

TITLE 4 CULTURAL RESOURCES
CHAPTER 12 COMMUNITY ART RESOURCES
PART 1 GENERAL PROVISIONS

4.12.1.1 ISSUING AGENCY: Department of Cultural Affairs, New Mexico Arts Division.
[4.12.1.1 NMAC - Rp 4 12.1.1 NMAC, 11-13-2003]

4.12.1.2 SCOPE: Members of the public, artists, or organizations, public or private, who are interested in receiving funding administered by the New Mexico arts division, and members of the New Mexico arts commission.
[4.12.1.2 NMAC - Rp 4 12.1.2 NMAC, 11-13-2003]

4.12.1.3 STATUTORY AUTHORITY: Sections 18-5-7(F) NMSA 1978 authorizes the director to make rules and regulations necessary to administer the division and carry out the state statutory duties of the division.
[4.12.1.3 NMAC - Rp 4 12.1.3 NMAC, 11-13-2003]

4.12.1.4 DURATION: Permanent.
[4.12.1.4 NMAC - Rp 4 12.1.4 NMAC, 11-13-2003]

4.12.1.5 EFFECTIVE DATE: November 13, 2003, unless a later date is cited at the end of a section.
[4.12.1.5 NMAC - Rp 4 12.1.5 NMAC, 11-13-2003]

4.12.1.6 OBJECTIVE: The purpose of general provisions implementation regulations is to serve the public, employees, and the commission as a guide to the operations and policies of the New Mexico arts commission and New Mexico arts division and carry out of the purpose of the Arts Division Act.
[4.12.1.6 NMAC - Rp 4 12.1.6 NMAC, 11-13-2003]

4.12.1.7 DEFINITIONS:

A. "Acceptable postmarks" means a legible dated postmark or receipt with the date of mailing stamped by the US postal service.

B. "Advisory panel" means a panel comprised of members of the public who are residents of New Mexico and other states composed of artists, arts administrators and knowledgeable community arts supporters (lay people both committed to and involved in the arts activities of their community) to serve on advisory panels. The arts commission approves advisory panel members from a panelist roster based on areas of expertise, geographic location, gender and ethnicity.

C. "Advisory panel review" means the process in which all applications for funding are reviewed by the staff and determined to be complete and are then reviewed by the appropriate advisory panel. Staff selects up to nine panelists from the arts commission approved advisory panelist roster, taking into consideration panelists' areas of expertise, geographic location, gender and ethnicity. Members of the public may attend the advisory panel meetings, which are moderated by arts commissioners. Advisory panels are designed to provide objective evaluations of applications submitted to the NMA, rate all applications based on criteria specific to each program area, and provide application rankings to the planning and budget committee. The planning and budget committee uses the panel ratings, rankings and comments to make funding recommendations to the arts commission.

D. "Appeals committee" means the designate committee of the NMA commission which reviews and makes a determination regarding an appeal brought forward by a prospective applicant after the funding recommendation has been acted on by the arts commission.

E. "Appeals process" means the appeal process whereby applicants that are reviewed by a panel and have met all eligibility requirements may appeal a decision or recommendation of an advisory panel. If an applicant believes there are grounds for an appeal following the panel review of their application, a formal letter to the executive director stating the grounds for appeal is required within thirty (30) days of receipt of funding notification if the applicant can demonstrate that the review of the application was based on criteria other than those appearing in NMA regulations or the decision was influenced by an advisory panel member or commissioner with an undisclosed conflict or interest.

F. "Application" means the written formal request for funds from NMA. An eligible application is one which is determined to be complete by staff review and is based on whether the applicant followed the published regulations, and submitted his application form and materials by the stated deadline.

G. "Art education" means a specific education program which promotes the arts as an integral component of basic education and community life and involves cooperative planning among artists, educators, community leaders, and other to develop quality arts experiences in a variety of settings. Arts education programs incorporate the state standards and benchmarks in the arts disciplines.

H. "Arts education projects" means arts education projects that empower teachers to use the arts in the classroom. Projects in this category involve artist/teacher teams working with either an entire grade level of teachers or a team of teachers to familiarize teachers, principals and possibly artists/arts organizations with arts integration methods and art skills. The artist/teacher team will lead fellow teachers, administrators and possibly artists/arts organizations in the creation of arts integrated lesson plans. These plans will be implemented in the classroom and evaluated through pre- and post-testing of the affected classroom and a control group to determine effectiveness of arts integration on learning and school reform.

I. "Arts in social service" means arts organizations or social service organizations for arts-based projects that focus on addressing social issues with a primary purpose of reaching specific populations (people who are incarcerated, homeless, abused, ill, etc.) or fosters artistic activity that encourages civic dialogues on important social issues (the environment, crime, etc.).

J. "Arts in public places/one percent for art program" means the program which is designed to administer the "Art in Public Places Act", Section 13-4A-1 NMSA 1978, which requires that one percent of construction and renovation costs of certain public buildings be spent on the acquisition of art for those buildings; and to develop, document and promote a statewide public art collection which reflects the cultural, ethnic, and artistic diversity of New Mexico, the region and the nation. Artwork acquired through the arts in public places program are acquired for installation and display in public buildings throughout New Mexico which reflect the tastes and attitudes of the users of the buildings as well as local communities. Regulations established by NMA require that a five to eleven member committee comprised of local community members determine the type of art it wants and develop a prospectus (a call for artists). All prospectuses are published in the quarterly NMA newsletter Artspeak and are open to all artists. Works of art selected by the art selection committee must be on public display and be accessible to the general public during regular business hours.

K. "Artistic example" means a high-quality example of artistic work that is submitted with an application.

L. "Artist residency" means creating programs that promote learning in and through the arts for school and community settings. Artist residencies may occur in schools or community settings. In the schools, artist residencies support artist/teacher teams educating teachers, administrators and artists in methods which provide hands-on involvement in the creative process for students based on state arts education standards and which evaluate the results of the classroom activities. Residencies should be considered supplemental to a school's regular arts education program. Preference will be given to underserved schools. In communities, an artist residency should stimulate a dialogue about the importance of art within a community. Community-based residencies provide hands-on involvement in the creative process for residents of all ages and should include an artist working with civic and business leaders, service clubs, members of the educational system, and other community leaders.

M. "Arts commission" means same as New Mexico arts commission or commission.

N. "Arts projects A and B" means short-term one-year arts projects or an organizations season. Arts projects "A" are organizations with an actual last fiscal year income of three hundred thousand dollars (\$300,000) to seven hundred forty nine thousand nine hundred ninety nine dollars (\$749,999), excluding in-kind contributions. Arts projects "B" are organizations with an actual last fiscal year income of one hundred thousand dollars (\$100,000) to two hundred ninety nine thousand nine hundred ninety nine dollars (\$299,999), excluding in-kind contributions.

O. "Budget size" means actual last fiscal years income minus in-kind of the applicant organization/institution.

P. "Cash match" means the cash funds (as opposed to in-kind; pledged or other unrealized income) required by the applicant organization in order to receive a award from NMA. Cash match requirement is a fifty percent (50%) match by the applicant organization; at least half of the match must be cash. Organizations with an actual last fiscal year income of seven hundred fifty thousand dollars (\$750,000) or higher, excluding in-kind contributions are required to have hundred percent matches; at least half of the match must be cash.

Q. "Colleges, universities, and government entities" means the funding category which supports colleges, universities, local and county governments, and Indian tribal entities for arts activities for an entire season of specific arts related projects. These organizations have an actual last fiscal year income of seven hundred fifty thousand dollars (\$750,000) or higher, excluding in-kind contributions.

R. "Community arts development A & B" means community arts development "A" are organizations with an actual last fiscal year income of forty thousand dollars (\$40,000) to ninety nine thousand nine hundred ninety nine dollars (\$99,999), excluding in-kind contributions. Community arts development "B" are organizations with an actual last fiscal year income of up to thirty nine thousand nine hundred ninety nine dollars (\$39,999), excluding in-kind contributions.

S. "Conflict of interest policy" means the arts commission conflict of interest policy based on the Governmental Conduct Act, Section 10-16-1 through 10-16-16, NMSA 1978.

T. "Contract" means the contract between NMA and an artist, or other award recipient. NMA reserves the right to monitor all funding recipients to ensure that the terms and conditions of the contract are met.

U. "Deadline" mean the latest date and time as specified in regulations or application by which application will be accepted by NMA as being timely submitted.

V. "Eligibility" means tax-exempt nonprofit organizations, units of government, schools, universities, colleges or organizations with Indian tribal government designation in New Mexico are eligible to apply. Organizations without tax-exempt nonprofit or tribal designation, or that are not units of local government may enter into a limited two-year fiscal sponsorship using a fiscal agent to apply. These organizations are eligible to apply once per fiscal year. Funding from NMA cannot be used for any organization or activities that have received funding through another NMA application in the same fiscal year. See guidelines for other eligibility requirements.

W. "Evaluation criteria" means the criteria used to evaluate and rate all applications by the advisory panels. Evaluation criteria and sub-criteria are stated in the regulations for each category.

X. "Final reports" means a final descriptive and financial report which must be submitted by all award recipients or their fiscal sponsors within thirty (30) days after the ending date stipulated in the contract. Final report instructions are included in the award contract packet. The project director prepares the report and the authorizing official reviews the report before submission. The NMA keeps twenty percent (20%) of all funds awarded until satisfactory final reports are submitted. Funding is on a reimbursement basis. Award recipients or their fiscal sponsors who fail to submit the required final report on time can result in loss of twenty percent (20%) of the contracted amount. Non-receipt of required reports may jeopardize future funding from New Mexico arts.

Y. "Fiscal agent" means tax-exempt non profit organizations that act as fiscal agent on behalf of an applicant.

Z. "Folk arts apprenticeships" means one-on-one intensive learning experiences for artists engaged in preserving traditional art forms. The master artist must demonstrate excellence in the traditional art form, and the apprentice must show a commitment to learning and carrying on the art form. A separate set of guidelines for the folk arts apprenticeship is issued.

AA. "Folk arts projects" means projects which preserve and perpetuate the traditional arts as practiced by various cultures in New Mexico. Folk arts are the traditional functional and expressive arts of people passed down informally by word of mouth or by cultural groups, family, community, occupational, ethnic or religious. Folk arts reflect the values and world views of the groups that make them.

BB. "Funding acknowledgments" means all forms of publicity, printed programs, posters, handbills, and announcements, that must prominently state: Funding is provided in part by New Mexico arts and the national endowment for the arts. Abbreviations (for example, NMA, NEA) are not acceptable. Any changes in or deviation from this wording must be approved in advance by the director of the NMA. Failure to provide this information may jeopardize present and future funding from the NMA.

CC. "Governor's awards for excellence in the arts or governor's arts awards" means the awards established in 1974 which recognize the important role that artists, crafts people, and supporters of the arts play in our state. People who receive the awards are chosen for their lifetime artistic excellence and accomplishments. Corporations and major contributors are also honored for outstanding and generous support of the arts. The commission chair appoints a selection committee who make recommendations to the governor's office which are then approved by the commission.

DD. "Guidelines or request for proposals or regulations" means the stated requirements including forms which must be completed in order for an application to qualify as complete. Guidelines or request for proposals are published yearly which provide the established priorities of the commission, the full application process, the evaluation criteria, appeals process and the deadlines for submission and acceptable postmarks.

EE. "In-kind" means a service or goods provided to an organization at no charge, which has a cash value. In-kind volunteer hours are calculated at current market wages, at least federal minimum wage unless the volunteer is donating professional services, which are calculated at professional rates and should be listed as "business support".

FF. "Legal compliance requirements" means terms, conditions, and restrictions with which funding recipients are required to comply depending on the source of funding. Such requirements consist of the following, without limitations:

(1) comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and, where applicable, Title IX of the Education Amendments of 1972; Drug-Free Workplace Act of 1988; Native American Graves and Repatriation Act; OMB circular A-122, Audits of States, local Governments and non-profit organizations; the Anti-Lobbying provisions of 18 U.S.C. Sec. 1913 and 31 U.S.C. Sec. 1352; and the Debarment and Suspension provisions of 45 CFR, Part 1154; Cost Principles for Nonprofit Organizations; OMB Circular A-133;

(2) compensate professional performers and related or supporting personnel at no less than prevailing minimum wage as defined by the U.S. Secretary of Labor and assure that no part of a support project will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees involved;

(3) complete and sign and assurance of compliance form and a 504 compliance and ethnic participation form;

(4) submit at time of contract an IRS letter showing tax-exempt non-profit status, except governmental schools, colleges, universities or Indian tribal government entities.

GG. "Local arts councils" means a community organization that is a tax-exempt organization or an agency of government or Indian tribe that provides services to artists, arts organizations, or in the field of arts education. It may also present cultural programs for its community. NMA follows the Americans for the arts definition of local arts councils to be "a community organizations or an agency of local government that supports cultural organizations, provides services to artists and arts organizations and presents arts programming to the public".

HH. "Major cultural organizations" means organizations with an actual last fiscal year income of seven hundred fifty thousand dollars (\$750,000) or higher, excluding in-kind contributions

II. "New Mexico arts commission or commission or arts commission" means the fifteen (15) member body appointed by the governor pursuant to Section 18-5-4 NMSA 1998. The mission of the commission, in conjunction with NMA, is to stimulate opportunities for artists, arts organizations, and other groups for activities or projects to provide artistic or cultural services to the state, to maintain and encourage artistic excellence, and to promote awareness of and access to the arts for all of the people of New Mexico.

JJ. "New Mexico arts or NMA" means the division that is within the department of cultural affairs, a state agency. The New Mexico state legislature created the NMA and the arts commission because "the general welfare of the people of this state will be promoted by giving further recognition to the arts as a vital part of our culture and heritage and as an important means of expanding the scope of our educational program".

KK. "Panel evaluation criteria" means the factors or standards used by the NMA commission to make all funding decisions and distribute all funds fairly and equitably among art forms and across the geographic and ethnic dimensions of New Mexico. NMA expects all applicants that receive its financial assistance to represent and encourage the highest possible standards of artistic and administrative excellence. There are separate criteria for local arts councils and statewide service organizations, and partnerships. The NMA advisory panelists evaluate eligible applications according to the criteria in the current regulations.

LL. "Partnership" means partnerships/arts enterprise projects are designed to initiate and strengthen community based economic development through three-year public/private arts partnerships that benefit underserved rural or inner city communities. Such enterprises train artist and either employ or market the work for artisans in an ongoing economic development enterprise. Projects must promote wide participation and bring attention to the community's or region's cultural resources with a goal of income generation for arts organizations, artist and the general community.

MM. "Planning and budget committee" means the committee of the commission which reviews comments, ratings and resulting rankings of the applications by advisory panels. The planning and budget committee convenes a public meeting to consider the recommendations of the advisory panels. The committee makes funding and other recommendations to the arts commission.

NN. "Rural" means outside Las Cruces city limits, or more than thirty highway miles from Albuquerque or Santa Fe.

OO. "Statewide service organizations" means an organization with a membership or constituency that spans the state; that offers service to artists, arts organizations or in the field of arts education; that promotes the arts through advocacy efforts or provides arts information services to the public. Organizations with a statewide

membership or constituency that provide presenting activities and are not primarily service organizations should apply in another category.

PP. "Strategic plan" means the strategic plan completed every three years by the NMA resulting from extensive surveys, meetings and previous studies. Based on the strategic plan, the arts commission establishes priorities such as culturally diverse arts, folk arts, local arts councils, and rural arts, as well as arts in education and community partnerships for the arts. Available upon request from NMA.

QQ. "Staff review" means the review by NMA staff of advanced review and final applications submitted by organizations requesting funding, for eligibility, and completeness. Staff administrative notes on financial sections will be noted, as needed. Applications must be complete and typed. Incomplete applications are returned to the applicant and are not sent to advisory panels.

RR. "Technical assistance" means services for arts organizations, local arts councils, schools, local and tribal government wishing to improve the effectiveness of their organization, management, programs or services.

SS. "Traditional folk arts and folk arts apprenticeships" means those programs designed: to encourage folk arts projects; to preserve and perpetuate the traditional and contemporary arts as practiced by the state's various cultures; and to recognize and increase awareness of culturally specific and multicultural arts in New Mexico. Folk arts are the traditional functional and expressive arts passed down informally by people through word of mouth or by imitation within a specific cultural group.

[4.12.1.7 NMAC - Rp 4 12.1.7 NMAC, 11-13-2003]

4.12.1.8 THE COMMISSION: The name of the organization shall be the New Mexico arts commission, hereinafter referred to as "commission." The commission shall function according to Section 18-5-5 NMSA 1978 as an advisory body to New Mexico arts, herein after referred to as "NMA or New Mexico arts".

[4.12.1.8 NMAC - Rp 4 12.1.8 NMAC, 11-13-2003]

4.12.1.9 MISSION: The mission of the commission, in conjunction with the NMA, is to stimulate opportunities for artists, arts organizations, and other groups for activities or projects to provide artistic or cultural services to the state, to maintain and encourage artistic excellence, and to promote awareness of and access to the arts for all of the people of New Mexico.

[4.12.1.9 NMAC - Rp 4 12.1.9 NMAC, 11-13-2003]

4.12.1.10 MEMBERSHIP: The commission shall have fifteen (15) members appointed by the governor pursuant to Section 18-5-3 NMSA 1978.

A. Members shall be appointed for terms as follows: five members shall be appointed for terms of one year, five members shall be appointed for terms of two years and five members shall be appointed for terms of three years. The first members of the commission shall be appointed on or before September 1, 1965, with the date of office of all these members to commence on the same day. After the expiration of the initial terms, all members shall be appointed for terms of three years. Vacancies resulting from the death or resignation of a member shall be filled by appointment for the un-expired portion of the term of the member creating the vacancy.

B. With the approval of a two thirds majority of a quorum present at any scheduled meeting of the commission, the chair may recommend to the governor the removal of any commissioner for chronic absenteeism or improper conduct. Chronic absenteeism shall normally consist of missing a total of three regularly scheduled commission meetings in any one calendar year.

C. Commissioners shall receive reimbursement for travel and per diem expenses in accordance with the Mileage and Per Diem Act, Section 10-8-1 NMSA 1978. Commissioners may use facilities of the NMA office only for official business of the commission and shall keep such use to a minimum to avoid interference with NMA staff.

[4.12.1.10 NMAC - Rp 4 12.1.10 NMAC, 11-13-2003]

4.12.1.11 DUTIES: The commission is advisory to the director of the NMA, to the department of cultural affairs secretary and to state government in general where not in conflict with other statutory agencies. The governor will receive general counsel on the arts from the commission and from the NMA.

A. The commission will advise the director on all NMA policies, and the director shall provide the commission with all information requisite to such advice.

B. The commission shall be consulted by the director before he approves, disapproves or modifies the distribution of federal and state program funds. The director shall provide the commission with all information requisite to such consultation.

C. The director shall keep the commission informed of the fiscal affairs of the NMA, including budget requests, appropriations and disbursements.

[4.12.1.11 NMAC - Rp 4 12.1.11 NMAC, 11-13-2003]

4.12.1.12 CONFLICT OF INTEREST: The arts commission has established a conflict of interest policy based on the Governmental Conduct Act, 10-16-1 through 10-16-18 NMSA 1978. Commission members shall not engage in any action that could be interpreted as use of position on the commission to further his own interest or the interest of any organization with which the commissioner has an influential role. Commissioners shall be familiar with and shall abide by the Governmental Conduct Act, Section 10-16-1 through 10-16-18, NMSA 1978. The policy is no commissioner or member of a commissioner's immediate family may:

A. submit an application for funds;

B. receive personal payment or benefit from NMA funds;

C. be employed by an organization requesting NMA funds;

D. submit a report or endorsement on behalf of an application with which the commissioner or a member of the commissioner's immediate family is affiliated;

E. hold a financial interest in excess of \$1,000 in a business or organization doing business with the NMA;

F. self declarations: other conflicts of interest may be resolved if the commissioner declares the conflict and abstains from discussion or voting on any application or any funding category in which a real or perceived conflict exists;

G. within one year of leaving the commission, no former commissioner may submit an application to the NMA or be employed by an applicant organization;

H. some conflicts involving commissioners or former commissioners are irreconcilable and shall be resolved either by withdrawing the application or affiliation causing the conflict or by resignation from the commission; failure to comply shall cause the chair to ask for a two-thirds consensus of the commission to recommend removal of the conflicted commissioner.

[4.12.1.12 NMAC - Rp 4 12.1.12 NMAC, 11-13-2003]

4.12.1.13 OFFICERS: The officers of the commission shall be a chair, who shall serve at the pleasure of the governor, and a vice-chairman and a secretary, who shall be elected at the annual meeting in November by a majority vote of the commission members present.

A. The vice-chair and secretary shall take office at the annual meeting at which they are elected.

B. The chair shall preside at all meetings and shall appoint the chairs and members of all committees including the planning and budget committee, subject to ratification by a majority of the commissioners present at the next regular meeting of the commission following such appointment. The chair shall also perform all procedural duties as guided by parliamentary procedure.

C. The vice-chair shall, in the event of the absence or incapacity of the chair, exercise all powers and duties of the chair during such absence or incapacity.

D. The secretary shall, with the assistance of the NMA staff, call the roll at each commission meeting and shall cause the minutes of each meeting to be kept.

E. The commission may, by a two-thirds majority of the commissioners present at a regular meeting of the commission, recommend to the governor that the commission chair be removed from office when, in the judgment of such two-thirds majority, the chair has committed nonfeasance (failure to act when there is a duty), misfeasance (negligence), or malfeasance (performance that was improper or illegal).

F. The commission may, by a two-thirds majority vote at any regular meeting, remove the vice-chair or secretary from that office where such action is, in its judgment, in the best interests of the commission.

G. The chair may fill a vacancy in the office of vice-chair or secretary by appointment until the next regular meeting of the commission.

[4.12.1.13 NMAC - Rp 4 12.1.13 NMAC, 11-13-2003]

4.12.1.14 PLANNING AND BUDGET COMMITTEE: The commission shall have a planning and budget committee, whose members shall be assigned by the chair.

- A. If any assigned member of the planning and budget committee is unable to attend a meeting of that committee, the commission chair may appoint another commissioner to serve for that meeting.
- B. The commission chair shall serve as chair of the planning and budget committee.
- C. Meetings of the planning and budget committee shall be called by the chair with fourteen days written notice of the meeting, to all planning and budget committee members, and to all commissioners.
- D. The planning and budget committee shall regularly exercise responsibility for budget oversight, long-range planning, and initial review of all grants panel recommendations, and shall make recommendations in these areas to the commission.
- E. Minutes of all meetings of the planning and budget committee shall be distributed to all commissioners prior to the next commission meeting.
[4.12.1.14 NMAC - Rp 4 12.1.14 NMAC, 11-13-2003]

4.12.1.15 OTHER COMMITTEES AND MEETINGS: There shall be various standing operations committees, corresponding to the major operations areas of the commission's responsibilities.

- A. Appeals committee, has responsibility for hearing and making recommendations on all appeals submitted by the NMA director.
- B. There shall be a nominating committee also referred to as the executive committee, with responsibility to present annually or when appropriate, for consideration and nomination, candidates for vacancies in the positions of vice-chair and secretary. Nominations may also come from the floor. Terms of office shall commence immediately.
- C. There shall be an arts award committee, with responsibility for making recommendations directly to the Governor concerning recipients of the Governor's awards for excellence in the arts.
- D. The commission may establish such other committees from time to time, as it deems appropriate.
- E. The annual meeting of the commission shall take place in November. The commission shall hold at least four meetings a year usually in February, June, August and November. Fourteen days written notice of the exact date, and time and location of each meeting of the commission shall be given by the NMA director or the commission chair to all commissioners and to the public. Any meeting date may be changed by approval of a majority of a quorum of the commissioners present at any regularly scheduled commission meeting, subject to the requirements of the commission's open meeting resolution.
- F. Special meetings may be called either by the commission chair or by petition of a majority of the sitting commissioners. Fourteen days notice shall be given to commissioners and the public of such special meetings. Upon receipt of a petition for a special meeting, the chair shall schedule the special meeting.
- G. The commission may designate any location within New Mexico as the place of its meeting.
- H. A quorum at any meeting of the commission shall be constituted by a majority of the commissioners. If, due to vacancies, there are fewer than 15 commissioners, a quorum shall consist of a majority of the commissioners actually holding office.
- I. Commissioners must be physically present to vote at all meetings of the commission. Voting by proxy is prohibited.
- J. The proposed agenda items for each meeting of the commission meeting shall be prepared by the NMA director in consultation with the commission chair and distributed not less than fourteen days prior to each meeting of the commission. Commissioners wishing to place an item on the proposed agenda must notify the NMA director not less than three weeks prior to the meeting. In accordance with the Open Meetings Act, commissioners may add or delete items from the agenda at the commission meeting.
- K. The commission shall follow all procedural duties using a manual of parliamentary procedure as guidance and in conformity with these regulations and the Arts Division Act.
- L. These regulations may be amended or repealed by a majority and new regulations shall be given to all commissioners. Written notice of any proposed amendments shall be given twenty-one days in advance and shall include the full text of the provision to be changed as well as the new provision.
- M. The principal office of the commission shall be the office of the NMA in Santa Fe, New Mexico.
[4.12.1.15 NMAC - Rp 4 12.1.15 NMAC, 11-13-2003]

4.12.1.16 NEW MEXICO ARTS FUNDING REGULATIONS: The most recent publication of the "New Mexico Arts Funding Guidelines" is hereby incorporated into this rule by reference. The New Mexico arts funding guidelines describe the policies and requirements for art and art-related educational projects advertised and administered by NMA and the commission. The guidelines are applicable to all projects advertised and contracts executed after the date this rule is promulgated by NMA and filed with the state records center.

[4.12.1.16 NMAC - Rp 4 12.1.16 NMAC, 11-13-2003]