

SERIES: General Agency Operations (CPR-100)

NUMBER: CPR-105

TITLE: New Mexico Commission of Public Records Meetings

PURPOSE:

Pursuant to the Public Records Act [Section 14-3-1 NMSA 1978 et seq.], the New Mexico Commission of Public Records (CPR) shall meet at least four (4) times during the year. It is the purpose of this policy to provide guidelines to staff in preparing for these meetings in order to inform the members of the Commission of proposed action to be taken; and to conduct efficient meetings. These guidelines are in addition to the rules promulgated by the commission under 1.13.1 NMAC.

SCOPE:

This policy applies to all employees of the CPR.

DEFINITIONS:

“**Commission**” means the state commission of public records.

A. GENERAL PROVISIONS:

It is the policy of the CPR to prepare informative and action material for consideration by the Commission well in advance of a scheduled meeting. Staff also shall consult 1.13.1 NMAC for rules related to the Commission’s compliance with the Open Meetings Act.

B. MEETING PREPARATION:

The following are guidelines for meeting preparation, unless otherwise requested by the Chair of the Commission:

- Regular meetings of the Commission will be scheduled at least one month in advance.
- Meeting agendas will be prepared at least one week prior to the scheduled meeting. The final agenda will be available at least 24 hours prior to the meeting.
- Material to be included in the briefing packet will be submitted at least two weeks prior to the meeting.
- Rules to be presented to the Commission shall be complete with synopsis (if applicable) two weeks prior to the meeting.
- Briefing packets will be delivered to all Commissioners one week prior to the meeting.

[1.2.20.001, 5/4/95; renumbered 3/31/02; 12/21/2012 revised; 01/21/2016 revised]

APPROVED:

EFFECTIVE DATE:

Linda M. Trujillo, State Records Administrator

January 21, 2016