeting shall be announced through the website and email notification roster as soon as is reasonably feasible to provide as much advance notice as possible. The Advisory Council is required to report actions on emergency matters within five (5) days of taking action on an emergency action to the New Mexico Attorney General's Office.

The Advisory Council may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meetings requirement under Section 10-15-1 (H) of the Open Meetings Act. The general nature of any matters discussed in closed meetings shall be recorded with reasonable specificity in the minutes. Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Advisory Council in an open public meeting.

Minutes of all meetings shall be prepared within ten (10) days of the end of the meeting, but shall not become official unless and until approved by a majority of a quorum of the Advisory Council at its next regularly scheduled meeting.

**Media attendance at meetings held at the Workers' Compensation Administration are subject to the Administration's media policies.**

Passed by the Advisory Council on Workers' Compensation and Occupational Disease Disablement, and is effective February 9, 2017.