

Connect New Mexico Council

2022 RESOLUTION #3

ESTABLISHING THE WORKING GROUP POLICIES OF THE  
Connect New Mexico Council

**WHEREAS**, the Connect New Mexico Council ("Council") met in regular session on July 20, 2022, at 2:00 p.m.;

**WHEREAS**, the Council has an expansive mandate to: A. coordinate state agency broadband programs and broadband projects in accordance with the statewide broadband plan; B. evaluate and prioritize grant proposals and make grant awards from the connect New Mexico fund; and C. adopt rules establishing a competitive grant program to receive funds from the connect New Mexico Fund;

**WHEREAS**, fulfilling the Council's mandate requires concentrated and specialized efforts involving planning, research, evaluation of complex subject matter, weighing of competing interests and solutions, policy development, legal analysis, project management, drafting, travel, stakeholder engagement and collaboration, among other critical tasks;

**WHEREAS**, engaging with stakeholders and subject matter experts ("SME"), including staff from the Office of Broadband Access and Expansion ("OBAE"), will facilitate the Council's work and promote informed decision making by the Council;

**WHEREAS**, the Council's structure creates barriers to robust stakeholder and SME engagement, and imposes administrative, time, coordination and other obstacles to performing the in-depth analysis and actions necessary to informed decision making and meeting the Council's mandate;

**WHEREAS**, the Council desires to facilitate its mission, and to exercise informed decision making, while remaining compliant with its obligations as a public body, by establishing matter focused working groups;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- A. By vote of a majority of a quorum of its members, the Council may establish one or more advisory working groups to support any function, or inform any action, of the Council. A working group may develop and deliver recommendations to the Council on any matter within the Council's purview.
- B. A working group shall be led solely by one of the Council members, who may designate any other working group member as an interim proxy to coordinate or conduct a working group meeting. Upon establishing a working group, the Council may designate one of its members as the group's interim leader to serve until such time as the group votes to elect a permanent leader or leaders. A leader shall remain in that position subject to resignation or removal by vote of the Council or a majority of the group members. The group leader shall establish an agenda for each group meeting and distribute the agenda to group members at least three (3) days before the meeting governed by the agenda.
- C. A working group shall not include more than ten (10) total voting members, of which no more than eight (8) may be Council members. Subject to the eight (8) member limit, any Council member shall be allowed to be a member of any working group. Working group members who are not also Council members, shall be selected by the group leader, and may include OBAE staff or members of the public. A working group shall appoint a secretary who shall be responsible for managing administrative functions of the group, including note taking and record management.

- D. A working group shall hold its first meeting within fourteen (14) days of the vote creating the group. Within forty-five (45) days of its first meeting, a working group shall provide the Council with a mission statement that identifies the group members, outlines the primary objectives of the group and provides a deadline driven action plan for meeting those objectives. By majority vote of a quorum of its members, the Council shall approve, reject or direct modification of a working group mission statement. A working group may seek Council approval of a modify a mission statement at any regular meeting of the Council.
- E. At least monthly, or as otherwise specified by the Council, a working group shall provide a status report to the Council summarizing the activities and actions of the group taken since the prior report.
- F. A working group shall comply with all directions of the OBAE regarding group administration, including record keeping and meeting conduct.
- To Start: The working groups should appoint a note taker. Agenda and facilitation by the leading Council member. OBAE to manage communication methodologies and meeting notifications.
- G. A working group shall allow any member of OBAE staff to serve as a SME without regard to the member limit.
- H. Subject to Paragraph G, a working group may open or close its meetings to non-members, and may limit meeting participation by non-members, on a case-by-case basis.
- I. A working group may inform and make recommendations to the Council, but shall not have authority to make any decision binding the Council.
- J. The Council previously established these four working groups:
1. Grant Program.
  2. Digital Equity and Inclusion Working Group.

3. Regional Planning and Community Engagement.
4. Mapping Data and Evaluation.

Each of these groups has appointed a leader who shall remain in that position subject to resignation or removal by vote of the Council or a majority of that group's members. Each of these established working groups shall comply with Paragraphs C through I of this resolution within 30 days, and shall deliver its mission statement and status report on or before the next regularly scheduled meeting of the Council.

ADOPTED BY THE CONNECT NEW MEXICO COUNCIL THIS 20<sup>th</sup> DAY OF JULY, 2022.



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Interim Chair