

NEW MEXICO CLEAN TRANSPORTATION FUEL STANDARD ADVISORY COMMITTEE: 2024 OPEN MEETINGS COMPLIANCE PROCEDURES

I. Open Meetings

Pursuant to NMSA 1978, Sections 10-15-1 (A) and (B), all meetings of a quorum of members of the Clean Transportation Fuel Standard Advisory Committee (“CTFSAC” or “Committee”) held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority delegated to the Committee shall be open to the public, except as otherwise provided by law. The location of such open meetings shall be as specified in the Notice of Open Meeting as discussed in Section II, below. Any member of the public may attend an open meeting and listen to the deliberations and proceedings of the CTFSAC. The public will be given an opportunity to present their views on issues discussed at the meetings, at the discretion of the Committee. A majority of the CTFSAC members constitute a quorum for the transaction of business.

II. Notice of Regular Open Meetings and Meeting Agendas

Prior to meeting, the New Mexico Environment Department (NMED) will post a Notice of Open Meeting, including the date, time, and place of the open meeting, at least ten calendar days prior to each meeting. Notice shall be posted on the Environment Department webpages including for matters related to the CTFSAC under the Boards and Commissions webpage (<https://www.env.nm.gov/opf/clean-transportation-fuel-standards-ctfs-advisory-committee/>), the Calendar (<https://www.env.nm.gov/events-calendar/>), and the Climate Change Bureau’s Clean Transportation Fuel Standard webpage (<https://www.env.nm.gov/climate-change-bureau/clean-fuel-standard/>). Notice shall also be provided to the following newspapers: the Albuquerque Journal, the Santa Fe New Mexican, and the Las Cruces Sun News. NMED provides notice to any newspapers of general circulation and broadcast station licensed by the Federal Communications Commission that have provided a request, in writing or by e-mail, for such notice. NMED will give e-mail notices to persons who are registered on the Climate Change Bureau listserv. Registration for the listserv is available on the Climate Change Bureau’s Clean Transportation Fuel Standard webpage.

NMED will post an agenda of the meeting at least 72 hours before the meeting, or in accordance with emergency situations as defined in NMSA 1978, Section 10-15-1(F). The agenda shall be posted on the Environment Department webpages including for matters related to the CTFSAC under the Boards and Commissions webpage (<https://www.env.nm.gov/opf/clean-transportation-fuel-standards-ctfs-advisory-committee/>), the Calendar (<https://www.env.nm.gov/events-calendar/>), and the Climate Change Bureau’s Clean Transportation Fuel Standard webpage (<https://www.env.nm.gov/climate-change-bureau/clean-fuel-standard/>).

The agenda shall indicate the date, time, and place of the meeting, a description of the matter being discussed or considered for formal action, a list of any other specific items of business to be transacted, and the nature of the action contemplated at the open meeting. The order of items on the agenda may be revised at any time. Except for emergency matters as defined by NMSA 1978, Section 10-15-1(F), the Committee shall only take up matters appearing on the agenda.

IV. Notice of Emergency Open Meetings

In the event of an emergency as defined in NMSA 1978, Section 10-15-1(F), NMED shall provide 24-hours' notice of an emergency meeting, if practicable, and shall report the actions taken and circumstance creating the emergency to the New Mexico Attorney General within ten days provided that no reporting to the New Mexico Attorney General shall occur if a state or national emergency has been declared if the need for the emergency meeting arises from facts and circumstances related to the declaration of the state or national emergency.

V. Minutes

NMED shall keep written minutes of all its meetings. The minutes shall include at a minimum: (a) the date, time, and place of the meeting; (b) the names of members in attendance and those absent; (c) the substance of the proposals considered; (d) and a record of any decisions and votes taken that show how each member voted. All minutes are available for 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 of the CTFSSAC are not official until approved by the CTFSSAC.

VI. Closed Meetings

Meetings of a quorum that would otherwise be open shall not be closed except in conformance with NMSA 1978, Section 10-15-1(H). If any meeting is closed, the closure shall be made in an open meeting and approved by a majority of the CTFSSAC. The authority of the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on a closed meeting. The vote shall be taken in an open meeting, and the vote of each member shall be recorded in the minutes. Only those subjects announced or voted upon prior to closure by the CTFSSAC may be discussed in the closed meeting. If the closed meeting is called for outside of an open meeting, the Notice of Open Meeting shall state the provision of law under which the closures will take place and state the subject to be discussed. The minutes of a closed meeting shall state whether only those subjects specified when the meeting was closed were discussed in the closed meeting. Except as provided in NMSA 1978, Section 10-15-1(H), any action taken because of discussions in a closed meeting shall be made by vote of the CTFSSAC in an open meeting.

VII. Participation by Telephone or Videoconference

Pursuant to NMSA 1978, Section 10-15-1 (C), a CTFSSAC member may participate in any open meeting by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member attending and participating by conference telephone or videoconference can be identified when speaking, all participants can hear each other at the same time and members of the public attending the meeting are able to hear any member who speaks during the meeting.

Adopted and issued by the Clean Transportation Fuel Standard Advisory Committee on June 28, 2024.

 6/28/2024
Travis Madsen, CTFSSAC Chair | Date