Docusign Envelope ID: 94A94511-9968-8D19-80D5-B2EFCF32E11A

CYBERSECURITY PLANNING COMMITTEE

2026 RESOLUTION #1

ESTABLISHING THE ANNUAL OPEN MEETINGS POLICY
Of the Cybersecurity Planning Committee

WHEREAS, the Cybersecurity Planning Committee ("Committee") met in a regular session on September 10th, 2026, at 2:00 p.m.; and

WHEREAS, the Open Meetings Act at NMSA 1978, Section 10-15-1(B) states that *all meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of any state agency or any agency or authority of any county, municipality, district or political subdivision, held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the Open Meetings Act . . .*; 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 Committee to determine what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMITTEE THAT:

1. **Regular Meetings** will be held on the third Thursday of every month at 2:00 p.m. Regular meetings will be held in a hybrid format, allowing for both in-person and virtual participation. Notice

Docusign Envelope ID: 94A94511-9968-8D19-80D5-B2EFCF32E11A

of a regular meeting shall be provided at least 72 hours in advance as specified in paragraph 4 below. The agenda will be available at least seventy-two (72) hours prior to the meeting, and available as specified in paragraph 4 below. A regular meeting will not be held if the scheduled date falls on a state holiday.

2. **Special Meetings** may be called by the Chair or a majority of the members with at least three 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. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting.

3. **Emergency Meetings** will be called only under unforeseen circumstances that demand immediate action to protect the health, safety, and property of citizens or to protect the State from substantial financial loss. Emergency meetings may be conducted to discuss and take actions concerning immediately pending or threatened litigation provided that delayed action in such litigation could result in injury or damage to persons or property or substantial financial loss. The Committee will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chair or a majority of the members. If any action is taken at an emergency meeting the Committee shall make a report to the Office of the Attorney General. The report shall describe the action taken and the circumstances creating the emergency.

4. **Notice of Regular Meetings.** For the purpose of regular meetings described in paragraph 1, notice requirements are met if a notice contains instructions for how to obtain a copy of the meeting agenda, an address for in-person attendance and a link that will allow any person to attend the meeting virtually. The Notice shall also contain instructions for obtaining any reasonable accommodations to join or participate in the meeting. The meeting notice and the agenda for each regular meeting, or for

Docusign Envelope ID: 94A94511-9968-8D19-80D5-B2EFCF32E11A

any special meeting, shall be posted online on the New Mexico Department of Information Technology's web page https://www.doit.nm.gov/; physically posted in the vestibule lobby of the Simms Building, 715 Alta Vista St., Santa Fe, NM 87505; and e-mailed to any person who subscribes with a valid e-mail address to the Committee's public meeting notice e-mail serve accessible at: https://nmdoit.omnilert.net/subscriber.php.

5. **Notice of Special Meetings.** Notice requirements for a special meeting are met if a timely notice of the date, time, and location of the meeting, and instructions for how members of the public may obtain a copy of the agenda, are posted as specified in paragraph 4 above.

6. **Accessibility notice.** All notices shall include the following language:

Individuals with disabilities needing special accommodations to join or participate in this meeting shall contact the Melissa Gutierrez by calling (505) 819-7360 or via email at melissa.gutierrez@cyber.nm.gov at least 5 days prior to the meeting, or as soon as possible.

7. **Closed Meetings**. The Committee may close a meeting to the public only if the subject matter of such discussion or action is excepted from the Open Meetings Act requirement.

a) If any meeting is closed during an open meeting, such closure shall be approved by a majority of a quorum of the Committee during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

Docusign Envelope ID: 94A94511-9968-8D19-80D5-B2EFCF32E11A

b) The Committee may provide advance notice of its intent to conduct a closed meeting as part of a regular or special meeting notice. The notice shall identify the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity.

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 to those specified in the motion or notice of closure.

d) Except as provided in Section 10-15-1 (H) of the Open Meetings Act or pursuant to Section 9-27A-5(D), any action taken as a result of discussions in a closed meeting shall be made by vote of the Committee in an open public meeting.

8. Committee Governance. Proceedings of the Committee shall be governed by the Open Meetings Act and Robert's Rules of Order.

ADOPTED BY THE CYBERSECURITY PLANNING COMMITTEE THIS 10th DAY OF September, 2026.

Signed by:
Manny Barreras
32A0D0505C7C403...

Manny Barreras, Committee Chair
Department of Information Technology, Designee