

State of New Mexico  
**INTERAGENCY PHARMACEUTICAL PURCHASING COUNCIL**

New Mexico Human Services Department	New Mexico Department of Health	New Mexico Children, Youth, and Families Department
New Mexico Corrections Department	Risk Management Division, General Services Department	New Mexico Retiree Health Care Authority
New Mexico Public Schools Insurance Authority	Albuquerque Public Schools	University of New Mexico

**OPEN MEETING RESOLUTION – 2019**

WHEREAS, the Interagency Pharmaceutical Purchasing Council (IPPC) was created to review and coordinate cost-containment strategies for the procurement of pharmaceuticals and pharmacy benefits and the pooling of risk for pharmacy services by the constituent agencies, and met in its first regular session on August 29, 2019, as required by Senate Bill 131; and

WHEREAS, the Interagency Pharmaceutical Purchasing Council is required 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, commission, administrative adjudicatory body or other policymaking body of any state agency, any agency or authority of any county, municipality, district or any political subdivision 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, Section 10-15-1(D) of the Open Meetings Act states that 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 Interagency Pharmaceutical Purchasing Council to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED:

The Interagency Pharmaceutical Purchasing Council shall hold its regular meetings on the second Thursday of the second month of each quarter (February, May, August, and November) from 1:00 pm to 4:00 pm at a location that will be determined for each meeting and be named in the public notice for that meeting.

Established regular meeting dates, times and locations shall be subject to change on the order of the Director of the Interagency Pharmaceuticals Purchasing Council or in the absence of the Director, the Director's designee. The Director may also order additional meetings, subject to the procedural notice requirements below.

Notice of the meeting shall be posted on the General Services Department's website at <https://www.generalservices.state.nm.us/ippc.aspx> no later than ten (10) days before all future meetings. The notice shall include the date, time, and location of the meeting and where to obtain an agenda and any meeting materials. The notice shall also contain information on access to the meeting for persons with disabilities.

In compliance with 10-15-1 (D), the Interagency Pharmaceutical Purchasing Council shall publish meeting notices in the local newspaper in circulation in the area in which the meeting will take place.

Not less than 72 hours prior to a meeting the final draft agenda shall be posted on the General Services Department's website at: <https://www.generalservices.state.nm.us/ippc.aspx>. Emergency or special meetings shall be called only for matters requiring urgent action by the Interagency Pharmaceutical Purchasing Council.

Notice of an emergency or special meeting shall be announced through the website, <https://www.generalservices.state.nm.us/ippc.aspx> and shall be published in the local newspaper in circulation in the area in which the meeting will take place as soon as is reasonably feasible to provide as much advance notice as possible. The Interagency Pharmaceutical Purchasing 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.

A member of the Interagency Pharmaceutical Purchasing Council may participate in any Council meeting by means of a conference telephone or other similar communications equipment only when it is otherwise difficult or impossible for the Council member to attend the meeting in person. A Council member may participate in an Interagency Pharmaceutical Purchasing Council meeting pursuant to this paragraph so long as: (1) the Council member participating pursuant to this paragraph is identifiable when speaking; (2) all participants are able to hear each other at the same time; and, (3) members of the public attending the meeting are able to hear any Council member who speaks during the meeting, and (4) telephonic attendance is requested and approved by the Director of the Interagency Pharmaceuticals Purchasing Council.

A majority of statutorily appointed Interagency Pharmaceutical Purchasing Council members or their designees shall constitute a quorum.

The Interagency Pharmaceutical Purchasing 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 Interagency Pharmaceutical Purchasing 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 Interagency Pharmaceutical Purchasing Council at its next regularly scheduled meeting.

This resolution is effective upon passage by the Interagency Pharmaceutical Purchasing Council.

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Director, IPPC

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Dated